

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 24-101**

**11 JULY 2017**

**Certified Current 22 December 2022**

**Transportation**

**AIRLIFT SUPPORT FOR USAF  
ACADEMY ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAFA/ADFL

Certified by: HQ USAFA/AD  
(Colonel Tony H. McKenzie)

Supersedes: USAFAI24-101  
17 November 2009

Pages: 10

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This instruction implements Air Force Policy Directive (AFPD) 24-1, *Personnel Movement*, and references Department of Defense Directive (DoDD) 4500.43, *Operational Support Airlift (OSA)*, by establishing procedures for requesting OSA, United States Transportation Command (USTRANSCOM) scheduled team travel airlift, and opportune airlift in support of United States Air Force Academy (USAFA) activities. It applies to all USAFA military and civilian personnel, including US Air Force Reserve (AFRC). This publication applies to the Air National Guard (ANG) or the Civil Air Patrol. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the (USAFA/AD). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U.S.C. 8013. The requester will show and upon request give the affected individual a Privacy

Act Statement for each form, format, or form letter used to collect personal data, before asking for the information.

### ***SUMMARY OF CHANGES***

This revision updates the office symbols from ADSL to ADFL, updates aircraft type used by JOSAC, updates Commander of Troops (COT) definition and eliminates the need for a COT to be appointed to each military aircraft and replaces it with the senior traveler whether military or civilian, adds show time requirement for the Colorado Jet Center, eliminates the reference to the USAF-approved priority system as this no longer exists, removes references to MPA and man-days paid to aircrew as USAFA Airlift Validator's office (USAFA/ADFL) no longer has an MPA budget, includes reference to the Single Mobility System (SMS) as an additional means of obtaining airlift support, and eliminates all references to making seats available for space-A travel because USAFA passengers normally fly out of the Colorado Jet Center and not Peterson AFB, space-A travel is prohibited.

#### **1. Using Military Airlift.**

1.1. All USTRANSCOM passenger requirements for eight or fewer passengers are handled as OSA and accommodated on C-12, C-21, UC-35, or C-26 aircraft by USTRANSCOM on a mission non-interference basis.

1.2. Team travel for nine or more passengers is accommodated on C-17, KC-135, C-5, KC-10, C-40, C-130, or C-26 aircraft under the scheduling control of the Joint Operational Support Airlift Center (JOSAC) or via the Air National Guard or Air Force Reserve Command as an Opportune airlift request.

1.3. All non-DoD civilians must request a waiver to DoD Regulation 4515.13, *Air Transportation Eligibility*, before traveling on military aircraft.

1.4. USAFA personnel must provide a passenger manifest to the Airlift Validator using an Excel document as seen below, listing name, rank, social security number, and weight (in pounds) without any punctuation. Leave or permissive travel orders are NOT acceptable for requesting Opportune Airlift. The individual in charge of travel must turn the manifest and orders in to the USAFA Airlift Validator's office (USAFA/ADFL) no later than 48-hours prior to departure. Any passengers not on official orders will be denied travel. Copies of orders will also be turned in to departure station Passenger Service Section no later than one day prior to scheduled departure time. If utilizing the Colorado Jet Center, manifests will be turned into the aircrew two hours prior to departure. Manifest will NOT be altered by anyone other than the USAFA Airlift Validator or the Peterson AFB Passenger Terminal.

Name	3-Letter Rank	Full SSAN	Date of Birth
Doe John D		CDT	123456789 19960213

1.5. The USAFA organization responsible for a trip may establish the travel uniform as long as it is in good repair and taste, and appropriate for the occasion. (Reference AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel, Intercollegiate Team Travel*, and applicable Air Force Cadet Wing Instruction.)

1.6. If there is a Commander of Troops (COT) appointed to be in charge of a contingent (e.g., football contingent), he or she must travel on the airlift with the cadets. A COT should

be an active duty officer, Noncommissioned Officer (NCO) or DoD civilian. The COT will also act as the Troop Commander (TC), and is responsible for the accountability of all cadets and for ensuring trash is removed from the respective passenger terminal areas and also from the aircraft upon landing. The COT/TC is also responsible for cadet conduct at the passenger terminals and on board the aircraft. Cadets will not lie on the floor or enter restricted areas on the aircraft unless invited to do so by a crewmember. COT/TCs will also fulfill all responsibilities assigned to them by the Passenger Terminal and aircrew.

1.7. All passengers boarding DoD passenger aircraft must surrender baggage for screening. Individuals pass through metal detecting devices at the passenger terminal before boarding. The COT/TC must certify anti-hijacking inspections on the manifest. All passengers are required to arrive at the Peterson AFB passenger terminal **three (3) hours prior to departure** to ensure a timely take-off. This policy is in place to ensure proper security measures are enforced. If using the Colorado Jet Center, the show-time will be determined by the USAFA Airlift Validator (USAFA/ADFL) but is normally one (1) hour prior to departure.

