

15 SEPTEMBER 2003



Transportation

**AIRLIFT SUPPORT FOR USAF ACADEMY
ACTIVITIES**

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OPR: 34TRW/AHSL
(Civ, Ms. Kelleen Williamson)
Supersedes USAFAI 24-101, 21 Aug 2000

Certified by: 34TRW/AHS
(Civ, Emily Chamberlin)
Pages: 8
Distribution: F.

This instruction implements AFD 24-1, *Personnel Movement*, and references DODD 4500.43, *Operational Support Airlift (OSA)*, by establishing procedures for requesting operational support airlift (OSA), United Transportation Command (USTRANSCOM) scheduled team travel airlift, industrially-funded special assignment airlift missions (SAAM), opportune airlift, and orientation flights in support of USAF Academy activities. It applies to all USAF Academy military and civilian personnel. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U.S.C. 8013. The requester will show and upon request give the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data, before asking for the information.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Incorporates changes according to USAFA Military Airlift policy letter, dated 16 Jul 02, to redefine processing requirements at Peterson AFB Passenger Terminal. Updates all office symbols throughout.

1. Terms Explained:

- 1.1. **Operational Support Airlift (OSA).** Airlift produced as a by-product of pilot training missions and used to transport passengers essential to accomplishing assigned missions.
- 1.2. **Opportune Airlift.** Passenger travel is considered opportune eligible when there is no required pickup or delivery date, and travel can coincide with the movement of the aircraft's established mission. Air National Guard and Air Force Reserve tactical airlift units provide opportune airlift to USAFA organizations. The activity requesting the airlift contacts the 34TRW Validating Official who coordinates with a unit able to provide the desired support.

- 1.3. **Priority.** Type of mission that justifies nature of travel. (See the priority system in DODD 4500.43, enclosure 2.)
- 1.4. **Space-Available (SA) Passengers.** Personnel who fill surplus seats after all space-required passengers are accommodated. Only nonofficial travelers, that is, military personnel in a leave status, may use space-available air transportation.
- 1.5. **Space-Required (SR) Passengers.** All individuals, military or civilian, on official business for DoD and traveling under orders for the United States Government.
- 1.6. **Special Assignment Airlift Missions (SAAM).** SAAMs are used whenever aircraft are provided for the exclusive use of an agency to meet special requirements of pickup, delivery, classification, and off-route service.
- 1.7. **Team Travel.** Groups of nine or more passengers with a specific mission, such as Inspector General (IG) teams, etc.
- 1.8. **Travel Coordinator.** An individual appointed by an Academy organization to process and submit airlift requests to the validating official.
- 1.9. **Validating Official.** The individual who processes requests for space-required. 34TRW/AHSL (Intercollegiate Team Logistics - Airlift) is the command airlift validator who has authority to validate all USAFA airlift missions.

2. Using Military Airlift:

- 2.1. Military airlift is no longer the primary mode of travel within the Continental United States (CONUS) for military personnel. Consider military airlift only if and when commercial air service will not meet mission requirements or is not available.
- 2.2. All TRANSCOM passenger requirements for eight or fewer passengers are handled as OSA and accommodated on C-12, C-21, UC-35, C-38, or CT-39 aircraft under the TRANSCOM approved priority system.
- 2.3. Team travel for nine or more passengers is accommodated on C-9, C-20, C-22, C-23, and C-26 aircraft under the scheduling control of the Joint Operational Support Airlift Center (JOSAC), USTRANSCOM.
- 2.4. All non-DoD civilians must request a waiver to DoD Regulation 4515.13, *Air Transportation Eligibility* before traveling on military aircraft.
- 2.5. USAF Academy personnel must provide a passenger manifest to the Airlift Validator using an Excel document listing name, rank, social security number, and weight. Special orders are required for all military flights. The individual in charge of travel turns in the manifest and special orders to 34TRW/AHSL not later than 48 hours prior to departure. Any passengers not on official orders will be denied travel. Copies of orders will also be turned in to departure station Passenger Service Section not later than 2 hours before scheduled departure time.
- 2.6. The Academy organization responsible for a trip may establish the travel uniform as long as it is in good repair and taste, and appropriate for the occasion. (See AFI36-2903, *Dress and Personal Appearance of Air Force Personnel*, and applicable Air Force Cadet Wing Instruction.).

