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**AIR FORCE SMALL TERMINAL OPERATIONS (NON-MILITARY  
AIRLIFT COMMAND, MAC)**

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**DEPARTMENT OF THE AIR FORCE**



15 May 1991

**Military Airlift**

**AIR FORCE SMALL TERMINAL OPERATIONS  
(NON-MILITARY AIRLIFT COMMAND, MAC)**

This regulation standardizes airlift procedures and methods required to operate small terminals throughout the world. It applies to all small terminal operations (Non-Military Airlift Command) performing an airlift function in support of the Department of Defense (DOD). It provides the policies and procedures necessary for documenting, processing, and moving passengers and cargo traffic on DOD-owned or controlled aircraft. Air Force Small Terminal Operations are defined as a designated non-MAC unit performing an air terminal function (that is, aircraft handling, passenger processing, and cargo processing) in support of airlift operations. Small terminals do not receive direct support from MAC in manpower, equipment, or funding for terminal operations. This regulation does not apply to US Air Force Reserve or Air National Guard units and members. Send copies of MAJCOM supplements to HQ USAF/LGTT.

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## Chapter 1

### GENERAL INFORMATION

#### Section A—Security

**1-1. Policy.** Everyone involved in the movement of passengers and cargo on DOD-owned or controlled aircraft has the responsibility to prevent the possible hijacking or sabotage of an aircraft. Passenger processing and cargo handling personnel must be alert to detect any unusual conduct of persons entering the terminal area, or any suspicious items offered for air shipment.

**1-2. Security of Aircraft.** Terminal personnel, local security officials, and aircrew members share the responsibility for security of aircraft while they are on the ground. Small terminal operators must ensure close communications with local airfield management and security officials concerning any potential threat to aircraft. Terminal personnel must also be alert to prevent any unauthorized access to or around aircraft by personnel who are not directly involved with ground servicing operations.

**1-3. Air Terminal Security.** Terminal personnel and local security officials are responsible for security of the air terminal. Security measures must be enforced to prevent any unauthorized access to the terminal facilities.

**1-4. Aircraft Accidents.** The base nearest the scene of an aircraft accident is responsible for initial notification. The terminal at the last station the aircraft transited will ensure that all traffic documents are impounded. Copies may be reproduced but will only be released at the request of a competent authority or the organization having operational control of the aircraft.

#### Section B—Organizational Responsibilities

**1-5. General.** Each small terminal operator has the responsibility to ensure the safe and expeditious movement of passengers and cargo through the Department of Defense Airlift System.

**1-6. Command and Control.** The sponsoring agency having operational control of an aircraft providing airlift service to the DOD will

determine what type of traffic will be transported according to their command or service regulations. All movement of passengers, cargo, or mail within the airlift system will comply with the provisions of regulations in paragraph 1-9.

**1-7. Airlift Safety.** Managers and supervisors at all levels must make airlift safety a top priority to prevent hazards and avoid accidents. Terminal personnel also have the responsibility to follow established policies and procedures.

**1-8. Release of Traffic Records to the Public.** The terminal operator will determine release of or access to traffic records to the public in accordance with the Freedom of Information Act.

#### Section C—Required References and Acronyms

**1-9. References.** All small terminals will maintain the following references and publications:

- a. DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MIL-STAMP).
- b. DOD 4515.13-R, Air Transportation Eligibility.
- c. AFR 28-4, USAF Mobility Planning.
- d. AFR 60-14, Preventing and Resisting Aircraft Piracy (Hijacking).
- e. AFR 71-4, Preparing Hazardous Materials for Military Air Shipments.
- f. AFR 75-18, Reporting of Transportation Discrepancies in Shipments (RCS MTMC 54(R1)).
- g. AFR 76-1, USAF Logistics Airlift (LOG-AIR) Traffic. (CONUS locations only.)
- h. AFR 76-6, Movement of Units in Air Force Aircraft.
- i. AFR 76-21, Preparation and Use of AF Form 96, Passenger Manifest.
- j. USAF Foreign Clearance Guide.

#### 1-10. Acronyms:

AA&E	Arms, Ammunition and Explosives
ASIF	Airlift Service Industrial Fund
CB	center of balance
CDCP/RTDPC	Central Data Collection Point

CIC	Revenue Traffic Data Processing Center	MILSTRIP	tation and Movement Procedures
CTUS	Customer Identification Code		Military Standard Requisitioning and Issue Procedures
	Customs Territory of the United States	MTA	MAC Transportation Authorization
DTS	Defense Transportation System	NAC	National Agency Check
EML	Environmental and morale leave	TCMD	Transportation Control and Movement Document
ENTNAC	Entrance National Agency Check		Transportation Control Number
IDs	pallet identifiers	TCN	Traffic Management Office
ITO	installation transportation office(r)	TMO	Technical Measuring and Diagnostic Equipment
LOGAIR	USAF Logistics Airlift	TMDE	technical orders
MICAP	Mission Capability		
MILSTAMP	Military Standard Transpor-	TO	

## Chapter 2

### PASSENGERS

#### Section A—General

**2-1. Purpose.** This chapter provides guidance for orderly and efficient processing of passengers and their personal baggage. Terminal personnel must make every effort to provide a satisfactory level of service to all users of the airlift system. Section B - Passenger Travel Documentation

**2-2. General.** All passengers traveling on DOD-owned or controlled aircraft must present proper travel documentation prior to acceptance into the airlift system. DOD 4515.13-R, Air Transportation Eligibility, is the governing directive for travel eligibility.