1.8. As the Airlift Validator for the Academy, USAFA/ADFL will follow the proper procedures for military airlift passenger travel. If a travel group arrives at Peterson AFB CO without following these procedures, the group may be denied travel. If a group coordinates airlift on their own, has not completed the proper paperwork, and has not advised USAFA/ADFL of their travel, the group may not be allowed to board the aircraft. The 21st Space Wing Base Operations at Peterson AFB CO cannot deny the aircraft a parking space at Peterson, but the passenger terminal may refuse to manifest passengers on any aircraft not coordinated through USAFA/ADFL.

1.9. Request airlift on DD Form 2768, *Military Air Passenger/Cargo Request* (see instructions at Attachment 2). Include a brief justification and a point of contact on each request. The point of contact must be able to coordinate last-minute changes in flight schedules with passengers and must NOT be a traveler. Also, the request will not be processed without the proper signatures (blocks 12-14) on the reverse of the form.

## 2. Responsibilities.

2.1. The Command Airlift Validator is responsible for all mission validation at the Academy. Additionally, the Validator will:

2.1.1. Coordinate all Academy military airlift support requests with JOSAC, ANG, or AFRC, as required. Receive travel requests from the travel coordinators and assign priorities based on mission requirements.

2.1.2. Submit requests to the JOSAC through the Joint Air Logistics Information System (JALIS) or SMS (Single Mobility System) for validation.

2.1.3. If airlift is not available, advise the travelers as soon as possible to obtain alternate modes of transportation.

2.1.4. Direct all passengers in a leave or permissive Temporary Duty (TDY) status to call the Peterson AFB CO passenger terminal at DSN 834-4521 or commercial (719) 556-4521 to sign up for Space-A travel. USAFA/ADFL is **only authorized** to include

passengers on official duty (with appropriate travel orders) on the official travel manifests.

2.1.4.1. Per DoD 4515.13-R, military airlift must not be scheduled for the purposes of utilizing the aircraft for space-A (space-available) travel.

2.1.4.2. USAFA/ADFL only manifests official travelers on TDY orders and is not authorized to manifest any passengers attempting to fly space-A, Permissive TDY, or any mode other than official TDY travel.

2.1.4.3. Currently, the FBO (fixed-base operations) in Colorado Springs, Colorado Jet Center, is used as the primary departure location for USAFA flights. Per email from the superintendent of the Peterson Passenger Terminal dated 27 Oct 14, Peterson AFB is no longer responsible for manifesting USAFA flights. They will only manifest flights departing from the military ramp at Peterson AFB. Manifesting responsibility for all USAFA flights departing from the Colorado Jet Center now lies with USAFA/ADFL.

2.1.4.4. With no military passenger terminal to provide space-A support, **NO space-A travel is authorized from the Colorado Jet Center.** Please reference AFI 24-114, para 2.2.-2.9.4. for manifesting policies and procedures. USAFA/ADFL does not have the authority or screening capability to manifest passengers flying in a space-A status.

2.1.4.5. Staff members normally eligible to fly space-A because of active duty or retiree status **may NOT bring family members** if in an official TDY status. **Per DoD 4515.13-R, C6.1.4. Dependents may not use space-available travel options in the regulation to accompany their sponsor on space-required travel or to travel to or from a sponsor's tour location.** Members in a TDY status (regardless of active duty or retiree status) traveling on official TDY orders are space-required and not space-available meaning **family members are NOT authorized travel as NO space-A entitlements exist.**

2.1.4.6. In the event a travel party is identified as meeting the requirements of space-A travel (**the member is ON LEAVE and NOT in a duty status**), the member and the member's family members may only travel space-A if the flight crew moves the departure locations from the Colorado Jet Center to the Peterson AFB Passenger Terminal as the **air terminal personnel are the ONLY authorized manifesting authority for space-A travel.**

2.1.4.7. Please direct any questions regarding space-A travel to the Peterson AFB Passenger Terminal at DSN 834-4521 or (719) 556-4521. Any questions regarding official USAFA travel aboard military aircraft can be directed to USAFA/ADFL, DSN 333-7632 or (719) 333-7632.

### 3. Requesting Opportune Airlift.

3.1. Organizations seeking opportune airlift from AFRC/ANG airlift units must coordinate with the supporting unit through USAFA/ADFL. Submit all pertinent mission information on DD Form 2768, including the organization, location, and contact DSN phone number. Requests for opportune airlift should be submitted 180 days in advance, but no later than 30

days prior to departure. The chances to obtain airlift support increases the greater the advance request time; however, this does not guarantee airlift support will be available.

3.2. The final authority for approving Military Airlift for a group is a copy of the TDY orders signed by the orders approving official. Without valid routine travel orders, the airlift will be cancelled. Leave and permissive TDY orders are not valid orders for requesting military airlift.

#### **4. Requesting OSA/Team Travel Airlift (nine or more passengers):**

4.1. Requests for OSA aircraft must allow sufficient time for travelers to arrange for or cancel other means of transportation. Commercial airline reservations or ticketing may not occur as long as the military airlift request is in the active system. If the requester finds it necessary to make commercial airline reservations, contact USAFA/ADFL immediately to terminate the military airlift request. Holding a commercial ticket and having a military flight reserved or having "back-up" reservations is prohibited by AFI 24-101, *Passenger Movement*, paragraph 3.1.

