

CHAPTER 103

AIR MOVEMENT

A. GENERAL

1. The Department of Defense (DoD) must utilize members of the Civil Reserve Air Fleet (CRAF) to the maximum extent practicable unless there is a documented, negative, critical mission impact justifying non-usage. Air carriers of the U.S. airline industry who are members of the CRAF provide aircraft and crews to support the DoD in emergencies when requirements exceed available military aircraft. Transportation Officers (TO) may obtain a current listing of DoD-approved and CRAF carriers at the Internet address <https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca> or by contacting the DoD Commercial Airlift Division at HQ AMC/A3B, 402 Scott Drive, Scott AFB, IL 62225-5302, 618-229-2109/2073, or DSN 779-2109/2073.
2. In accordance with (IAW) DoD policy (DoD Instruction [DoDI] 4500.57, Transportation and Traffic Management), the following priorities, in order of precedence, will be used for passenger airlift:
 - a. United States Transportation Command (USTRANSCOM)-contracted airlift (e.g., Patriot Express channel airlift) must be used for Outside the Continental United States (OCONUS) travel unless there is a documented negative critical mission impact.
 - (1) Even if the service can be provided at less cost by a commercial air carrier.
 - (2) Even if commercial air service is preferred by or is more convenient for the traveler.
 - (3) OCONUS travel requests generated by the Defense Travel System must be routed through the TO prior to commercial carrier consideration to ensure USTRANSCOM seats are fully utilized.
 - b. Scheduled commercial air service contracted through the General Services Administration (GSA) Airline City Pair Program (CPP) contract.
 - c. Other U.S. CRAF carriers.
 - d. DoD-approved, non-CRAF U.S. flag carriers.
 - e. Scheduled service on U.S. air carriers that are neither DoD-approved nor -disapproved (for individual travel only).
 - f. DoD-approved foreign flag carriers.
 - g. Non-DoD-approved carriers (for individual travel).
3. Unless otherwise restricted by the DoD, air carriers from Federal Aviation Administration (FAA) non-rated or Category 1 countries are approved for use by DoD personnel for official business travel on scheduled service routes only. Carriers from Category 2 countries may not be used by DoD personnel for official business travel, except on those legs of a carrier's route that starts or ends in the United States. In extenuating circumstances, where no acceptable alternative exists to using a foreign air carrier placed in non-use solely because it is from a Category 2 country, and the travel is mission-essential, the Commander (CDR) of the Combatant Command (CCMD) for the geographic area of travel may authorize the use of the foreign carrier by waiving, in writing, the prohibition in Enclosure 3, Paragraph 7 of DoDI 4500.53, DoD Commercial Air Transportation Quality and Safety Review Program. Go to <https://www.esd.whs.mil/dd/> and select "DoDI 4500.53". The use of foreign carriers from Category 1 countries is on an

individually ticketed, scheduled-service basis only and will not apply to DoD charter operations or group travel. For a complete list of Category 2 prohibited civil aviation authorities countries/airlines, refer to <https://www.milsuite.mil/book/groups/dod-commercial-airlift-division-amca> and select “Foreign Air Carriers”. Travel offices/travelers should check with their respective geographic Combatant Commands for the most recent information regarding foreign carrier use waivers in their areas of responsibility.

4. [Reduction of Social Security Number \(SSN\) Use Within DoD.](#) An alternative for using the SSN on passenger manifests is the DoD Identification Number (DoD ID) as prescribed in DoDI 1000.30, Enclosure 2, [DoD Guidance on the Use of the SSN.](#) The DoD ID will replace the SSN as the Geneva Conventions serial number for the United States as all DoD identification cards are updated through their natural life-cycle replacements. Use of the DoD ID on passenger manifests is mandatory when included on DoD identification cards.
5. [DoD Group Passenger Movements.](#) TOs have the authority, with the concurrence of their respective DoD component, to route any size group, except for those groups requiring the purchase of a full planeload charter. An international full planeload charter must first go to the TO’s Service Special Assignment Airlift Mission (SAAM) validator (see [Paragraph B.3.](#)) SAAM and Group Operational Passenger System (GOPAX) full planeload charters will be arranged through USTRANSCOM (see Chapter 102, Paragraph D). TOs may also use the services of their Travel Management Company (TMC).
 - a. Once the provisions of [Paragraph A.2](#) are met, the following applies to the booking of passengers on commercial scheduled service airlines:
 - (1) A movement of less than 10 members traveling as a group, falls under the GSA Airline CPP contract and is a mandatory user of the GSA Airline CPP (see [Paragraph B.2.](#))
 - (2) A group movement of 10 or more members falls under the Military Air Transportation Agreement (MATA) (see [Paragraph E.1](#)) and is a non-mandatory user of the GSA Airline CPP.
 - b. [Group Cancellation Policies and Fees:](#) Reference the GSA Airline City Pair contract group Frequently Asked Questions (FAQ) sheet (<http://www.gsa.gov/portal/content/143511>, “How does this rule affect group travel”) requirements for GSA Airline City Pair and/or the MATA for groups routed outside of the GSA city pair contract on scheduled service airlines. (See [Paragraph B.2.](#))
6. [Procedures for Arranging Group Moves.](#)
 - a. [Submission of Requests.](#) Requests for scheduled service must be received by the TO at least 72 hours prior to the proposed departure. In order to leverage the best prices and obtain greater carrier availability, all requests for charters must be received 10 days prior to the proposed departure. If a short notice requirement develops within the 10-day window, requests will be accepted with adequate justification.
 - b. [Need for Unclassified Travel Information.](#) When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.
 - c. [Requests must contain the following information:](#)
 - (1) Identification of the group (e.g., unit designation, students, Reserve Officer Training Corps).
 - (2) Type of travel (Permanent Change of Station [PCS], Temporary Duty [TDY], or Temporary Additional Duty [TAD] travel).