**2-3. Space Required Travel.** All space required passengers will have in their possession a travel order or transportation authorization published by an appropriate approving authority. For transportation on Airlift Service Industrial Fund (ASIF) mission aircraft or non-ASIF aircraft when reimbursement is appropriate, the order must cite either the appropriation chargeable and the Customer Identification Code (CIC), or include the name and address of a specific organization or individual responsible for reimbursement on a direct billing basis.

**2-4. Space Available Travel.** All space available passengers must present the appropriate documents to be eligible for air travel. DOD 4515.13-R is the governing directive for space available travel eligibility. Section C - Passenger Processing and Manifesting

**2-5. General.** Terminal personnel must ensure fair and impartial administration of travel regulations.

**2-6. Acceptance of Space Required Passengers.** All space required passengers will have in their possession the following travel documents prior to acceptance into the airlift system:

- a. A valid identification card.
- b. Competent travel orders with unique control number, or MAC Transportation Authorization (MTA).

c. Other documents such as passports, visas, and immunization records may also be required by the USAF Foreign Clearance Guide.

**2-7. Acceptance of Space Available Passengers.** Flying space available is a benefit that is heavily promoted in DOD recruitment and retention advertising. Therefore, space available travelers must receive comparable service to duty passengers. Travel on a space available basis is strictly subject to mission availability. Space available passengers are moved only in seats not required for duty passengers. This rule applies at the point where the flight originates and at all enroute stations. This means that seats cannot be guaranteed to space available passengers, and acceptance of a space available passenger on a flight does not obligate the USAF to continue the passenger's travel, or to return the passenger to the point of origin. It also means that, on occasion, it may be necessary to off-load space available passengers at an enroute station in order to accommodate duty status passengers or cargo. Since complete travel to the desired destination cannot be guaranteed, space available passengers should be prepared to defray the cost of onward or return movement by commercial transportation, along with any other essential expenses. Unoccupied seats aboard DOD-owned or controlled aircraft are to be offered to anyone meeting the provisions of DOD 4515.13-R. To qualify for space available travel, a passenger must register in person at the check-in counter. The sponsor of a family group may sign up other family members when planning to travel in the same category and the sponsor has all travel documents required by the USAF Foreign Clearance Guide. Prospective space available passengers should have:

- a. Leave orders. For personnel on active duty, the effective date of the orders must be the same day as the day of sign up or earlier.

- b. Identification Cards:

- (1) DD Form 2AF (Active), US Armed Forces Identification Card (Green), if the passenger is active duty

- (2) DD Form 2AF (Reserve), Armed Forces of the United States Identification Card (Red) and DD Form 1353, Authentication of Reserve Status for Travel Eligibility, for reservists

(3) DD Form 2 (Retired), United States Uniformed Services Identification Card (Blue/Gray) and DD Form 1382, Flight Certificate, for retired members.

c. USAF Foreign Clearance Guide Requirements. Passports, visas, ID cards, and immunization records, as required.

d. Environmental and morale leave (EML) orders, if traveling under the EML program.

e. Emergency leave orders.

**2-8. Rules for Space Available Passengers.** The following rules apply to all space available passengers and should be explained to the travelers when they sign up. The passenger:

a. Is authorized two pieces of checked baggage not to exceed 62 linear inches each (length + width + height) and a combined weight of 66 pounds of baggage. (NOTE: Family members may pool their baggage allowances.) For small transport aircraft, such as a C-12 or C-21, passengers are only authorized one piece of checked baggage not to exceed 30 pounds

NOTE: The final approving authority for baggage weight allowances is the aircraft commander).

b. Is authorized one piece of carry-on baggage not to exceed 45 linear inches and able to be placed under the passenger's seat.

c. May be taken off at any enroute station to make room for duty passengers, patients, cargo, or hazardous materials.

d. May choose not to meet all space available calls for flights going to the desired destination. If passengers' names are called and they do not respond, they will not be removed from the space available list.

e. In Categories I, II, and III will be removed from the space available register after remaining on the list for 30 consecutive days or when their leave order expires, whichever comes first. Category IV members will be removed from the space available register after remaining on it for 45 consecutive days. Passengers removed from the list may sign up again with a new date and time.

f. May travel on pass in the continental United States (CONUS) and selected overseas areas designated by the theater commander, but may only remain on the space available register for 96 hours (active duty military).

(NOTE: Military passes may be good for as long as 96 hours.) If the passenger on pass subsequently presents leave orders that are valid for

the day of sign up, he or she must sign up again with a new date and time.

g. May refuse a seat on any aircraft (dependents and retirees). Passengers will not lose their place on the space available register for refusing a particular mission.

h. May remain on the space available register if they are an active duty military member whose leave orders have expired and are attempting to have the leave extended. These members should not be moved until their leave is extended. Leave extensions will be accepted through verbal confirmation by the passenger or in message form.