2.7. All passengers boarding DoD passenger aircraft must surrender baggage for screening. Individuals pass through metal detecting devices at the passenger terminal before boarding. The senior official or a passenger of the group or team must certify anti-hijacking inspections on the manifest. All passengers are required to arrive at the Peterson AFB, CO passenger terminal **2 hours prior to departure** to ensure a timely take-off. This policy is in place to ensure proper security measures are enforced.

2.8. As the Airlift Validator for the Academy, 34TRW/AHSL will follow the proper procedures for military airlift passenger travel. For example, effective immediately, if a travel group arrives at Peterson AFB, CO without following these procedures, the group will be denied travel. If a group coordinates airlift on their own, has not completed the proper paperwork, or advised 34TRW/AHSL, the group will not be allowed to board the aircraft. The 21 SW Base Operations at Peterson AFB, CO cannot deny the aircraft a parking space at Peterson but the passenger terminal will refuse to manifest passengers on any aircraft not coordinated through 34TRW/AHSL.

2.9. Request airlift on DD Form 2768, **Military Air Passenger/Cargo Request** (see instructions at [Attachment 1](#)). Include a brief justification and a point of contact in each request. The point of contact must be able to coordinate last-minute changes in flight schedules with passengers and **MUST** not be a traveler. Also, the request will not be processed without the proper signatures (blocks 12-14) on the reverse of the form.

2.10. For all helicopter landings on the Academy grounds, coordinate support through Base Operations (34th OSS/OSA), a minimum of 5 workdays in advance (exceptions are emergency search and rescue and military assistance to safety and traffic (MAST) missions).

3. Responsibilities:

3.1. The Command Airlift Validator (34TRW/AHSL) is responsible for all mission validation at the Academy. Additionally, the validator:

3.1.1. Coordinates all Academy military airlift support requests with Joint Operational Support Airlift Center (JOSAC), Air National Guard, or Air Force Reserve as required. Receives travel requests from the travel coordinators and assigns priorities under the USAF-approved priority system.

3.1.2. Submits requests to the Joint Operational Support Airlift Center (JOSAC) through the Joint Air Logistics Information System (JALIS).

3.1.3. If airlift is not available, advises the travelers in time to obtain alternate modes of transportation.

3.1.4. Uses vacant seats for official Academy travelers; any remaining seats are made available to the departure station Passenger Service Section for use by space-required or space-available passengers. All passengers in a leave or permissive Temporary Duty (TDY) status must call the Peterson AFB, CO passenger terminal at DSN 834-4521 or commercial (719) 556-4521 to sign up for Space-A travel. HQ USAFA/AHSL **is only authorized** to include passengers on official duty on the manifest.

3.1.5. Submits message traffic to TRANSCOM requesting opportune airlift support control numbers to be used by Air Force Reserve (AFRES) and Air National Guard (ANG) units providing opportune airlift to USAFA activities.

3.1.6. Submits message traffic to USTRANSCOM TCJ3-ORR, SAAM Section, requesting SAAM missions.

3.2. Travel Coordinator. The 34th Training Wing Commander (34 TRW/CC), Dean of the Faculty (HQ USAFA/DF), Director of Athletics (34TRW/AH), 10th Air Base Wing Commander (10 ABW/CC) and staff agencies must designate a travel coordinator and alternate to monitor, approve, and assign internal priority to the airlift requests for their individual activity. Each organization requests airlift support through its travel coordinator at the earliest possible date consistent with the USAF-approved priority system. The travel coordinator does the following:

3.2.1. Screens all requests and validates the justification for travel. This validation indicates that travel supports official Academy activities and that passengers may travel on DoD-owned or controlled aircraft, under DoD Regulation 4515.13.

3.2.2. Forwards requests to 34TRW/AHSL.

3.2.3. Advises travelers of changes in policy, flight schedules, show times, baggage limitations, etc.

3.2.4. Advises 34TRW/AHSL of any programmed vacant seats in excess to the official needs of the activity.

4. Requesting Opportune Airlift:

4.1. Organizations seeking opportune airlift from AFRES/ANG tactical airlift units must coordinate with the supporting unit through 34TRW/AHSL. Submit all pertinent mission information on DD Form 2768, including the organization, location, and contact DSN phone number.

