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Operations

**AIRCREW/AIR PASSENGER GROUND
TRANSPORTATION REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and defines responsibilities for satisfying ground transportation requirements for aircrew members and air passengers.

SUMMARY OF REVISIONS

The revision incorporates the Command Post coordinating transportation for all aircrews. The number of space-A passengers will dictate as to whether the AMC Terminal responds from a stand-by status.

1. Applicability. This instruction applies to MacDill Air Force Base units and tenant organizations, aircrew members/passengers, inbound and outbound, requiring manifesting and ground transportation, and to all organizations that prepare an originating passenger manifest at MacDill Air Force Base.

2. Responsibilities.

2.1. The 6th Operations Support Squadron, Base Operations Section (6 OSS/OSAA), will:

2.1.1. Upon notification of inbound transient aircraft, obtain the following information from the flight plan, telephonic coordination from the departure base, or by direct contact with the aircraft via the pilot to dispatcher frequency.

2.1.1.1. VIPs deplaning;

2.1.1.2. Any other pertinent information that should be relayed to base agencies

2.1.2. Cargo on-board to include number of pallets and/or rolling stock.

2.1.2.1. Complete checklists if appropriate. Relay information received to Terminal and the facility to which cargo is going or from which cargo is being picked up.

- 2.1.2.2. Pass arrival information to Transient Alert, Vehicle Operations, and the Air Freight portion of the Passenger Terminal.
- 2.2. Transient Alert will:
 - 2.2.1. Provide 6 OSS/OSAA with parking position of all inbound transient aircraft.
 - 2.2.2. Upon arrival of the transient aircraft, relay any special transportation requirements to the Base Operations Section, if needed.
- 2.3. The 6th Transportation Squadron, Vehicle Operations Flight (6 TRNS/LGTO), will:
 - 2.3.1. Provide 6 OSS/OSAA with all necessary transportation to support all transient VIPs, aircrew, and passengers on a case-by-case basis.
 - 2.3.2. Provide back-up transportation as required for all transient VIPs.
- 2.4. The 6th Transportation Squadron, Passenger Service Section (6 TRNS/LGTR), during normal duty hours, 0730-1630L, Monday through Friday, will:
 - 2.4.1. Meet all passenger/cargo type aircraft and process passengers accordingly.
 - 2.4.2. Outside of duty hours, if the number of passengers is 5 or more, Base Operations will contact the stand-by person to respond. If the number of passengers is less than 5, the Motor Pool will assist, as able, with on-base transportation.
- 2.5. The 6th Air Refueling Wing, Command Post (6 ARW/CPO), will arrange all transportation requests when called over LIGHTNING OPS frequencies for all aircrew through the Vehicle Operations Flight as published in the IFR supplement.

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