**2-9. Space Available Processing Fees.** A \$10 processing charge will be collected from each space available traveler for all flights to, from, and between overseas destinations if the terminal handles more than 1,000 space available travelers per year. If an aircraft experiences a delay at the originating station, manifested passengers may elect to remove themselves from that mission and reenter the backlog at the original date and time of sign up for any of their original destinations. The original \$10 space available fee will remain in force. If a person cannot be offered space available movement, the \$10 charge will be refunded. Persons originating at a non-paying station will not have to pay the \$10 fee at intransit stations as long as they sign-up within 6 hours and continue to travel to their original destination. If passengers are downloaded at an enroute station, they must sign-up within 6 hours to preclude paying an additional space available charge. At intransit stations, if an aircraft goes into a delay, manifested passengers may elect to remove themselves from the mission and reenter the backlog. A \$10 fee may be applied for reentry. Space available passengers designated as couriers for the Defense Courier Service will not be required to pay the \$10 space available fee through to their specified destination even if they acted as a courier only on one leg of the trip. These space available couriers will not be bumped as long as the passenger is acting as a courier. If space available passengers lose their courier status at an enroute station, they will not be assessed the \$10 charge. Payment in US currency, certified bank check, personal check, travelers check, or money order for the exact amount will be accepted. Terminal personnel should follow approved procedures for handling of funds.

**2-10. Space Available Passenger Register.** Each operating location will maintain a space available list which will be updated daily and publicly posted. Names of space available passengers who depart on a flight or whose applications have expired will be removed from the list. Travelers who are removed because their applications have expired may sign up again with a new date and time. Use only one master register per installation. Form and format of a space available register are a matter of MAJCOM and local option.

**2-11. Space Available Passenger Selection.** Normally space available roll call will take place 1 1/2 hours before aircraft block time. Time permitting, Category I space available passengers will be considered for a flight currently being processed. Passengers are called based upon their category of travel and date and time of sign up. This is a first-in-first-out procedure. All Category I space available passengers are called prior to Category II. The listing within each of the categories is not intended to indicate a precedence of movement within that category. The installation commander may change the precedence of any category for emergency or extreme humanitarian reasons. If a space available movement priority is changed, the passenger may be moved high enough to facilitate movement, but no higher than the bottom of the Category I space available list. See DOD 4515.13-R for specific instructions and coding.

NOTE 1: Specific categories of space available passengers authorized to travel on a space required reimbursable basis are identified in DOD 4515.13-R.

**2-12. Space Available Passenger Removal.** When necessary to offload space available passengers at enroute stations to accommodate space required passengers or cargo, the order of selection for removal will begin with the lowest category passenger. If removed passengers elect to continue travel, they are entered into the space available backlog using the date and time of signup at their point of origin. If passengers elect a different destination, they are assigned a new date and time of signup and placed at the bottom of the space available register within their category.

**2-13. Travel Restrictions:**

a. Pregnant women up to the 34th week of pregnancy are accepted for air travel without a medical statement. Pregnant women beyond the 34th week of gestation may not travel unless in a patient status on medical evacuation missions.

b. Women who are 6 or more weeks post partum, and infants 6 or more weeks old are transported as passengers unless medically contradicted. Infants under 6 weeks and women who are less than 6 weeks post partum may be transported, if they are certified medically fit to travel by a medical officer or civilian physician.

c. A child under 12 years old will not be accepted for air transportation unless accompanied by a parent or a responsible adult who is designated by the parent or other competent authority.

d. Hazardous Materials. Federal law forbids transporting hazardous materials aboard aircraft in checked or carry-on baggage. Terminal personnel should be knowledgeable of what is acceptable as checked or carry-on baggage. Terminal personnel need not question each passenger to determine if they are carrying hazardous articles but should be alert for such items. Also, terminal personnel should be aware of those hazardous articles that are permitted in limited quantities and under certain conditions. Hazardous materials include: explosives, compressed gases, flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. Passengers who present baggage that is leaking, emitting strong odors, or has abnormal moisture or condensation on the outside should be questioned. Questionable items found in baggage should be referred to the air cargo section to determine acceptability for shipment. Unacceptable items must be removed from the passengers' baggage. The following examples are articles that may be contained in passenger baggage:

(1) Perfumes, or colognes transported as carry-on or checked baggage. Checked baggage may not contain open containers of alcoholic beverages. Passengers on USAF aircraft may transport unopened containers of alcoholic beverages (not for resale or financial gain) in reasonable quantities, as long as that transportation does not violate government regulations.

(2) Medical or toilet articles which are necessary or appropriate for a journey.

(3) Small carbon dioxide gas cylinders worn by passengers for operation of mechanical limbs.

(4) Personal smoking materials intended for use by individuals when carried on their person. However, lighter fuel, refills, and lighters containing unabsorbed liquid fuel are prohibited.

(5) Flammables normally will not be shipped on passenger aircraft, however, small items such as hair spray in containers that will not crack, rupture, or leak at the cap during transportation may be included in the checked baggage shipment.

**2-14. Trip Accident Insurance.** Flight insurance must be made available at the passenger check-in counter for the convenience of passengers.

**2-15. Manifesting Procedures.** AFR 76-21 contains instructions for completing AF Form 96, Passenger Manifest (Airlift Service Industrial Fund or Non-ASIF).

## **Section B—Arrival and Departure Procedures**

**2-16. Arrival Procedures.** Terminal personnel will meet all flights with passengers aboard and:

a. Advise passengers of flight line safety procedures, photography restrictions, etc., as appropriate.

b. Offload terminating baggage and transport it to the terminal.

c. Ensure all Customs and Immigrations requirements are accomplished.

d. Assist passengers in obtaining onward or return transportation, billeting, and ground transportation as required.

e. Assist special categories of passengers such as handicapped personnel by offloading them first, expediting their movement through Customs (if applicable), and expediting their baggage.

