

**BY ORDER OF THE COMMANDER
47TH FLYING TRAINING WING**



**LAUGHLIN AIR FORCE BASE
INSTRUCTION 24-101**

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Transportation Command

PASSENGER MOVEMENT

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This Laughlin Air Force Base Instruction implements Air Force Policy Directive (AFPD) 24-1, Personnel Movement. This supplement provides policies and procedures necessary for the proper screening, processing and manifesting of all passengers arriving at or departing Laughlin AFB airfield. It also outlines and addresses organizational responsibilities relative to the operation of the 47th Flying Training Wing's passenger processing facility. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Deleted sentence from paragraph 2.2.1., renumbered all paragraphs under 2.2., removed on-call personnel from all applicable paragraphs, removed paragraph 4.5., 10.1., and updated Attachment 1 (GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION).

1. References: AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*, DoD 4500.9R, Part I, *Passenger Movement*, DoD 4515.13R, *Air Transportation Eligibility*,

DEPSECDEF memorandum, Establishment of DoD Aircraft Manifest Policy, 21 Dec 2001, and HQ AETC/LG memorandum, Interim AETC Passenger Processing Policy, 10 Feb 2004.

2. Responsibilities: Everyone involved in the movement of passengers and baggage on DoD-owned or controlled aircraft has the responsibility to prevent the possible hijacking or sabotage of an aircraft. Passenger processing and baggage handling personnel must be alert to detect any unusual conduct of persons entering the terminal area or any suspicious items.

2.1. **Space-required passengers** must present valid travel orders and **MUST** provide emergency contact information IAW AFJI 24-114, paragraph 2-3.

2.2. The Traffic Management Flight (TMF) will:

2.2.1. Have two (2) personnel to process and manifest all departing passengers.

2.2.2. Brief all passengers on anti-hijacking procedures.

2.2.3. Perform an anti-hijacking inspection prior to passenger loading.

2.2.4. Ensure all passengers on DoD aircraft departing Laughlin airfield are manifested properly.

2.2.5. Escort passengers to the aircraft.

2.2.6. Advertise the arrival and departure flight schedules to the local population.

2.2.7. Maintain the space-available passenger sign-up roster.

2.3. Airfield Management will:

2.3.1. During duty hours, contact TMF and Security Forces Squadron (SFS) with all flight advisory information on arriving/departing flights.

2.3.2. After duty hours, contact the Command Post when flight information dictates an after-hours arrival/departure.

2.4. The Command Post will:

2.4.1. Contact TMF after duty hours when arrival/departure flight information is provided by Airfield Management.

2.5. Protocol will:

2.5.1. Coordinate travel, brief and arrange distribution of baggage for Distinguished Visitors (DVs).

2.5.2. Provide TMF with travel information on DV passengers.

2.6. Vehicle Operations will:

2.6.1. Transport all passengers and checked baggage from the Passenger Processing Facility to the aircraft.

2.7. Security Forces will:

2.7.1. Perform random security checks with, or without, military working dogs.

2.7.2. Perform all required physical inspections (personnel/baggage searches) when circumstances warrant.

2.8. The Aircrew will:

- 2.8.1. Ensure they have a manifest prior to departure when carrying passengers.
- 2.8.2. Use their discretion to refuse passengers whose physical condition poses a safety hazard to themselves or others.
- 2.8.3. Allow the DV(s) to board first or according to his or her preference.

3. Arrival Procedures:

3.1. **Arrival Procedures for DV.** Protocol will coordinate an arrival party to meet the flight and:

- 3.1.1. Advise DV of flight line safety procedures, photography restrictions, etc., as appropriate.
- 3.1.2. Brief DV on the current FPCON and threat level upon arrival at the installation.
- 3.1.3. Arrange for offload of baggage and transport to the facility.

3.2. **Arrival Procedures for Passengers Other Than DV.** Passengers listed as other than DV are required to personally obtain their baggage and arrange for their own transportation.