4.2. If the supporting airlift unit requests military personnel appropriation (MPA) man-day authorizations to provide airlift for the Academy, the validator forwards the appropriate request for man-day authorization to Personnel Plans, Programs, and Systems (HQ USAFA/DPX).

5. Requesting OSA/Team Travel Airlift:

5.1. Requests for OSA C-21 and C-12 travel must allow sufficient time for travelers to arrange for or cancel other means of transportation. Commercial airline reservations or ticketing may not occur as long as the military airlift request is in the active system. Should the requester find it necessary to make commercial airline reservations, contact 34TRW/AHSL immediately to terminate the military airlift request. Holding a commercial ticket and having a military flight reserved or having "back-up" reservations will not be allowed.

5.1.1. Submit priority 1 requests at any time.

5.1.2. Other requests must be submitted to JOSAC not later than 10 duty days before the day of travel.

5.1.3. The travel window indicated in block 6 of DD Form 2768 must show a minimum of the aircraft flying time plus 3 hours. Use larger windows whenever possible to improve chances for support. (See [Attachment 1](#))

5.1.4. Airlift requests are accepted for consideration after the submission cutoff times on the day the operational airlift support airlift schedule is published. These requests receive confirmed reser-

ventions on scheduled missions that have available seats by JOSAC. However, they will not preempt requests submitted on time (within respective priority).

5.1.5. For all requests, the airlift validator assigns a unique airlift request number that the travel coordinator and the airlift validator use for tracking support, changes, etc.

5.2. Requesting Team Travel (nine or more passengers):

5.2.1. Send requirements for team travel to the airlift validator 75 to 60 days before the operating week. DD Forms 2768 should reflect as much flexibility in travel dates as possible to afford HQ Air Mobility Command (AMC) the maximum opportunity to schedule support under the USAF-approved priority system. The airlift validator assigns a unique airlift request number used for tracking support, changes, etc. Commercial transportation shall not be requested for groups of 21 or more passengers until all actions to obtain military transportation have been exhausted.

5.2.2. Team travel requests may list only the leader, alternate, and total team passengers. Requests for individual travel or passenger groups of six or less must list name and grade of all passengers. Show duty title for all passengers in the grade of colonel or above, or civilians in the Senior Executive Service.

5.2.3. If the team needs to carry any cargo other than personal baggage, show the total pieces, weight, dimensions, cube, security classification, and commodity description of the cargo in block 8 of DD Form 2768. If any one piece of cargo exceeds total girth of 100 inches, or 72 inches in any one dimension (length, width, height), include this information in block 8e or on a separate cargo breakdown sheet attached to the DD Form 2768. Certify all hazardous cargo for air shipment (see AFMAN24-204, *Preparing Hazardous Materials for Military Air Shipments*), and attach a copy of **Shipper's Declaration for Dangerous Goods**, to the DD Form 2768.

5.2.4. See the timetable for team travel in [Attachment 2](#).

6. Requesting Special Assignment Airlift Missions (SAAM):

6.1. Individual cadet activities, such as the Drum and Bugle Corps (34 TRG/DB), Cadet Chaplain (HQ USAFA/HCD), Cadet Honor Guard (34 TRG/CWD4), etc., provide their airlift requirements to 34TRW/AHSL to consolidate and prioritize. Send annual forecasts to HQ USAFA/AHSL by 15 September of each year for the following requested fiscal years. (Example: Forward requests for FY 02/03 to 34TRW/AHSL not later than 15 September 2001.)

6.2. 34TRW/AHSL consolidates all annual cadet SAAM airlift requirements that support cadet training programs and other cadet activities (Operation Air Force, Airborne Training, Drum and Bugle Corps, Cadet Rifle Drill Team, Cadet Chorale, Catholic and Protestant Choirs, etc.). 34TRW/AHSL coordinates the annual forecast with the requesting activities to resolve priority conflicts. The Superintendent has final decision authority on any airlift requirements. The 34TRW/AHSL sends the approved forecast through the 34 TRW Resource Advisor (34 LS/LGPB) to the Chief of Financial Analysis (10 ABW/FMA) in time to meet suspense dates for the annual financial plan.