**2-17. Warning Signs.** Post signs conspicuously at passenger processing points warning that carrying of explosive devices and unauthorized weapons is prohibited, and that passengers, their baggage and carry-on items are subject to search. Signs will conform to the following format:

### **FEDERAL SAFETY AND SECURITY RULES**

It is forbidden to:

1. Seize an aircraft in flight by threats, force, or violence.
2. Stow away aboard aircraft.
3. Carry concealed weapons aboard aircraft.
4. Transport concealed explosives aboard aircraft.
5. Interfere with crew members, including any steward or flight attendant.
6. Possess, use, or transfer narcotic drugs, including marijuana, aboard aircraft.
7. Convey false information concerning the above criminal acts.

**PASSENGERS AND BAGGAGE ARE SUBJECT TO SEARCH  
UNDER  
FEDERAL LAWS AND REGULATIONS AS A CONDITION OF TRAVEL**

**2-18. Intoxicating Beverages and Narcotics.** Do not permit individuals under the influence of intoxicating beverages or narcotics aboard DOD-owned or controlled aircraft.

**2-19. Departure Procedures.** Ensure all checked baggage is loaded aboard the aircraft and that all Customs and Immigrations requirements have been met. Announce flight departure in sufficient time to allow for antihijacking screening, orderly boarding of passengers, and the timely departure of the flight.

**2-20. Antihijacking Inspection.** An antihijacking inspection will be accomplished by the small terminal operator prior to passenger loading. The inspection will include the screening of hand carried articles and annotating the passenger manifest. Where facilities or conditions prevent the terminal operator from performing the antihijacking inspection, the aircraft commander or designated representative is responsible for the inspection and passenger acceptance. Where metal detection devices are used, ask the passengers to take all metallic objects out of their pockets before screening. If metal detectors are not available or are inoperable, the passengers will submit to a visual check by opening coats, jackets, etc. If anything suspicious is noted, ask the passenger to remove the item for inspection. Local security officials will perform all required physical inspections (body searches) when circumstances warrant. After completion of the antihijacking inspection, passengers will remain in a sterile area until boarding aircraft.

**2-21. Boarding Inspection of Passengers' Hand Carried Baggage and Carry-on Items.** Terminal personnel will inspect all hand carried articles for firearms, knives, explosives, components of explosives, or any device which may be used to attempt an aircraft hijacking. Personnel will conduct these searches thoroughly, but with minimum inconvenience to the passengers. Prior to performing the boarding inspection inform all passengers that this inspection is conducted for their own personal safety and all weapons must be declared, or they will be confiscated. Require passengers to open their own items for inspection. All firearms, ammunition, and knives or scissors with blades exceeding three inches must be placed in checked baggage or turned over to the

aircraft commander or designated representative. Passengers are prohibited from carrying these articles on their persons without proper authority.

**2-22. Boarding Procedures.** Check all boarding passes against the passenger manifest during or after the antihijacking inspection. Advise passengers of flightline safety precautions, photography restrictions, etc., as appropriate. Board passengers who need extra time in boarding first.

**2-23. Baggage of No-Show Passengers.** Remove all baggage belonging to no-show passengers from the aircraft. If time does not permit the removal of no-show baggage, it is the responsibility of the aircraft commander to decide to delay the flight or transport the baggage to the next destination for disposition.

### Section C—Baggage Procedures

**2-24. Baggage Processing.** All passengers accepted for travel will have on each piece of checked baggage DD Form 1839, Baggage Identification Tag, or commercial equivalent, and AF Form 94, Baggage Claim Tag, showing the origin and destination of the passenger. AF Form 94 will be annotated with the passenger's manifest line number and number of pieces of baggage (ie. # 98, 1 of 3).

#### 2-25. Baggage Irregularities:

a. **Lost Baggage.** If baggage is reported lost by a passenger, check the aircraft if it has not departed. Contact (telephone, message, etc.) the origin and enroute stations requesting them to search for the baggage. If the baggage is not recovered, advise the passenger to file a claim with nearest military claims office.

b. **Damaged or Pilfered Baggage.** If passengers report damage to their baggage, advise them to file claims with the nearest military claims office. Notify the local security police if passengers report their baggage has been pilfered.

c. **Found Baggage.** Disposition instructions for unclaimed baggage found at the terminal:

(1) If the owner is located on station, notify him or her that the bag/article has been found. When the baggage is delivered, the owner must present proper personal identification.

(2) If the owner cannot be located locally, contact by telephone or message the origin and enroute stations advising them of the found baggage. If DOD airlift is not available to forward the baggage to the required destination, the

baggage will be turned over to nearest Traffic Management Office (TMO) for shipment. TMO will ship luggage via commercial mode using local transportation funds.

## Chapter 3

### CARGO

#### Section A—General

**3-1. DOD 4500.32-R, Military Standard Transportation and Movement Procedures (MILSTAMP),** establishes uniform handling rules for movement of cargo throughout the DOD airlift system. The shipper is responsible for cargo packing, marking, and documentation. Documentation may be manual or accomplished by a computer system.

**3-2. Eligibility of Cargo.** DOD 4515.13-R specifies cargo eligible for movement on ASIF and non-ASIF aircraft:

a. **Channel Traffic.** Document and report channel traffic transported on Non-ASIF aircraft as if moved on an ASIF aircraft.

b. **Non-Channel Traffic:**

(1) Manifest and report cargo moved on non-ASIF aircraft between a channel station and a non-channel station as non-ASIF traffic.

