

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE  
POLICY DIRECTIVE 24-6**



**12 OCTOBER 2022**

**Transportation**

**DISTRIBUTION AND  
TRAFFIC MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Department of the Air Force Policy Directive (DAFPD) implements United States Code (U.S.C.) Title 5 §§ 5701 - 5761, U.S.C. Title 10 §§ 135 - 136 and U.S.C. Title 37 §§ 453 - 476 as interpreted by the Comptroller General. This directive implements Department of Defense (DoD) Instruction (DoDI) 4500.57, *Transportation and Traffic Management*, DTR 4500.9-R, *Defense Transportation Regulation* and the Joint Travel Regulation (JTR) in accordance with DoD Directive (DoDD) 4500.09E, *Transportation and Traffic Management*. Additionally, this directive provides policy on end-to-end distribution for passenger travel, personal property and cargo movement. This publication applies to all civilian and Regular Air Force personnel and all civilian and Regular Space Force personnel, members of the Air Force Reserve (AFRC) and Air National Guard (ANG), and other individuals or organizations as required by binding agreement, contract or obligation with the Department of the Air Force, and Civil Air Patrol who process, ship and receipt passengers, personal property and cargo on behalf of the United States Air Force. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, *Recommendation for Change of Publication*; route the Air Force Form 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with *Department of the Air Force Manual (DAFMAN)90-161*, and disposed of in accordance with Air Force Records Disposition Schedule in the Air force Records Information Management System.

**SUMMARY OF CHANGES**

This DAFPDP has been substantially revised and must be completely reviewed.

## 1. Overview.

1.1. Air Force distribution and traffic management processes are key functions required to support current and future warfighting operations. These practices support synchronized end-to-end distribution within the Defense Transportation System (DTS). The transportation and storage of personal property, movement of passengers, and the preparation and distribution of cargo will comply with the guidance and procedures herein.

## 2. Policy, the Air Force will:

2.1. Provide quality cargo distribution, passenger movement, and personal property movement and storage services for its customers within both statutory authority and the guidelines of DoD policy.

2.2. Appoint an Installation Transportation Officer authorized to execute all distribution (passenger, personal property and cargo) duties in accordance with DoD and Air Force policy and procedures. Where multiple components (Active Duty, AFRC and/or ANG units) are located on an Air Force installation, traffic management responsibilities will be consolidated to the maximum extent possible.

2.3. Receipt, package, and distribute DoD and Air Force owned or sponsored materiel effectively and efficiently.

2.4. Use transportation resources for official purposes only.

2.5. Manifest cargo on-board all DoD-owned, -controlled, or -chartered conveyances, unless urgent circumstances (e.g. insufficient ground time) prohibit.

2.6. Move materiel in accordance with established transportation priorities and time definite delivery standards.

2.7. Use United States Transportation Command (USTRANSCOM) negotiated or approved transportation resources, both organic and commercial, for distribution, movement and travel.

2.8. Process materiel and shipments using standard automated information systems and automatic identification technology to streamline freight processing, materiel receiving, and to provide asset visibility information.

2.9. Participate with USTRANSCOM and the Joint Deployment and Distribution Enterprise Community of Interest to identify and implement distribution-related process improvement.

2.10. Process materiel receipts for stock listed items.

2.11. Comply with DoD Manual (DoDM) 4140.01, *DOD Supply Chain Materiel Management Procedures*, Volume 5, *Delivery of Materiel*, Volume 7, *Supporting Technologies*, and Volume 11, *Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Items*.

2.12. Use transportation resources and services only for official movement of personnel. It is essential that managers and commanders at all levels prevent misuse of transportation resources as well as the perception of their misuse.

2.13. Use commercial air transportation (contracted through the General Services Administration City Pairs Program) for official travel before considering other sources. When Government contracted fares are not available, the least costly unrestricted economy transportation accommodation must be used as the normal class of service for commercial air movement.

2.14. Government contractor personnel are not authorized to use government discount fares (including General Services Administration City Pair fares) when purchasing commercial airline tickets.

2.15. Use DoD air transportation resources for non-DoD personnel only when the DoD mission will not be impaired and movement of such traffic is of an emergency, lifesaving nature, specifically authorized by statute, in direct support of the DoD mission, or requested by the head of an Agency of the Government in accordance with U.S.C. Title 31 §§ 1535 and 1536. The requesting Agency will provide a determination that the request is in the best interest of the Government/Air Force and that commercial transportation is not available, or for reasons which must be specified, is not capable of satisfying the movement requirement.

### **3. Roles and Responsibilities:**

3.1. Deputy Chief of Staff for Logistics, Engineering & Force Protection (AF/A4) will:

3.1.1. Implement the DoD Distribution and Traffic Management Processes for the Air Force in accordance with Headquarters Air Force Mission Directive 1-38. Provide Air Force policy implementation, direction, and guidance for the movement and storage of personal property, movement of passengers, and distribution of cargo.

3.1.2. Develop a Deployment/Distribution/Transportation workforce that has the ability to plan, coordinate, synchronize, and execute movement of passengers, personal property, and materiel distribution of cargo to support the sustainment and mobility tasks in support of military operations.

3.1.3. Establish, operate, staff, and support distribution and traffic management functions for assigned areas of responsibility worldwide.

3.1.4. Collaborate with USTRANSCOM and other national partners to identify, analyze, and improve distribution related processes.

3.1.5. Take timely and appropriate action to correct program deficiencies as reported by the Commander, USTRANSCOM or their designee.

3.1.6. Furnish to the Commander, USTRANSCOM, or designee, as required, cost and claims data, and other information necessary to manage the personal property program.

