

**BY ORDER OF THE COMMANDER
934TH AIRLIFT WING**

**934TH AIRLIFT WING INSTRUCTION
24-102**



27 JANUARY 2021

Transportation

PASSENGER MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 24-6, *Distribution and Traffic Management* and extends guidance set forth in AFI 24-602V1, *Passenger Movement* and AFI 24-605V2, *Air Transportation Operations*. It establishes policy and procedures for passenger processing, and provides uniformity, standardization, and guidance for orderly and efficient Department of Defense (DoD) passenger travel operations. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 5 U.S.C. § 552, 10 U.S.C. 8013 and E.O. 9397. The applicable SORN F024 AF AFMC A, Cargo Movement Operations Systems (CMOS) Records is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx> This instruction applies to all base, wing, tenant personnel as well as all eligible passengers as specified in DoD 4515.13-R, *Air Transportation Eligibility*. Refer any recommended changes to this publication directly to the Office of Primary Responsibility (OPR) at the 934 LRS/LGRD, Minneapolis-St. Paul IAP ARS, MN using the AF Form 847, *Recommendation for Change of Publication*. Official records created as a result of this publication shall be maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afirms/afirms/rds/rds_series.cfm.

SUMMARY OF CHANGES

The publication updates commercial travel procedures, as well as the addition of space required travel/and space available dependent travel. It updates local procedures regarding the latest in

enhanced security requirements. This publication has been completely updated and must be reviewed thoroughly.

1. DEFINITIONS.

1.1. Space Available (Space-A) Program. Space-A travel is a privilege (not an entitlement) that accrues to uniformed service members as an avenue of respite from the rigors of Uniformed Services duty and is a byproduct of DoD primary missions. Retired uniformed services members are given the privilege in recognition of a rigorous duty career and because they are eligible for recall to active duty. The underlying criteria for extending the privilege to other categories of passengers is their support to the mission being performed by uniformed services members and to the enhancement of active duty service members quality of life.

1.2. Space-Available Travel. This is defined as “travel allowing authorized passengers to occupy DoD aircraft seats that are surplus after all space-required passengers [and cargo] have been accommodated.” Space-A travel is allowed on a non-mission interference basis only. DoD aircraft shall not be scheduled to accommodate Space-A passengers. No (or negligible) additional funds shall be expended and no additional flying hours shall be scheduled to support this program. In order to maintain the equity and integrity of the Space-A systems, seats may not be reserved or “blocked” for use at in-route stops along mission routes.

1.3. Space-Required Traffic. “Mission Essential Traffic” as identified in DoD 4515.13-R, *Air Transportation Eligibility*.

1.4. Space-Required Passengers. For the purpose of this instruction include, but are not limited to, shuttle flight passengers, orientation flight passengers, public affair flight passengers, deployment passengers, exercise/training passengers, and all other mission-related passengers.

1.5. Space-A Passenger Eligibility. Space-A passenger eligibility will be determined IAW DoD 4515.13-R and DoD 4500.54-E, *DoD Foreign Clearance Program*. Space-A travelers may not use their privilege for personal gain or in connection with business enterprises or employment.

2. RESPONSIBILITIES.

2.1. Installation Commander.

2.1.1. Will establish procedures (this instruction) to ensure excess seats on departing aircraft are offered to eligible travelers.

2.1.2. Will ensure procedures are established for maintaining Space-A registers (when applicable) and accepting requests from eligible travelers via automated and manual means (mail, fax, etc.).

2.1.3. Is the approving authority for upgrading Space-A passengers to the bottom of category I for leave under emergency conditions (unfunded) or extreme humanitarian reasons when the facts (Red Cross verification, unit commander’s memo) provided, fully support such an exception. This may be delegated in writing to the Wing Transportation Officer.

2.1.4. Will provide sufficient space and utilities within government facilities to establish and operate the passenger service program.

2.2. Mission Support Group Commander.

2.2.1. Will review and certify this instruction.

2.2.2. Will advocate funded and unfunded requirements (facilities, equipment, training, etc.) to operate and maintain the passenger service program.

2.3. 934th Security Forces Commander.