(2) Movement of non-channel traffic on ASIF aircraft is authorized if the ASIF aircraft has been routed through that non-channel station. The movement of channel traffic will not be restricted and the aircraft's mission will not be jeopardized.

**3-3. Movement of Route Support Equipment.** ASIF documentation, manifesting, and reporting is required when positioning or redistributing route support equipment (463L pallets and nets, etc.).

#### Section B—Documentation and Procedures

**3-4. General.** Procedures outlined here are designed to record movement of cargo throughout the DOD airlift system on ASIF and Non-ASIF aircraft. Cargo presented for movement must be properly packed, marked, and documented in accordance with MILSTAMP, applicable technical orders (TOs), and pertinent Army, Navy/Marine Corps, and Air Force directives. All previous shipping data (labels, etc.) will be removed or obliterated before acceptance of shipments into the airlift system. Hazardous shipments will not be accepted for shipment without required classification in accordance with AFR 71-4 or Code of Federal

Regulations Title 49 (49 CFR). Air terminal personnel will perform a visual inspection of cargo to ensure it is prepared and documented properly before it is accepted into the airlift system.

#### **3-5. DD Form 1384, Transportation Control and Movement Document (TCMD):**

a. TCMD is a multipurpose document used in either of two forms, manual or automated. Although the shipper prepares the TCMD, it must be checked for accuracy and compared with the cargo as it enters the DOD transportation system. The TCMD is the authority for cargo and mail to move within the Defense Transportation System (DTS). Each TCMD represents a single shipment, however, the manual TCMS (DD Form 1384) may be used for multiple shipments. The TCMD:

(1) Is the single document for controlling ASIF and non-ASIF shipments as they move through the DTS.

(2) Is a source document for preparing the air cargo and mail manifest.

(3) Provides detailed information on cargo movements within the DTS.

(4) Provides additional information concerning shipments which require special care or handling.

b. Each shipment entering the DTS must be accompanied by a TCMD. Since the TCMD is used as a source for the air cargo and mail manifest, the terminal operator must ensure all required data is provided when the shipment, cargo or mail is accepted for movement. Non-mechanized activities will use the manual TCMD to ship cargo and mail. Information on preparation of the TCMD is in DOD 4500.32-R, Appendix D.

**3-6. DD Form 1387, Military Shipment Label.** This label identifies cargo in the DOD airlift system. It contains information necessary to permit prompt and efficient movement from origin through each transshipment point to the final destination. DD Form 1387 will be prepared by the shipping activity for each separate piece of a shipment according to DOD 4500.32-R, MILSTAMP

**3-7. DD Form 1387-2, Special Handling Data/Certification.** This form is used to identify and provide special handling instructions for hazardous, biological, classified, perishable, or other material requiring special handling when shipped by military air. DD Form 1387-2 will be prepared by the shipping activity and affixed to each container which requires special handling. The shipping activity will furnish the originating air terminal two additional copies of the form. DD Form 1387-2 will be prepared by the shipper according to AFR 71-4 or Title 49 CFR and DOD 4500.32-R.

NOTE: DD Form 1387-2, item 20 (signature) must be completed and signed only if the form is used for certification of hazardous materials:

a. When the shipment is manifested for airlift, attach a copy of the DD Form 1387-2 to the manifest that is placed aboard the aircraft. When more than one shipment which requires special handling is listed on the same manifest, attach separate DD Forms 1387-2 for each.

b. When a shipment covered by DD Form 1387-2 is offloaded at an enroute transfer station, remove DD Form 1387-2 from the accompanying manifest and file with movement-ready DD Forms 1387-2. When the shipment is remanifested, attach DD Form 1387-2 to the outgoing manifest and handle as described in this paragraph.

c. The Air Terminal representative at the station loading the special handling shipment will ensure the aircraft commander or designated representative is thoroughly briefed on the nature and location of the shipment aboard the aircraft, including handling or treatment required. The briefing will be in accordance with the requirements of AFR 71-4.

d. A copy of DD Form 1387-2 covering each shipment will be filed with the station copy of the cargo manifest at the terminal where the shipment enters the DOD airlift system. DD Form 1387-2 will be attached to the station file copy of the originating cargo manifest to record shipment. If only one signed copy of the form is available, the air terminal will place it in an envelope and affix it to the number one container and attach a reproduced copy to the manifest. Copies of the completed DD Form 1387-2 may be made at the intransit terminal, as necessary.

e. When a shipment requires onward movement by a commercial mode of transportation, DD Form 1387-2 received with the inbound manifest will be given to the local TMO.

**3-8. DD Form 1385, Cargo Manifest.** The manifest provides a complete record of the actual movement of all cargo/mail aboard an aircraft on a particular flight or mission. See DOD 4500.32-R, for specific preparation instructions:

a. Each station prepares a cargo/mail manifest for all cargo/mail placed aboard a DOD-owned, controlled, or contract aircraft. List pallets by alpha/alpha, alpha/numeric, numeric/alpha sequence using the pallet identifiers (IDs). Each Transportation Control Number (TCN) will be listed by TCN sequence under the pallet header card. List loose cargo/mail by TCN sequence within each manifest destination after palletized cargo/mail or rolling stock.

b. The manifest will be used to inventory all inbound, terminating and intransit cargo/mail.

c. Machine listings in the appropriate format may be used at automated stations. The cargo/mail manifest will be formatted and prepared in accordance with MILSTAMP and applicable manuals for automated systems. DD Form 1385 will be used for manual preparation.

d. Establish and maintain a manifest reference/number log. For ASIF manifests, forward a copy of the manifest to the designated Central Data Collection Point/Revenue Traffic Data Processing Center (CDCP/RTDPC) for reimbursement to the ASIF according to MILSTAMP.