- (3) Number of persons. Show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.
- (4) Origin and destination of travel.
- (5) One-way or round-trip travel.
- (6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested. Regardless of the comparative cost, furnish reason.
- (7) Deadline for arrival at destination.
- (8) Estimated weight of personal baggage per person.
- (9) Estimated weight and cube dimensions of largest articles and brief description of military impedimenta to accompany troops in passenger service; ammunition will be indicated separately and identified whether small arms or high explosive.

NOTE: When arranging for group passenger charter movements, refer to [Figure 103-7](#), for planning weight instructions.

- (10) Method of subsistence during travel: meal tickets/check, cash, or dining car.
- (11) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.
- (12) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training and loading exercises, the request for routing will so specify. DoD Components are responsible to ensure baggage is made available to loading crews regardless of mode of transportation used.
- (13) Positioning requirement for loading of carrier equipment (e.g., street, building, or railhead).
- (14) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of Government-owned equipment must be included.
- (15) Statement indicating the requester has terminated attempts to arrange Government mode(s) of transportation and fully intends to use the commercial air being requested.
- (16) Name/rank or grade, address, and duty, fax, and home telephone numbers for the point of contact (POC).
- (17) Passenger name list information must include the following information:

DoD ID	Mandatory
Rank	Mandatory
Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV)	Mandatory
Last Name	Mandatory
First Name	Mandatory

Middle Initial	Mandatory
Gender Male (M) or Female (F)	Mandatory
The name and telephone number of an emergency contact not traveling with the passenger	Mandatory
Passenger Weight (actual needed for manifest) (except for a full plane charter)	Optional
Unit Identification Code (UIC)	Optional
Unit Name Identification (In Clear Name)	Optional
Blood Type, e.g., A+, B-, B+, O-, O+.	Optional
Military Occupational Specialty, Air Force Specialty Code, or Rating (Navy)	Optional
Special Duty Indicator	Optional
Travel Points of Origin and Destination	Optional
Fund Citation (CITE) (for Charter Air)	Optional

(18) User fund CITE/Transportation Account Code (TAC) must be provided at the time of request. In the event an airlift charter meets transportation needs and is approved by the TO, a Transportation Working Capital Fund (TWCF) funded contract will be awarded and Defense Finance and Accounting Service (DFAS) will bill users for reimbursement.

NOTE: Government Transportation Requests (GTR) must not be issued for payment of airlift charter movements.

7. It is DoD policy that unused passenger space on DoD-owned and -controlled passenger-carrying aircraft, on all types of missions (e.g., channel, SAAM, Operational Support Airlift [OSA], Aeromedical Evacuation) be utilized to the maximum extent possible, to include space-available passengers, as authorized by DoDI 4515.13 [Air Transportation Eligibility](#). Available seats will be released for space-available travel unless overriding safety or legal concerns (including hazardous cargo, Customs and Border Protection [CBP], agriculture, or immigration considerations), or a defined need for security prohibit space-available travelers from flying on a specific mission.
8. [Passenger Identity Screening and Security](#). Guidance for passenger identity screening against the Government watch list is found in [Paragraph O](#). Guidance for passenger/baggage screening at military-controlled airfields may be found in Service regulations and/or AFI 24-602, Volume 1 [Passenger Movement](#). Anti-hijacking inspection guidance for passengers traveling on dedicated lift and/or direct-to-aircraft missions may be found in this regulation, Part III, Appendix T.

B. TYPES OF AIRLIFT

1. [Channel Airlift \(Patriot Express\)](#). Channel airlift is the transportation of passengers in full planeload lots on aircraft chartered from the commercial air industry. These international charter flights are scheduled by the 618th Air and Space Operations Center (AOC) (Tanker Airlift Control Center [TACC]) on a regular basis to and from designated commercial airports and/or AMC gateways and/or military aerial ports. Users reimburse AMC at the common-user rate established in U.S. Government DoD Airlift Rates. For eligibility requirements, refer to DoDI 4515.13. Passengers present an identification card and orders with a Customer Identification Code (CIC), Standard Document Number (SDN) or bill-to address and POC (annotated with an AMC Unique Control Number [UCN]), to the AMC Passenger Service Agent (PSA) in exchange for a boarding