2.3.1. Will respond with appropriate security personnel for all disorderly/belligerent passengers.

2.3.2. Will provide handheld radio to LGRDD PAX representative during PAX processing. Radio will be capable of sending a duress alarm in the event of a passenger emergency/incident.

2.4. 934th Operations Group (OG) Commander.

2.4.1. In conjunction with 934 MXG, the 934 OG develops and publishes a monthly flying schedule IAW applicable guidance that is accessible to base agencies that need the information to implement this instruction. The schedule provides the dates, planned departure times and itinerary of each scheduled mission. The weekly OG/MXG scheduling meeting provides updates and will determine if Space A seats are applicable for each off-station mission. 934 OSS Current Operations (OSO) section is the unit point of contact for all off-station mission information.

2.4.2. Number of Space-A seats allowed. **NOTE:** The number of Space-A seats will be 10 unless otherwise indicated on the monthly flight schedule. Passenger show time will be two hours prior to the scheduled departure unless otherwise indicated on the monthly Space-A flight schedule.

2.4.3. 934 OSS Airfield Management (OSA) maintains a Space-A information telephone recording, with current flight schedules.

2.4.3.1. The following information may be given out 72 hours prior to flight arrival or departure: By telephone, recorder, e-mail, fax, in-person, or mail: number of scheduled departures by destination with no specific dates, and expected Space-A.

2.4.3.2. Flight arrival/departure information within 24 hours of flight arrival or departure: By military access only websites, telephone, recorder, e-mail, fax, or mail: date, passenger show time, destination(s), and expected seats available.

2.5. Deployment and Distribution Flight (LGRD).

2.5.1. Maintains overall responsibility for passenger reservations. Ensures electronic ticketing use is promoted.

2.5.2. Ensures travel arrangements and ticketing are provided to meet mission requirements.

2.5.3. Acts on all installation travel and transportation matters.

2.5.4. Serves as the functional point of contact for the CTO and the transportation industry. Assists travelers with lost ticket applications.

2.5.5. Responsible for the Centrally Billed Account (CBA) Reconciliation Process.

2.5.5.1. LGRD assembles a copy of each travel authorization/order and a copy of each Passenger Name Record (PNR) invoice in the same sequence as appears on the Government Travel Card (GTC) vendor hard copy invoice. Ensuring the ticket number, traveler's name, airline code and cost on the PNR invoice match the hard copy of the GTC vendor's invoice.

2.5.5.2. LGRD should reconcile and fully pay each transaction on the specific invoice so charges on the invoice and the Standard Form (SF) 1113, *Public Voucher for Transportation Charges* or SF 1034, *Public Voucher for Purchases and Services Other Than Personal* match completely. The Transportation Officer (TO) must verify the amount being certified for payment and type the certification statement on the SF 1113 or SF 1034, sign and date the form. Certifying Officials will be appointed in writing by the TO and submit DD Form 577 to Defense Finance and Accounting Service.

2.6. Passenger Service Office (LGRDAP)

2.6.1. Will determine eligibility for all potential passengers.

2.6.2. Will comply with AFI guidance to ensure passengers are vetted through the Transportation Security Agency (TSA) ESecure system. This will prevent PAX on a TSA 'No Fly' list from boarding on Space-A flights.

2.6.3. Will review Space-A passenger travel requests and register all eligible, properly documented Space-A passengers. Registered passengers will be removed from the Space-A register after remaining on the list for 60 days or when the travel authorization expires, whichever occurs first. Passengers removed from the register will be allowed to sign up again with a new date/time of sign-up. Once a passenger departs a station their record shall be purged. They will need a new date/time of sign up prior to future travel.

2.6.4. Will conduct passenger roll call as required. See [paragraph 7](#) below.

2.6.5. Will manifest all passengers for travel aboard DoD aircraft utilizing automated (CMOS) manifesting procedures. DD Form 2131, *Passenger Manifest* may be used as back-up to CMOS manifest in the event of downed automation.