**3-9. AF Form 127, Traffic Transfer Receipt:**

a. General. AF Form 127 provides a hand-to-hand record to control cargo that requires special security precautions. Only US military and US civilians with an appropriate security clearance are permitted to sign AF Form 127 and take custody of classified shipments receipted for on this form.

b. Application. Use AF Form 127 for movement within the military transportation system per AFR 75-1.

c. Preparation. Initiate AF Form 127 at the point the shipment enters the DTS. The initiator completes all entries required to properly identify and receipt for the shipment.

(NOTE: See AFR 75-1 for specific instructions.) If the original AF Form 127 is lost, a new form must be accomplished stating that the original was lost.

d. Procedures:

(1) The material from the originating terminal is delivered to the selected escort or crew

member who indicates delivery by signing in the appropriate space on AF Form 127. The signed copy is retained at the originating terminal for the station history file. The escort or crew member retains the original and other copies for subsequent transfers at enroute or destination stations.

(2) The terminal representative at destination or transshipment point relieves the escort or crew member of the material upon arrival. The terminal representative signs the transfer receipt acknowledging receipt and responsibility for the material. At each point where transfer of custody occurs, the name, grade or title, and organization for the receiver is clearly entered on AF Form 127, in addition to signature. The escort or crew member retains a signed copy and turns over the remaining copies to the terminal representative.

(3) The transfer cycle at each enroute stop continues until cargo is delivered to the consignee. Each station, escort, or crew member retains a signed copy of the transfer receipt as evidence of delivery.

(4) When a shipment of signature service cargo arrives at a terminating or enroute station incomplete (all cargo not received), documentation is inaccurate, or without AF Form 127, take the following actions:

(a) Annotate the manifest line, "Frustrate for incomplete/missing AF Form 127."

(b) Frustrate the cargo and place it in a secure area.

(c) Contact the originating station by telephone or message to ascertain the classification or sensitivity of the shipment.

(d) Prepare replacement AF Form 127.

(e) Follow up on action to the originating station with SF 361, Transportation Discrepancy Report (DISREP), as applicable.

**3-10. DD Form 1252, US Customs Declaration for Personal Property Shipment, and DD Form 1253, Military Customs Inspection (Label).** These forms identify property shipments (household goods and unaccompanied baggage) and DOD sponsored cargo returning to the Customs Territory of the United States (CTUS). These forms must accompany each shipment according to DOD 5030.49-R. Ensure that one copy of DD Form 1299, Application for Shipment and/or Storage of Personal Property, is affixed to the number-one container of personal property shipments before acceptance.

**3-11. Commodity and Special Handling Codes.** DOD 4500.32-R, Volume I, lists Air Dimension Codes, Air Terminal Identifier Codes, Transportation Mode/Method Codes, and Date Shipped/Received Codes.

**3-12. Partial and Split Shipment Indicators are in DOD 4500. 32-R, Volume I.**

**3-13. Transportation Account Codes are in DOD 4500. 32-R, Volume II.**

### Section C—Cargo Processing Procedures

**3-14. Weighing of Cargo.** Verify the weight of all cargo entering the airlift system as follows:

a. Terminals equipped with scales capable of weighing 463L and other loaded pallets will:

(1) Weigh all cargo items over 500 pounds. This can be done before cargo is accepted into the airlift system.

(2) Weigh each loaded pallet. This gives the gross weight. Compare this weight with the net weight (cargo and mail etc.) and investigate difference of plus or minus 150 pounds or more.

b. Computing Weights:

(1) Gross Weight. The total weight of the loaded pallet (includes cargo, nets, tie-down devices, and pallet).

(2) Net Weight. Determine the net weight of the cargo on the pallet (does not include the weight of the pallet and nets) by totaling the documented weights on the TCMDs:

(a) One 463L pallet weighs 290 pounds.

(b) Two 463L side nets weigh 44 pounds.

(c) One 463L top net weighs 21 pounds.

(d) The total 463L set is 355 pounds. The Net Weight is computed by subtracting 355 pounds from the Gross Weight. Investigate differences in net weight of plus or minus 150 pounds.

(e) Stations not having scale capability will compute the gross weight by totaling the weights on the individual shipping documents and adding 355 pounds for the pallet and nets (this can also be used for computing multiple pallet trains). Every effort should be made to acquire cargo weighing scales.

**3-15. Outbound Cargo/Mail Section.** Select outbound cargo/mail for movement on a first-in-first-out basis using the assigned priority and destination. The date and time received on the TCMD will govern which cargo/mail

shipments will be moved ahead of all other cargo/mail. Move MICAP shipments as soon as possible regardless of the date and time of receipt into the airlift system.