3.3. During normal duty hours, Airfield Management will contact TMF directly at DSN 732-4695/5178 and SFS at 732-5100. After duty hours, Airfield Management will contact the Command Post, which will contact TMF.

3.4. When aircraft are scheduled to depart Laughlin AFB the same or following day after they arrive, either Base Operations or Protocol will provide TMF with the travel information on all passengers. If passengers leave the Passenger Processing Facility's sterile area, they will have to be re-screened and re-processed.

4. Departure Procedures:

4.1. **Departure Procedures For DV.** (Originating at Laughlin AFB for 47 FTW/CC, etc.). Protocol will forward TMF Passenger Travel all member's travel information in advance. During non-duty hours, contact the Command Post, which will contact TMF.

- 4.1.1. If a DV or Group/Team requests Military Airlift support, they will contact HQ AETC/LGRIT validator at DSN 487-6875 or COMM 210-652-6875.

4.2. **Departure Procedures for Passengers Other Than DV.** Each organization will appoint by letter a POC responsible for forwarding all member's travel information in advance to TMF Passenger Travel.

4.3. The following information is required for all travelers:

- 4.3.1. Copy of travel orders (front and back) for each traveler. (Note: If all passengers are on the same order, one copy is sufficient).
- 4.3.2. All flight information (e.g. departure date/time and destination).
- 4.3.3. Number of bags and weight per piece (e.g. two checked @ 70 pounds each and one carry on @ 40 pounds). Note: For small transport aircraft, such as a C-12 or C-21, passengers are only authorized one (1) piece of checked baggage not to exceed 30 pounds.

4.3.4. Emergency contact information for each traveler (e.g. Rank/Name/Last 4 of SSN, Status, Sponsoring Military Service, Full Name, Address including zip code and telephone number of emergency contact not traveling with passenger). See Attachment 2 for sample letter.

4.4. All travelers (except exempted passengers) will process, in person, at the Passenger Processing Facility located within the Personnel Deployment Function (PDF), Building 77.

5. Anti-hijacking Procedures: DoD policy is to prevent entry of unauthorized weapons or explosives into the Defense Transportation System. Personnel involved in all phases of passenger processing operations must be keenly aware of any unusual conduct of persons within the processing facility and alert to the possibility of concealed explosive devices or weapons.

5.1. **Anti-hijacking Briefing.** The Passenger Travel Representative will brief all passengers (excluding exempted passengers and accompanying parties) on anti-hijacking procedures (See attachment 3).

5.2. **Anti-hijacking Inspection.** The Passenger Travel Representative will accomplish an anti-hijacking inspection prior to passenger loading. The inspection will include the screening of hand-carried bags and articles, metal detecting and annotating the passenger manifest. When metal detection devices are used, advise passengers to take all metallic objects out of their pockets before screening. If metal detectors are not available or are inoperable, the passenger will submit to a visual check by opening coats, jackets, etc. If anything suspicious is noted, advise the passenger to remove the item for inspection. Local Security Forces will perform all required physical inspections (personnel searches) when circumstances warrant. See paragraph 9. Passenger Processing Facility Security for more detailed information.

5.3. After completion of the anti-hijacking inspection, passengers selected and manifested for departing flights will remain in a sterile area (PDF) until boarding the aircraft.

6. Boarding Procedures:

6.1. Vehicle Operations will transport all checked baggage from the Passenger Processing Facility/PDF to the aircraft. Surveillance must be maintained over baggage from the time passengers check it until workers load it on the aircraft.

6.2. Once processed, Vehicle Operations will transport all passengers from the Passenger Processing Facility/PDF to the aircraft. Vehicle Operations will ensure that vehicles used to transport passengers remain under constant surveillance. **Note:** Exempted passengers are authorized to make arrangements for transportation of themselves, their party and baggage to the aircraft.