2.6.6. Will maintain a copy of the current listing of "Withdrawn Space-Available Air Travel Privileges" messages.

2.6.7. Will track and document the number of manifested passengers each month. At a minimum this report will include the following:

2.6.7.1. Date of Flight.

2.6.7.2. Destination.

2.6.7.3. Mission Number.

2.6.7.4. Call Sign.

- 2.6.7.5. Aircraft Type.
- 2.6.7.6. Tail Number.
- 2.6.7.7. Type and number of passengers.
 - 2.6.7.7.1. Number of Active Duty.
 - 2.6.7.7.2. Number of Dependents.
 - 2.6.7.7.3. Number of Retirees.
 - 2.6.7.7.4. Number of Civilians.
 - 2.6.7.7.5. Number of Guard/Reserve.

3. Passenger Program General Information.

3.1. Passengers are authorized two pieces of checked baggage not to exceed 62 linear inches and a combined weight of 140 pounds of baggage (not to exceed 70 pounds per bag). Family members may pool their baggage allowances. Space-A travelers are prohibited from carrying or traveling from this location with any form of firearm, weapon or hazardous material.

3.2. Space-A travelers may be removed at any station for duty passengers, patients, cargo, hazardous material, mission change, etc. There is also a possibility of the aircraft being diverted for a different mission.

3.3. Reservations will not be made for any Space-A passenger. Travel opportunity will be afforded on an equitable basis to officers, enlisted personnel, civilian employees, and accompanying dependents without regard to rank, grade, military or civilian, or branch of uniformed service.

3.4. Potential Space-A travelers must contact the Passenger Service Section (LGRDAP) 72 hours prior to the scheduled flight to mark themselves present for travel; sponsors also confirm with the PAX section, the number of space-available travelers and dependents that will be present at roll call. Any passenger that reports ready for travel within the 24-hour period may request a waiver if seats are still available. Requests to waive the 24-hour period may be made to the Wing Transportation Officer.

3.5. There is no guaranteed space for space available travel. The DoD is not obligated to continue an individual's travel or return him or her to point of origin, or any other point. Space-A travelers shall have sufficient personal funds to pay for commercial transportation to return to their residence or duty station if space-available transportation is not available or is terminated. Space-A travelers must be prepared for this to occur, and have a back-up plan. It is not the responsibility of the 934th Airlift Wing to make arrangements for Space-A travelers.

3.6. The aircrew is responsible for passenger safety while aboard the aircraft during all phases of flight. They are not responsible for passengers after they arrive at their destination. Passengers are encouraged to arrange for ground transportation and hotel rooms prior to departing. Some destinations are not equipped to handle passengers or provide passenger support such as rental cars or baggage handling.

3.7. In-flight meals are not available through the 934 AW Space-A program. Other stations' passenger terminals may offer in-flight meals for a fee. Passengers are encouraged to bring a sack lunch or snacks.

3.8. Travelers are required to show up two hours prior to scheduled departure. All passengers must be travel-ready.

3.9. Travelers must park vehicles remaining overnight in long term parking and register with Security Forces.

4. Space-A Categories.

4.1. There are six categories of eligible Space-A travelers.

4.1.1. Category 1-Emergency Leave. Unfunded travel transportation by the most expeditious routing for bona fide immediate family emergencies. When applicable, the following personnel are authorized to fly in category 1 status:

4.1.1.1. Uniformed services members with emergency status indicated on leave orders.

4.1.1.2. U.S. citizen civilians stationed overseas and employees of the uniformed services/non-appropriated fund activities.

4.1.1.3. Dependents of member of the uniformed services when accompanied by their sponsor.

4.1.1.4. Non-command sponsored dependents of member of the uniformed services, residing overseas with the sponsor, one-way to the emergency destination.

4.1.1.5. Dependents, command sponsored of:

4.1.1.5.1. U.S. citizen civilian employees of the uniformed service.

4.1.1.5.2. U.S. citizen civilian paid by the NAF stationed overseas.

4.1.1.5.3. American Red Cross full-time paid personnel serving with a DoD component overseas.

4.1.2. Category 2 - Sponsors in an Environmental Morale Leave (EML) status and their dependents traveling with them, also in EML status. "Sponsors" includes:

4.1.2.1. Uniformed Services Members.

4.1.2.2. U.S. citizen civilian employees of the Army Forces who are eligible for government-funded transportation to the United States at tour completion (including NAF employees).