**3-16. Terminating Cargo Procedures.** After the cargo has been off-loaded, conduct an inventory using the cargo manifest. If a short shipment is noted, annotate the manifest "SHORT SHIP". If an over shipment is noted, handscribe all the required information on the manifest and denote "OVER SHIP". After meeting all customs requirements, the cargo is ready to be released to the ITO/TMO. For organizations having unusual circumstances ( hospitals, Mission Capability (MICAP), etc.), consignees will have on file with the terminal operator a letter of authorization signed by their commander or approving authority authorizing certain individuals to receipt for cargo. The letter will contain the individual's name and grade or title. These individuals should be able to produce positive identification upon request. Consignees will sign for all cargo/mail released to them; the manifest may be used as a receipt.

**3-17. Terminal inventory.** All cargo and mail (originating, terminating, and intransit) in the possession of the Air Terminal will be inventoried as frequently as local management directs, but not less than every 48 hours.

#### Section D—Hazardous and Special Handling Cargo

**3-18. Hazardous Cargo.** Items classified as hazardous by AFR 71-4 cannot be accepted for airlift unless packaged, marked, labeled, and certified in accordance with AFR 71-4 or 49 CFR. Shipments tendered to the airlift system, but not qualifying, will be turned back to the shipper or frustrated until discrepancies are corrected. Hazardous cargo will only be processed by personnel trained in the use of AFR 71-4 and related publications which qualify them to recognize, inspect, handle, load, and document hazardous cargo shipments. Screen all cargo to detect hazardous items not identified as such by the shipper. Check DD Form 1387-2, Special Handling Data/Certification, for proper identification of hazardous materials, shipper certification, and other entries (see AFR 71-4 for details).

**3-19. Biological, Blood, and Perishables.** Terminal personnel must expedite movement and final delivery of all shipments of biologicals, blood, or perishables. Airlift special shipments of this type under the care of the loadmaster or other aircrew member. Provide all such shipments (refrigerated and unrefrigerated) preferential handling and forward on those flights providing minimum total transit time.

**3-20. Emergency Shipments, Valuables, and Arms, Ammunition and Explosives.** Emergency shipments consist of biologicals or other medical supplies of such urgency that human life depends on the immediate receipt of shipment. "Life or death urgency" will be established by the shipper upon delivery to the originating Air Terminal. Manifest these shipments separately and annotate the manifest with the words "LIFE OR DEATH URGENCY." Control all emergency shipments on a hand-to-hand receipt basis, using AF Form 127. Brief the aircraft commander or designated representative on the urgency of the shipment and designate a custodian of the shipment during flight:

a. Give special care to valuable shipments to prevent them from being lost or stolen. A valuable shipment is one that represents a high value and can easily be converted into cash. Shipments of money or bullion are handled the same as classified cargo and are transported on military aircraft on a hand-to-hand receipt basis using AF Form 127. Pilferable cargo, as defined by AFR 75-1, will not be controlled with AF Form 127.

b. Arms, Ammunition and Explosives (AA&E) shipments with an air commodity/special handling code 21 through 28, 2C, 2S, 31 through 38, 3C, 3S, 41 through 48, 4C, and 4S will be shipped using AF Form 127. Enter the air commodity/special handling code on AF Form 127, following the sensitive block.

c. AFR 75-1 requires a REPSHIP message for each SECRET and firearms shipment.

**3-21. Mission Capability (MICAP) Shipments.** Expedite MICAP shipments through the airlift system from origin to destination on flights that provide the best connection with the least intransit time.

**3-22. Classified/Security Shipments.** Terminal personnel must ensure all classi-

fied/security cargo is adequately safeguarded during processing, storage, loading/unloading operations, and while in the custody of the air terminal. Terminal personnel and all other individuals who receipt for classified shipments must possess a security clearance and local access authorization equal to or higher than the highest classification within the shipment. Maintain shipment integrity when load planning shipments that were split for palletization purposes. Shipments that are split because the entire shipment exceeds single aircraft capability will be shipped on the minimum number of aircraft possible.

**3-23. Security Cage Inventory.** Terminal personnel will conduct an inventory of the secure storage facility as local management directs.

**3-24. Mail.** Expedite mail movements as much as possible. Terminal personnel are responsible for providing adequate security and protection for all mail from time of acceptance until actual departure of the aircraft, or until disposition is made of terminating mail to the postal agency. US citizens with proper clearance will maintain constant direct surveillance over mail while it is handled by foreign nationals. Registered mail may contain up to and including SECRET material. Registered mail will always be in the custody of US military or civilian personnel who are eligible for a SECRET security clearance (i.e., they must have an Entrance National Agency Check (ENTNAC) or National Agency Check (NAC) on file) Store registered mail in a secure area. All mail accepted for shipment will be enclosed in mail pouches and will be manifested separately from cargo. Manifest ordinary mail separately from registered mail. When loading registered mail aboard an aircraft the manifest will be used as a hand-to-hand receipt between the Air Terminal and the air crew. Compare lock or seal numbers against the manifest; aircrew members will print their name and grade and sign the manifest. The signed copy of the manifest will be retained at the air terminal. Air terminal personnel will receipt for terminating registered mail in the same manner as for originating mail; the signed copy of the manifest will be given to the aircrew member. Terminating registered mail will be transferred to the local postal facility and a signed receipt retained.

