

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**



AIR FORCE INSTRUCTION 24-101

AIR UNIVERSITY SUPPLEMENT 1

5 FEBRUARY 2007

Certified Current 28 July 2011

Transportation

PASSENGER MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at <http://www.e-publishing.af.mil> for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ CAP-USAF/XOO
Supersedes AUI 24-101, 30 November 2000

Certified by: HQ CAP-USAF/CC
(Col Russell D. Hodgkins, Jr.)
Pages: 4

AFI 24-101, 27 October 2004, is supplemented as follows:

This supplement implements AFI 24-101, *Passenger Movement*. It provides guidance for requesting airlift support and assigns responsibilities of the Air University Mission Request Validator (MRV). Submit an AF Form 847, *Recommendation for Change of Publication* (prescribed by AFI 11-215, *USAF Flight Manual Program (FMP)*) to the OPR to recommend changes to this publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://afirms.amc.af.mil>). It applies to all Air University (AU) organizations.

SUMMARY OF CHANGES

This document is substantially rewritten and must be reviewed in its entirety. It adds a requirement for appointment of flight coordinators and training, deletes requirement for AU Form 52, and deletes duplication of the AETC/CV approval statement requirement. References to the AETC Supplement to AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*, have been deleted as the supplement has been rescinded. Adds requirement for submitting invitational travel orders.

1.17. (Added) (AU) HQ CAP-USAF/XOO. Airlift (HQ CAP-USAF/XOO) is designated the Air University Mission Request Validator (MRV). This office is responsible for processing airlift requests for personnel assigned to AU and for invited guests.

1.17.1. (Added) (AU) Validates each travel request according to DOD Regulation 4515.13R, *Air Transportation Eligibility*, and DOD Directive 4500.43, *Operational Support Airlift (OSA)*.

1.17.2. (Added) (AU) Compiles, processes, and sends requests to the Joint Operational Support Airlift Center (JOSAC).

1.17.3. (Added) (AU) Issues detailed instructions and format to requesters.

1.17.4. (Added) (AU) Notifies requesters whether their requests were approved.

1.17.5. (Added) (AU) Maintains all travel requests according to AFMAN 37-123, *Management of Records*.

1.17.6. (Added) (AU) Validators must telephone JOSAC immediately to notify them of any changes or cancellations.

1.17.7. (Added) (AU) MRV must maintain a copy of all supported request, DD Form 2768, *Military Air Passenger/Cargo Request* (prescribed by DOD Directive 4500.56, *DOD Policy on the Use of Government Aircraft and Air Travel*), forms for two years.

1.18. (Added) (AU) Flight Coordinators. Flight coordinators are individuals appointed within organizations to act as the principal points of contact for submitted airlift requests. Coordinators work directly with HQ CAP-USAF/XOO and act as the liaison with passengers. Units requesting airlift must submit a letter to HQ CAP-USAF/XOO appointing primary and alternate flight coordinators; this letter must be approved by the Commander of the requesting unit then forwarded to HQ CAP-USAF/XO for final approval. Submit letters when there are changes in coordinators or annually as a minimum. Flight coordinators must receive familiarization training from HQ CAP-USAF/XOO before requesting airlift; training will be annotated on the appointment letter.

2.1.3. (Added) (AU) Requesting Airlift.

2.1.3.1. (Added) (AU) DOD Directive 4515.13R establishes policy for transporting personnel and cargo on DOD aircraft. Travel requests sent to HQ CAP-USAF/XOO must meet the requirements of that regulation.

2.1.3.2. (Added) (AU) Requests are submitted only for official funded travel. Copies of travel orders are submitted to HQ CAP-USAF/XOO, upon request, or travel is denied. Invitational travel orders (ITO) must always be submitted to HQ CAP-USAF/XOO with request. Passenger eligibility is determined in accordance with DOD 4515.13-R.

2.1.3.3. (Added) (AU) Airlift requests are not processed for personnel assigned to other commands. **EXCEPTION:** For inspection travel purposes when requested by HQ AU/IG, AFOATS, and distinguished visitors who are not otherwise supported by a validator.

2.1.3.4. (Added) (AU) Request military airlift by completing DD Form 2768, *Military Air Passenger/Cargo Request*. E-mail, mail, or fax one copy to the MRV (HQ CAP-USAF/XOO). The senior traveler must sign the DD Form 2768 before submission to the MRV. **EXCEPTION:** When inviting a retired service member or a non-federal civilian to be a guest speaker, the Commandant of the school being supported may sign on behalf of the senior traveler. Upon receiving the signed form, the MRV places the request into the airlift system.

2.1.3.5. (Added) (AU) The DD Form 2768 should be submitted to HQ CAP-USAF/XOO office no later than 10 days before desired departure for small teams (seven passengers or less). For large teams (eight passengers or more), the DD Form 2768 should be submitted no later than 20 days before desired departure.

2.1.3.6. (Added) (AU) Priority Codes.

2.1.3.6.1. (Added) (AU) Priority 1. Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

2.1.3.6.2. (Added) (AU) Priority 2. Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

2.1.3.6.3. (Added) (AU) Priority 3. Official business airlift, which is validated to be more cost effective than commercial air travel when supported by military aircraft.

2.1.3.7. (Added) (AU) AETC/CV must endorse required use requests and all requests for flag officers in block 13 of DD Form 2768. The unit requesting travel will submit DD Form 2768 to the MRV who will in turn submit to AETC/CV for approval.

2.1.3.8. (Added) (AU) Requesters must notify the MRV of any request changes, especially cancellations.

3.45. (Added) (AU) Passenger Processing.

3.45.1. (Added) (AU) Passenger Manifest.

3.45.1.1. (Added) (AU) Persons in charge of groups (eight or more passengers) scheduled for pickup by operational support airlift missions should inform the local passenger terminal of flight arrangements and provide information necessary for manifesting passengers at least 3 workdays before the scheduled flight.

3.45.1.2. (Added) (AU) Passenger terminal manifests individual travelers at reporting time. Personnel must process in person, except travelers in the grade of O-6 and above (including civilian equivalents), to ensure accurate aircraft weight and balance data.

3.45.2. (Added) (AU) Operational Support Airlift Report Times. Passengers must report not later than 1 hour before scheduled departure or as otherwise arranged for distinguished visitors.

3.45.3. (Added) (AU) Anti-Hijacking. Air Force aircraft anti-hijacking instructions in AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*, apply to all MILAIR missions.

3.45.4. (Added) (AU) Baggage Limitations. Passengers must restrict their total baggage weight to 30 pounds or bulk equivalent of one hang-up bag plus one attache case. Excess baggage must be requested.

3.45.5. (Added) (AU) Commercial Backup Reservations. If the military air request is supported, commercial backup reservations must be cancelled in sufficient time to ensure the Air Force is not charged for the ticket.

3.45.6. (Added) (AU) Special Loading Requirements. Units requesting airlift should include special loading requirements for handicapped individuals.

6.6. (Added) (AU) Forms Adopted: AF Form 847, *Recommendation for Change of Publication*.

The following are added to Attachment 1

References

AFI 11-215, *USAF Flight Manual Program (FMP)*

AFI 13-207 *Preventing and Resisting Aircraft Piracy (Hijacking)*

AFI 24-101, *Passenger Movement*

Abbreviations and Acronyms

AFOATS – Air Force Officer Accession and Training Schools

AU – Air University

JOSAC – Joint Operational Support Airlift Center

MRV – Mission Request Validator

STEPHEN R. LORENZ
Lieutenant General, USAF
Commander