6.3. 34TRW/AH provides 34TRW/AHSL the forecast of funded SAAM airlift requirements for Falcon football team travel. If 34TRW/AH uses commercial airlift, the Athletic Director finalizes this type of support.

6.4. The Director of Public Affairs (HQ USAFA/PA), Community Relations Division (HQ USAFA/PAC), provides 34TRW/AHSL with airlift requirements for any requested cadet performing units to support presidential inaugurations.

6.5. 34TRW/AHSL forwards the approved annual SAAM airlift forecast to USTRANSCOM TCJ3-ORR, SAAM Section each year for the following fiscal year. Individual SAAM airlift requirements must be received in time to be forwarded to USTRANSCOM TCJ3-ORR, SAAM Section not later than 30 days before the desired airlift pickup date.

7. Requesting UV-18 Special Airlift Missions. Request UV-18 airlift support as far in advance as possible, but not later than 2 weeks before the requested date by memorandum through 34th Operations Group (34 OG) to 98th Flying Training Squadron (98 FTS/DO). As a minimum, show all information normally appearing on DD Form 2768, including complete justification. Upon approval, 98 FTS/CC contacts the requester to make arrangements.

8. Arranging Orientation Flights:

8.1. Request orientation flights, tours, and static displays at least 14 days in advance by memorandum to 34 OG/CC. Send requests for key non-DoD government officials, foreign nationals, Members of Congress, or other staff at least 30 days in advance. 34 OG obtains approval for flights at the appropriate level and arranges flights with the appropriate squadron.

9. Form Adopted. DD Form 2768, Military Air Passenger/Cargo Request.

RANDALL W. SPETMAN, Col, USAF
Director of Athletics

Attachment 1**INSTRUCTIONS FOR FILLING OUT DD FORM 2768**

A1.1. Block 1: Filling out block 1, Priority 3 satisfies most airlift requirements. Any other blocks require justification on a separate sheet to clearly show why MILAIR is the only adequate mode of travel.

A1.2. Block 2a: The PUJC Code (Priority, Urgency, Justification Code) for most USAFA trips is 36ZM. The airlift validator will adjust the PUJC accordingly.

A1.3. Block 2b: Describe the mission as accurately as possible.

A1.4. Block 2c: Complete only if travel is considered Priority 2, Required Use. Most USAFA travel is Priority 3.

A1.5. Block 3: Self-explanatory

A1.6. Block 4: Self-explanatory

A1.7. Block 5: Annotate "see attached manifest." A complete list of names must be provided to 34TRW/AHSL no later than 3 days prior to travel.

A1.8. Block 6: The departure station and ICAO for Colorado Springs and Peterson AFB is KCOS. During Mountain Standard Time the Zulu time is local time plus 7 hours and during Daylight Savings Time it is local time plus 6 hours. For all other location ICAOs and time zones check with your validating official (34TRW/AHSL).

A1.9. Block 7: Self-explanatory

A1.10. Block 8: Self-explanatory

A1.11. Block 9: Point of contact **MUST** be someone who is **NOT** a traveler.

A1.12. Block 10: Self-explanatory

A1.13. Block 11: Annotate any additional or pertinent information regarding the trip.

A1.14. Block 12: Self-explanatory

A1.15. Block 13: Self-explanatory

A1.16. Block 14: Self-explanatory

Attachment 2**TEAM TRAVEL SUBMISSIONS TIMETABLE**

75-60 DAYS BEFORE OPERATING WEEK - Requests submitted to 34TRW/AHSL on DD Form 2768.

60-45 DAYS BEFORE OPERATING WEEK - Requests submitted by 34TRW/AHSL to AFRES/DOOM and ANG.

37 DAYS BEFORE OPERATING WEEK - AFRES/DOOM and ANG initial response on Team Travel schedule.

37-30 DAYS BEFORE OPERATING WEEK - Late requests submitted for consideration of possible support by HQ AMC TACC.

30-20 DAYS BEFORE OPERATING WEEK - Requests submitted by 34TRW/AHSL to JOSAC.

30-4 DAYS BEFORE OPERATING WEEK - Supported USAFA Team Travel users notified of support by 34TRW/AHSL.

(Note: Explanation of "Days before operating week": If earliest requested pickup date is a Friday, the request must be submitted NLT 45 days before Monday of that week to be considered as an "on time" request by JOSAC.)