4.1.2.3. American Red Cross full-time, paid personnel on duty with DoD component overseas.

4.1.2.4. USO professional staff personnel on duty with the uniformed services.

4.1.2.5. Department of Defense Dependents School (DODDS) Teachers during the school year and for employer-approved training during recess periods.

4.1.3. Category 3 – Ordinary Leave, House Hunting Permissive Temporary Duty (TDY), Medal of Honor Holders, Foreign Military, and other.

- 4.1.3.1. Uniformed services members in a leave or pass status.
 - 4.1.3.2. Reserve components on active duty, in leave or pass status.
 - 4.1.3.3. Dependents of a member of the uniformed services when accompanied by their sponsor in a leave status.
 - 4.1.3.4. Uniformed services members traveling under permissive TDY orders for house hunting incident to a pending PCS. One dependent may accompany a uniformed services member.
 - 4.1.3.5. Medal of Honor recipients and their dependents when accompanied by their sponsor.
 - 4.1.3.6. Foreign cadets and midshipmen attending US Service academies, in a leave status.
 - 4.1.3.7. Dependents of foreign exchange service members on permanent duty with the DoD when accompanied by their sponsor.
 - 4.1.3.8. Dependents of a member of the uniformed services unaccompanied by their sponsor, when sponsor is on TDY orders for more than 365 consecutive days. Traveler must have copy of TDY orders for their sponsor, as well as signed letter from sponsor's commander verifying sponsors TDY orders. Letter must specify name, relationship to sponsor, and SSN of dependent(s) traveler(s).
- 4.1.4. Category 4 – Unaccompanied dependents on EML and DODDS teachers on EML during summer.
- 4.1.4.1. Dependents traveling under the EML program, unaccompanied by their sponsor.
 - 4.1.4.2. DODDS teachers of dependents accompanied or unaccompanied traveling under the EML Program.
 - 4.1.4.3. Dependents of a member of the uniformed services unaccompanied by their sponsor, when sponsor is on TDY orders for 120-365 consecutive days. Traveler must have copy of TDY orders for their sponsor, as well as signed letter from sponsor's commander verifying sponsors TDY orders. Letter must specify name, relationship to sponsor, and SSN of dependent(s) traveler(s).
- 4.1.5. Category 5 – Permissive TDY (non-house hunting) Students, Command Sponsored Dependents.
- 4.1.5.1. Dependents (children) 18-23 years of age who are college students attending in residence at an overseas branch of an American (US) university located in the same overseas area in which they reside, command sponsored, stationed overseas with their sponsor.
 - 4.1.5.2. Command-sponsored dependents stationed overseas with their sponsor are permitted to travel unaccompanied to and from the nearest overseas military academy testing site to take scheduled entrance examinations for entry into any of the US service academies.

- 4.1.5.3. Command-sponsored dependents of uniformed services members accompanied or unaccompanied who are stationed overseas.
- 4.1.6. Category 6 – Retired, Dependents, Reserve, ROTC.
- 4.1.6.1. Retired uniformed services members.
- 4.1.6.2. Dependents of retired uniformed service members, when accompanied by their sponsor.
- 4.1.6.3. Dependents, command-sponsored, stationed overseas with their sponsor are permitted unaccompanied travel to the U.S. for enlisting in one of the armed forces when local enlistment in the overseas area is not authorized. If an applicant for military service is rejected, return travel to the overseas area may be provided under this eligibility.
- 4.1.6.4. National Guard/Reserve component members and authorized reserve component members entitled to retired pay at less than age 60 (gray area retirees) have limited Space-A travel.
- 4.1.6.5. Newly commissioned ROTC officers who are awaiting call to extended active duty.
- 4.2. In general terms, retired personnel may travel to Continental United States (CONUS) and overseas destinations with their dependents. Guard/reserve personnel are restricted to CONUS destinations to include Alaska, Hawaii, Guam, the U.S. Virgin Islands, Puerto Rico, and American Samoa. Spouses and dependents of guard/reserve personnel are not eligible for travel privileges. Retired guard/reserve personnel are restricted to CONUS destinations until age 60. At age 60 full retirement privileges are granted.