3.1.7. Provide representatives to working groups established and convened by the Commander, USTRANSCOM, or his or her designee.

3.1.8. Ensure effective and efficient use of DoD and commercial resources in executing the mission.

3.1.9. Publish Air Force publications and guidance in order to implement passenger movement, materiel distribution, and JTR entitlements, delegations of authority and Secretarial Processes authorized by the Secretary of the Air Force in accordance with DoDI 4500.57.

3.1.10. Ensure the Air Force has provisions for the personal property program and manage it through the Personal Property Activity, Headquarters.

3.1.10.1. Personal Property Activity Headquarters will:

3.1.10.1.1. Serve as the executive agent for the Secretary of the Air Force and Air Staff and Air Force agent to the Defense Personal Property System for functional requirements.

3.1.10.1.2. Be the single manager for Air Force personal property execution, focused on standardized procedures at Personal Property Shipping Offices, Joint Personal Property Shipping Offices, and Personal Property Processing Offices.

3.1.10.1.3. Centralize management of manpower, budget, and civilian training.

3.1.10.1.4. Identify and adjudicate personal property excess cost; review and approve JTR Home of Record and Home of Selection extensions for education, training, and medical reasons; and approval requests for airlift of household goods.

3.1.11. Review and establish Air Force travel service requirements to the Defense Travel Management Office for Travel Management Company contracts.

3.2. Deputy Chief of Staff for Operations (AF/A3), Special Air Missions Division will:

3.2.1. Provide Presidential advance agents for world-wide support of Air Force One and other select missions as directed by the Director, White House Military Office.

3.2.2. Validate Office of the Secretary of Defense and Headquarters Air Force military aircraft requests and task/schedule distinguished visitor missions on 1st Helicopter Squadron aircraft.

3.2.3. Task/schedule executive aircraft in support of national leadership.

3.2.4. Process, prioritize, and validate distinguished visitor airlift missions for senior national and Air Force leadership.

3.2.5. Task/schedule aircraft in support of Air Force senior leadership.

3.3. The Air Force Surgeon General (AF/SG) will:

3.3.1. Establish the medical criteria travelers must meet to qualify for transoceanic movement and premium class travel for medical conditions.

3.3.2. Determines eligibility for and validates aero-medical evacuation criteria of DoD and non-DoD patients.

3.4. Air Mobility Command will:

3.4.1. Operate the DoD Single Passenger Reservation System, the gateway aerial ports for departures and arrivals, and evacuate medical patients by air, when authorized/approved by competent authority.

3.5. Directors/Commanders, MAJCOMs/DRUs/FOAs/AFIMSC will:

3.5.1. Implement Air Force policies to support distribution and traffic management.

FRANK KENDALL  
Secretary of the Air Force

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

DAFIAN90-161, *Publications and Forms Management*, 15 April 2022

DoDD 4500.56, *DoD Policy on the Use of Government Aircraft and Air Travel*, 14 April 2009

DoDD 5158.04, *United States Transportation Command (USTRANSCOM)*, 27 July 2007

DoDI 4500.43, *Operational Support Airlift (OSA)*, 30 July 2021

DoDI 4500.53, *DoD Commercial Air Transportation Quality and Safety Review Program*, 7 May 2021

DoDI 4500.57, *Transportation and Traffic Management*, 7 March 2017

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

DoDI 4515.16, *Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA Airline City pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies*, 19 August 2013

DoDI 5154.31, *Commercial Travel Management: The Per Diem, Travel and Transportation Allowance Committee (PDTATAC)*, 16 October 2015

DoDI 7250.13, *Use of Appropriated Funds for Official Representation Purposes*, 30 June 2009

DTR 4500.9-R, *Defense Transportation Regulation (DTR)*

DTR, Part I, *Passenger Movement*, February 2016

DTR, Part II, *Cargo Movement*, March 2014

DTR, Part III, *Mobility*, June 2016

DTR, Part IV, *Personal Property*, December 2015

DTR, Part V, *Customs*, August 2017

DTR, Part VI, *Management & Control of Intermodal Containers & System 463-L Equipment*, March 2015

DTR, Part VII, *Human Remains Movement*, February 2016

HAFMD 1-38, *Deputy Chief Of Staff, Logistics, Engineering and Force Protection*, 1 April 2015

The Joint Travel Regulations (JTR), *Uniformed Service and DoD Civilian Employees*, 1 September 2021

Title 5 U.S.C. § 5701 - § 5761, *Travel, Transportation, and Subsistence*

Title 10 U.S.C. § 135, *Under Secretary of Defense (Comptroller)*

Title 10 U.S.C. § 136, *Under Secretary of Defense for Personnel and Readiness*

Title 37 U.S.C. § 453, *Allowable Travel and Transportation: Specific Authorities*

Title 37 U.S.C. § 476, *Travel and Transportation Allowances: Dependents; Baggage and Household Effects*

*Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

*Abbreviations and Acronyms*

**AFIMSC**—Air Force Installation and Mission Support Center

**AFMAN**—Air Force Manual

**DAFPD**—Department of the Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**DoDD**—DoD Directive

**DoD**—Department of Defense

**DoDI**—DoD Instruction

**DoDM**—DoD Manual

**DRU**—Direct Reporting Unit

**DTR**—Defense Transportation Regulation

**DTS**—Defense Transportation System

**FOA**—Field Operating Agency

**JTR**—Joint Travel Regulation

**MAJCOM**—Major Command

**PPA HQ**—Personal Property Activity, Headquarters

**U.S.C**—United States Code

**USTRANSCOM**—United States Transportation Command