6.3. Passenger Travel Representative will escort passengers to the aircraft. Using the passenger manifest, Passenger Travel Representative will review the manifest with the aircrew prior to loading of passengers to determine who are duty passengers and traveling on leave or pass status. The original copy of the manifest goes to the aircrew.

6.4. The aircrew has the authority to refuse passengers whose physical condition poses a safety hazard to themselves or others and also undesirable passengers (intoxicated, bad odor, unacceptable dress, etc.) if necessary.

6.5. The aircrew has the discretion to leave people/baggage behind if there is insufficient room.

7. Space-Available Travel: All space-available passengers must present the appropriate documents to be eligible for air travel.

7.1. Airfield Management or Base Operations will provide TMF Passenger Travel all flight advisory information to include plane arrival and departure schedules on a daily basis. Updates to the travel schedules will also be provided as they occur.

7.2. TMF Passenger Travel will advertise the arrival and departure schedules to the local population by way of public webpage and posting information in Building 77.

7.3. Registers and Sign-Up Procedures:

7.3.1. TMF Passenger Travel will maintain a single-available register and all space-available passengers accepted for airlift from Laughlin AFB must have been selected from the register's roll.

7.3.2. To compete for space-available travel, eligible personnel must sign up on the space-available roster in person at TMF Passenger Travel Section (Bldg 77, Room 169) and present all required documentation. The sponsor of a family group may sign up other family members.

7.3.3. Required documentation for prospective space-available passengers includes:

7.3.3.1. 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. Leave orders includes regular leave orders, environmental and morale leave (EML) orders, if traveling under the EML program and emergency leave orders.

7.3.3.2. Identification Cards (DD Form 2AF, CAC – Common Access Card, DD Form 2-Retired and DD Form 2-Reserve).

7.3.3.3. Emergency point of contact information.

7.3.4. Reservations shall not be made for any space-available passenger. Travel opportunity shall be afforded on an equitable basis to officers, enlisted personnel, civilian employees and their accompanying dependents without regard to rank or grade, military or civilian or branch of Uniformed Service.

7.3.5. Normally, space-available roll call will take place 1 ½ hours before aircraft block time. Passengers are called based upon their category of travel and date and time of sign up. This is a first-in-first-out procedure. Ref DoD 4515.13-R for more information about categories and sign-up procedures.

7.4. Rules for Space-Available Passengers. The passenger:

7.4.1. Is authorized two (2) pieces of checked baggage not to exceed 62 linear inches each 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 (1) piece of checked baggage not to exceed 30 pounds.

7.4.2. Is authorized one (1) piece of carry-on baggage not to exceed 45 linear inches and able to be placed under the passenger's seat.

7.4.3. If active duty military, may travel on pass in the continental United States (CONUS).

7.4.4. May refuse a seat on any aircraft. Passengers will not lose their place on the space-available register for refusing a particular mission.

8. Baggage Processing. TMF Passenger Travel must ensure 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 (i.e., #98, 1 of 3).

8.1. Inspected baggage will be placed in a secure area away from passengers prior to loading. Baggage accessed by passengers after initial inspection will be inspected again.

8.2. Passenger Travel Representative will ask passengers to take items out of purses or bags for ease of inspecting. Passenger Travel Representative may wear gloves for protection during baggage inspection (not mandatory).

9. Passenger Processing Facility Security:

9.1. **Passenger Processing Facility with X-ray machines.** Presently, this is not an option at Laughlin AFB.

9.2. **Passenger Processing Facilities without X-ray machines.** The hand-held magnetometer (more suitable for Laughlin AFB) will be used for passenger inspection. TMF will obtain a hand-held magnetometer from SFS to perform inspection. During inspection, if it is determined a passenger has a weapon, explosive, etc., inform Security Forces immediately.