5. Travel Documentation Requirements.

- 5.1. The following summarizes space-available travel documentation requirements. These documents must be available for review when selected for travel:
- 5.1.1. Active Duty Uniformed Services Member (includes National Guard and Reserve members on active duty in excess of 30 days and Cadets and Midshipmen of the US Service Academies): Common Access Card, (CAC), *Armed Forces of the United States ID Card* Form 2 NOAA (Green), *Uniformed Services ID and Privilege Card* (Active), or PHS Form 1866-3 (Green), *U.S. Public Health Service ID Card* (Active), and a valid leave authorization or evidence of pass status. **NOTE:** Active duty military may travel on a pass but may only remain on the Space-A register for the duration of the pass. Dependents may accompany their sponsors. Some services do not require documentation when traveling in a pass status. Service members may travel using their military ID card and verbal word they are on pass.
- 5.1.2. Retired Uniformed Service Members: DD Form 2 (Blue), *U.S. Armed Forces ID Card* (Retired), DD Form 2 NOAA (Blue), *Uniformed Services ID Card* (Retired), or PHS Form 1866-3 (Blue), *U.S. Public Health Service ID Card* (Retired).
- 5.1.3. National Guard and Reserve Members: Authorized Component Members of the Ready Reserve and members of the Standby Reserve who are on the Active Status List:

Armed Forces of the United States ID Card and DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*.

5.1.4. Retired Reservists Entitled to Retired Pay at Age 60, but are younger than age 60 (Gray area): DD Form 2 (Red) and a notice of retirement eligibility as described in DoD1200.15-D. If the automated DD Form 2 (Red) has been issued, the member is registered in his or her service personnel system as a Reserve retiree entitled pay at age 60, and a notice of retirement is not required.

5.1.5. Retired Reservists Qualified for Retired Pay: DD Form 2 (Blue), *U.S. Armed Forces ID Card (Retired)*, DD Form 2 NOAA (Blue), *Uniformed Services ID Card (Retired)*, or PHS Form 1866-3 (Blue), *U.S. Public Health Service ID Card (Retired)*.

5.1.6. On Active Duty for 30 Days or Less: CAC *Armed Forces of the United States ID Card* and orders placing the Reservist on active duty and a valid leave authorization or evidence of pass status.

5.1.7. ROTC, Nuclear Power Officer Candidate (NUPOC), and Civil Engineer Corps (CEC) Members: When enrolled in an advanced ROTC, NUPOC, or CEC course or enrolled under the financial assistance program: DD Form 2 (Red) and DD Form 1853.

5.1.8. Family Members of Uniformed Services Members: DD Form 1173, *United States Uniformed Services Identification and Privilege Card*. Dependents 10 years old or older must have an ID Card in order to travel.

5.1.9. EML Travelers: Travel orders issued by the Unified Command. Participants of the EML program may take no more than two trips per year and may not be taken within six months of the beginning or end of the service.

6. Space-Available Registration.

6.1. Space-A registration may be done in person with Passenger Service Section by filling out AMC Form 140, *Space Available Travel Request* or via remote sign-up (telephone, fax, or mail). Sponsors may register their family and show all required travel documents in accordance with DoD 4515.13-R and DoD 4500.54-E. Those who do not have travel documents (ID cards, passports, visas, shot records, etc.) for others in the travel group may register for travel; however, Passenger Service Section personnel will annotate the missing documents on the back of the AMC Form 140. Additionally, the traveler will be informed that all required documents must be in their possession at the time of selection for movement or the movement will be denied.

6.2. Sponsors registering via remote sign-up must provide the following:

6.2.1. Applicable current service leave.

6.2.2. Completed and signed copy of AMC Form 140.

6.2.2.1. Sponsors should retain the passenger copy of the AMC Form 140 as proof of registration for themselves and their dependents.

6.2.2.2. If AMC Form 140 is not available a signed statement including name(s) (sponsors and all dependents), rank, social security number(s) (sponsor and all dependents), number of seats required, and a list of up to five desired country destinations (the fifth destination may be "ALL").