## Section E—Palletization

**3-25. Pallet Build-Up.** Thoroughly clean pallets prior to use. Do not use damaged pallets. Inspect pallets for missing D-rings, warping, exposed core, or extreme delamination. Before stacking cargo or mail on pallets, the pallet must be fully supported either on rollers, pallet dolly, or three pieces of dunnage cut to equal the length of the pallet. Palletize cargo or mail by destination and date/time received within movement priority. To the greatest extent possible, each cargo or mail pallet should be built for one destination. However, to complete a pallet, air terminals may combine cargo and mail for different destinations to ensure timely movement and maximum pallet utilization. Separate cargo or mail by destination with plastic covers or suitable substitute to permit easy identification at enroute stops:

a. Load dense cargo and crated/boxed cargo on the pallet first. Stack crushable and light density cargo on top or use as filler cargo and place around the high density or crated/boxed cargo. Stack mail and other like items in a manner to tie the load together to prevent shifting on the pallet. Distribute heavy items from the center of the pallet outward. When barrels, drums, or other unstable items are stacked more than one high, place plywood or other suitable material between each layer. Use material thick enough to prevent the cargo from shifting.

b. Measure all heights from the surface of the pallet. The normal stacking height for netted cargo or mail is 96 inches. The maximum net weight limit for a pallet is 10,000 pounds. The maximum height and weight limitations depend on the type of aircraft and are found in TO-9, Aircraft Loading Instructions. All loaded pallets will have two AF Forms 2279, Pallet Identifier, placed in a plastic bag or suitable covering, affixed to each pallet. The pallet identifiers will be placed at eye level (or close to the top for low profile pallets) to the left of the 108 inch side (54 inch side for small pallets) and to the left of the 88 inch side. Establish a log to record Pallet Identifier (ID), Destination(s), and Net Weight. Pallet IDs can consist of two letters, one letter/one number, or one number/one letter (i.e., AA, A1, 1A).

**3-26. Pallet Trains.** When it is necessary to use more than one pallet to transport items that exceed the usable dimensions of a single pallet, pallets will be married together with pallet

spacers to form a train. Consider the type of equipment at enroute and destination stations required to handle the train. Pallet trains will be assembled on roller surfaces capable of supporting the gross weight of the pallet load. The rollers must also be accessible to the conveyance used to transport the train to the aircraft. Mark pallet trains on both sides with the computed center of balance (CB). Two AF Forms 2279 will be prepared and affixed to one side and one end of the train.

**3-27. Scale Calibration.** Scales used to weigh cargo and mail will be calibrated according to the TO, maintenance handbook, commercial data, etc., pertaining to each individual scale. In the absence of calibration guidance for a particular scale, local management will determine when a scale is to be calibrated. Make arrangements for calibration through the local contract management function, or the nearest Technical Measuring and Diagnostic Equipment (TMDE) facility.

#### **Section F—Irregularities in Shipment Processing**

**3-28. Originating Shipments with Irregularities.** In addition to lost, damaged, pilfered, and improperly handled shipments the following types of discrepancies in the airlift system are reported using SF 361, Transportation Discrepancy Report (DISREP). For proper preparation and distribution of DISREP see AFR 75-18:

a. Improper labeling, marking, placarding: lack of TCN, pallet identifiers, or DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation.

b. Improper protection or lack of documentation for classified or sensitive cargo: lack of AF Form 127, incorrect ammunition, arms, and explosives codes, etc. Fill out DISREP in enough detail to inform the proper organization of the discrepancy and action taken.

**3-29. Short Shipments.** A short shipment is cargo/mail that has been manifested but cannot be located after the aircraft is off-loaded. Check previous records to see if an over shipment has been recorded. If not, contact the originating and all enroute stations to search for the cargo. Annotate the manifest with the words "SHORT SHIP" next to the appropriate entry.

**3-30. Over Shipments.** Unmanifested cargo or mail arriving at the Air Terminal is considered over shipped. Add the shipment to the appropriate manifest and annotate with the words "OVER SHIP" next to the appropriate entry.

**3-31. Damaged Shipments.** Terminals will not accept originating shipments that appear damaged. Originating shipments received from intermediate carriers such as commercial trucks will be frustrated pending corrective action or receipt of disposition instructions. If a shipment is only slightly damaged, local management will determine if the shipment should be sent to its destination. When a shipment already in the airlift system has been damaged, the terminal operator will arrange to have the shipment repacked, marked, or labeled as required. When items are damaged within the airlift system, initiate DISREP according to AFR 75-18.

**3-32. Pilfered Shipments.** When a shipment arrives at a station with an indication of possible pilferage (i.e., mail bags torn or cut, cases broken open, etc.) the terminal operator will conduct an immediate investigation to determine if pilferage has indeed occurred. If pilferage is suspected or confirmed, the terminal operator will make an immediate report to the local security police. The terminal operator will obtain instructions from security police regarding disposition of pilfered shipments.

**3-33. Lost Shipments.** If tracer action (to include a message sent to the consignee requesting acknowledgement of receipt or nonreceipt of cargo) fails to locate a shipment in the airlift system within 15 workdays, it is considered to be a lost shipment. The station originating the tracer action will initiate DISREP according to AFR 75-18.

**3-34. Found Shipments.** Shipments found in the air terminal will be documented as over shipments and sent to the ultimate consignee. The date and time received will be when the shipment was found.

**3-35. Confiscated Shipments.** When cargo/mail shipments are confiscated, terminal personnel will obtain a receipt from the confiscating agency on a TCMD or local release document the same as if the shipment was termi-

nating. Initiate DISREP notifying the consignee and consignor of the situation, if the

shipment is not released within 15 days.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

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