BRIAN E. HASTINGS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 13-207, Preventing and Resisting Aircraft Piracy (Hijacking), 21 Jun 2010
DoD 4500.9R, Part I, Passenger Movement, Nov 2010
DoD 4515.13R, Air Transportation Eligibility, Nov 1994
DEPSECDEF memorandum, Establishment of DoD Aircraft Manifest Policy, 21 Dec 2001
HQ AETC/LG memorandum, Interim AETC Passenger Processing Policy, 10 Feb 2004

Adopted Forms

DD Form 2S (Blue) U.S. Armed forces Identification Card (Retired), Oct 1993
DD Form 2S (Green), U.S. Armed forces Identification Card (Reserve), Oct 1993
DD form 1839, Baggage Identification Tag, Sep 1980
AF94, Baggage Claim Tag, 1 Jan 78

Abbreviations and Acronyms

AETC—Air Education and Training Command
CAC—Common Access Card
CONUS—Continental United States
DEPSECDEF—Deputy Secretary of Defense
DoD—Department of Defense
DV—Distinguished Visitors
EML—Environmental and Morale Leave
FPCON—Force Protection Condition
PDF—Personnel Deployment Function
SFS—Security Forces Squadron
TMF—Traffic Management Flight

Attachment 2**SAMPLE FORMAT FOR EMERGENCY POINT OF CONTACT INFORMATION***(Prepared on letterhead)*

Date

MEMORANDUM FOR 47 MSG/LGRT

FROM:

SUBJECT: Emergency Point of Contact (POC) Information

In accordance with HQ AETC/LG letter, dated 3 September 2003 (Passenger Manifesting Policy), the following emergency POC information is provided:

- a. Rank/Name/Last 4 of SSN (Typed Traveler's Information)
- b. Status (Active Duty, Reserve, Retired, Dependent, Civilian employee)
- c. Sponsoring Service, Agency, or Employer: (Air Force, Army, etc)
- d. Name and telephone number of emergency contact not traveling with passenger:
(Typed complete contact information, e.g., full name, address including zip code, and telephone number)

(Signature)

(Typed Name, Grade and Title of preparer)

Attachment 3**PASSENGER ANTI-HIJACKING BRIEF**

Introduction: Good morning or afternoon, My name is XXXX and I will be giving you an Anti-Hijacking Briefing. Commanders at all levels have been tasked to ensure preventative measures are taken to minimize access to the aircraft by potential hijackers. For this reason, all passengers boarding DoD military aircrafts are briefed on “what is considered a federal crime and what are considered prohibited items aboard an aircraft.”

1. First of all, it is a federal crime to:
 - a. Carry concealed weapons aboard aircraft.
 - b. Interfere with flight crews (including flight attendants).
 - c. Transport explosives aboard aircraft.
 - d. Attempt to seize or actually seize aircraft by threats, force or violence.
 - e. Possess or use narcotic drugs, including marijuana, aboard the aircraft.
 - f. Convey false information concerning the above criminal acts.
 2. Your prohibited items include, but are not limited to, the following:
 - a. Black powder, blasting caps, detonating fuses, dynamite, explosive projectiles, flares, unauthorized ammunition, or any other explosive. Also included are visible refillable fuel and butane lighters.
 - b. All caustic or corrosive materials must be transported IAW provisions of TM 38-250, AFR 71-4, CFR 49, and the International Air Transport Association’s Dangerous Goods Regulations.
 - c. Personal knives, scissors, or any objects with blades over 3" may not be carried in the passenger compartment of the aircraft. Planeload Commanders will secure all oversize knives before boarding the aircraft.
 3. Air Force policy is to prevent entry of unauthorized weapons or explosives into the Defense Transportation System. Personnel involved in all phases of passenger processing operations must be keenly aware of any unusual conduct of persons within the processing facility and alert to the possibility of concealed explosive devices or weapons. Report unattended baggage found in the facility to Security Forces. A concerted effort must be made to prevent the hijacking of DoD military or military contractor aircraft by detecting potential hijackers before they board the aircraft.
- Thank you for your time and have a great flight.