- 6.2.2.3. Lack of a passenger's social security number will not preclude remote sign-up. Upon receipt of a request that does not contain a social security number, Passenger Service Section personnel will sign-up the passenger using a pseudo person ID consisting of the prefix RMT and the first four letters of the passenger's last name, first and middle name initials (i.e. RMTDECAJF). **NOTE:** When passengers physically present themselves at the passenger service counter and are selected for travel, passenger service personnel will ensure the entry of the actual social security numbers on the passenger manifest.
- 6.3. Active duty members on pass may utilize remote sign-up by indicating desired destination, name, rank, and inclusive dates of pass.
- 6.4. Active members of Guard/Reserve Components must provide a current copy of DD Form 1853, AMC Form 140 or a statement that border clearance documents are current and a list of up to five desired destinations. **NOTE:** Active members of the Guard/Reserve and members entitled to retired pay at age 60 may only register for travel to/from destinations listed in DoD 4515.13, Table 3, Item 41.
- 6.5. Basis for date/time of sign-up (establishes initial priority within individual categories of eligible space-available travelers). Greenwich Mean Time/date of sign-up will be used.
- 6.5.1. In person. The date/time individual arrives at the passenger service counter.
- 6.5.2. Fax. The fax header data will establish date/time of sign-up.
- 6.5.3. Mail. The date/time received at passenger service counter will establish date/time of sign-up.

7. Passenger Roll Call.

- 7.1. Will be conducted whenever the number of passengers at the scheduled show time exceeds the number of available seats.
- 7.2. Passenger Service Section will:
- 7.2.1. Provide an introductory briefing to passengers at the beginning of the roll call. At a minimum this briefing will include:
- 7.2.1.1. Name of person conducting the roll call.
- 7.2.1.2. Mission number.
- 7.2.1.3. Destination(s).
- 7.2.1.4. The requirement to be travel ready.
- 7.2.1.5. Brief explanation of the roll call process to include categories and date/time sign-up.
- 7.2.1.6. Brief unique mission criteria as required (e.g. low level training, air refueling, un-pressurized aircraft, hazardous or dangerous cargo when a passenger deviation is required, human remains on board, etc.)
- 7.2.1.7. After calling any eligible duty passengers, advise when they are changing Space-A categories. **NOTE:** Space-A passengers will not be removed in favor of other Space-A passengers. Category I, Space-A passengers will be considered for any

flight currently being processed even if the Space-A roll call has already begun (roll call time passed) regardless of the current category being selected.

7.3. If a mission changes destination, the roll call must be started over.

7.4. Passengers must be travel ready at the time of selection. Failure to comply may result in non-selection for the flight.

8. Firearms/Hazardous Materials Declaration.

8.1. During passenger processing, passenger service personnel will ask each passenger the following question; "Do you have any firearms or hazardous materials to declare?" The passengers will also be advised of the Transportation Security Administration list of prohibited items at www.tsa.gov. Space-A travelers are prohibited from carrying or traveling from this location with any form of firearm, weapon or hazardous material.

8.2. Hand-Carried Baggage Inspection. Passenger service personnel shall inspect/X-ray all baggage (hand-carried items) in the presence of the owner at the time of entry at the sterile/gate area. Position the monitor so as to prevent passenger/public viewing. Honor passenger requests to have their hand-carried items inspected visually in lieu of X-ray. Require passengers to open their own baggage or packages for inspection and/or place them on the X-ray machine. Laptops and video cameras with cassettes shall be removed from their cases. Should the X-ray machine operator determine that a bag contains a questionable image, request the owner of the bag to open it for further inspection. Note: If you determine the image is a weapon or firearm not previously declared by the passenger, follow instructions outlined in 8.3.

8.3. If any item noticed is suspicious, such as a weapon, inconspicuously summon law enforcement agents. SFS personnel will perform all required physical inspections (body searches) when circumstances warrant. SAT personnel can perform these searches when trained and certified by the local SFS.

9. Manifesting Passengers.

9.1. Manifest passengers for travel aboard DoD aircraft utilizing automated CMOS manifesting procedures. DD Form 2131 may be used as back-up to CMOS manifest in the event of downed automation.

9.2. Two copies of the original passenger manifest will be provided to the aircraft loadmaster. The loadmaster will keep one for their use/records and give one copy to the destination passenger terminal. Six (6) copies will be provided for OCONUS flights.

9.3. One copy of the original manifest will be provided to Airfield Management. Airfield Management will file this copy with the flight plan.

9.4. The original passenger manifest will be filed with Distribution Section office, In accordance with AFI 33-322 and disposed of in accordance with the Air Force RDS.

10. Commercial Travel.

10.1. Unit Responsibilities.

10.1.1. CONUS travel:

10.1.1.1. Will be requested utilizing the Defense Travel System (DTS). Procurement of travel must be done with the member's GTC, or billed to the CBA. Travel booked using personal funding is strictly forbidden, as outlined in the Joint Travel Regulation.

10.1.1.2. For travel billed to the CBA unit orders clerks will provide a copy of the travel order to the LGRD no later than the 10th of each month for the previous month's travelers. This is mandatory for the CBA reconciliation and payment process. *Note: Yellow Ribbon event travel must be coordinated via the Wing Yellow Ribbon Representative. Attendees are not authorized to contact the CTO directly.*

10.1.2. OCONUS Travel:

10.1.2.1. Travel in lieu of deployment such as travel mode source AC or AK coded, shall be requested through LGRD via the 934th AMC Travel Request Worksheet. Worksheets are maintained within the LGRD flight, and should be submitted at least 72-hours prior to required travel date to ensure seat availability on AMC operated aircraft.

10.1.2.2. Travelers booked on AMC aircraft must process through the LGRD passenger office, providing two copies of travel orders and receive briefing on AMC terminal check in procedures. Travelers will also be given their AMC travel sheet with flight itinerary and check in instructions at AMC passenger terminal. Travelers are required to arrange travel via DTS to AMC port locations.

10.2. Leave in conjunction with official travel (LICWO). LICWO with regards to PCS/TDY official travel does not apply to traditional reserve members. Delay in travel for traditional reserve members will be coordinated prior to travel and must be approved by the LGRD on a case-by case basis.

CHRISTOPHER T. LAY, Colonel, USAF
Commander

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

AFPD 24-6, *Distribution and Traffic Management*, 23 March 2018

AFI 24-602V1, *Passenger Movement*, 2 July 2020

AFI 24-605V2, *Air Transportation Operations*, 1 July 2020

AFI 33-322, *Records Management and Information Governance Program*, 22 March 2020

DoD 4500.54-E, *Department of Defense Foreign Clearance Program*, 24 May 2017

DoD 4515.13-I, *Air Transportation Eligibility*, 23 October 2020

Adopted Forms

DD Form 2131, *Passenger Manifest*

DD Form 2 NOAA (Green), *Uniformed Services ID and Privilege Card (Active)*

PHS Form 1866-3 (Green), *U.S. Public Health Services ID Card (Active)*

DD Form 2 (Blue), *U.S. Armed Forces ID Card (Retired)*

DD Form 2 NOAA (Blue), *Uniformed Services ID Card (Retired)*

PHS Form 1866-3 (Blue), *Us Public Health Service ID Card (Retired)*

DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*

DD Form 2 (Red), *Armed Forces of the United States ID Card (Reserve)*

DD Form 1173, *United States Uniformed Services Identification and Privilege Card*

AMC Form 140, *Space Available Travel Request*

AF IMT 847, *Recommendation for Change of Publication*

SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*

SF Form 1113, *Public Voucher for Transportation Charges*

DD Form 577, *Appointment/Termination Record – Authorized Signature*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AMC—Air Mobility Command

AW—Airlift Wing

CAC—Common Access Card

CBA—Centrally Billed Account

CONUS—Continental United States

CMOS—Cargo Movement Operations System

CTO—Commercial Travel Office

DoD—Department of Defense

DTS—Defense Travel System

GTC—Government Travel Card

LGRDAP—Logistics Readiness Distribution Air Terminal Passenger Service Section

LICWO—Leave-in-conjunction with official travel

OPR—Office of Primary Responsibility

OCONUS—Outside the Continental United States

PAX—Passenger

PCS—Permanent Change of Station

RDS—Records Disposition Schedule

SF—Standard Form

SFS—Security Forces Squadron

TDY—Temporary Duty

TO—Transportation Officer

TSA—Transportation Security Agency