4.1.1. Submit Priority 1 requests at any time.

4.1.2. Other requests must be submitted to JOSAC/USTRANSCOM no later than 10 duty days before the day of travel. Send requirements for team travel to the Airlift Validator as soon as possible to optimize possible support. DD Forms 2768 should reflect as much flexibility in travel dates as possible to provide the maximum opportunity to schedule airlift support.

4.1.3. Travel requests (DD Form 2768) must list at least the senior traveling official and total number of passengers. Additional passengers must be listed in an attachment no later than three days prior to travel if airlift has been scheduled.

4.1.4. If there is any cargo other than personal baggage, show the total pieces, weight, dimensions, cube, and description of the cargo in block 8 of DD Form 2768. If any one piece of cargo exceeds total girth of 100 inches, or 72 inches in any one dimension (length, width, height), include this information in block 8e or on a separate cargo breakdown sheet attached to the DD Form 2768. An authorized certifying official must certify all hazardous cargo for air shipment (see AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*) and a copy of the International Air Transport Association's *Shipper's Declaration for Dangerous Goods* form must be attached to the DD Form 2768.

4.1.5. The travel window indicated in block 6 of DD Form 2768 must show a minimum of the aircraft flying time plus three (3) hours. Use larger windows whenever possible to improve chances for support (see Attachment 2).

4.1.6. For all requests, the Airlift Validator assigns a unique airlift request number that will be used for tracking support, changes, etc.

JAMES A. KNOWLTON  
Director of Athletics

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

AFI 24-101, *Passenger Movement*, 28 Apr 2017  
AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 Jul 2011  
AFI 33-360, *Publications and Forms Management*, 1 Dec 2015  
AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*, 3 Dec 2012  
AFMAN 33-363, *Management of Records*, 1 Mar 2008  
AFPD 24-1, *Personnel Movement*, 9 Aug 2012  
DoDD 4500.43, *Operational Support Airlift*, 18 May 2011  
DoDR 4515.13, *Air Transportation Eligibility*, 22 Jan 2016

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*  
DD Form 2768, *Military Air Passenger/Cargo Request*

***Abbreviations and Acronyms***

**AFPD**—Air Force Policy Directive  
**AFRC**—US Air Force Reserve  
**ANG**—Air National Guard  
**AMC**—Air Mobility Command  
**COT**—Commander of Troops  
**IG**—Inspector General  
**IMT**—Information Management Tool  
**JALIS**—Joint Air Logistics Information System  
**JOSAC**—Joint Operational Support Airlift Center  
**MPA**—Military Personnel Appropriation  
**NCO**—Noncommissioned Officer  
**OSA**—Operational Support Airlift  
**RDS**—Records Disposition Schedule  
**SA**—Space Available  
**SAM**—Special Airlift Mission  
**SAAM**—Special Assignment Airlift Mission

**SR**—Space Required

**TC**—Troop Commander

**TDY**—Temporary Duty

**USAFA**—US Air Force Academy

**USTRANSCOM**—US Transportation Command

### *Terms*

**Group Movements**—Group travel is considered two or more passengers on the same mission, departing on the same flight and arriving on the same flight (AFI 24-101, pp 3.2.).

**Operational Support Airlift (OSA)**—OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements (DoDD 4500.43, pp 3.1.). Airlift produced as a by-product of pilot training missions and used to transport passengers essential to accomplishing assigned missions. OSA assets include C-21, C-12, UC-35, C-38, C-9, etc. aircraft.

**Opportune Airlift**—This is a generic term for all MilAir not otherwise classified as OSA, Special Assignment Airlift Mission (SAAM), AMC channel, Special Airlift Mission (SAM), etc. It is space-available, non-revenue generating SAAM traffic (AFI 24-101, pp 3.36.). Passenger travel is considered opportune eligible when the required pickup or delivery dates are flexible, and travel can coincide with the movement of the aircraft's established mission. Opportune Airlift cannot be scheduled solely for the purpose of transporting USAFA passengers. All airlift at USAFA is Opportune with very few exceptions. Air National Guard and Air Force Reserve tactical airlift units provide opportune airlift to USAFA organizations. The activity requesting the airlift contacts the HQ USAFA Validating Official who coordinates with a unit able to provide the desired support.

**Priority**—Type of mission that justifies nature of travel. (See the priority system in DODD 4500.43, Enclosure 2.)

**Space-Available (Space-A) Travel**—The specific program of travel authorized by Chapter 6 of DoD 4515-13R, allowing authorized passengers to occupy DoD aircraft seats at no cost to the traveler that are surplus after all space-required passengers have been accommodated. (DoD 4515.13-R, DL1.1.34.)

**Space-Available (Space-A) Passengers**—Personnel who fill surplus seats after all space-required passengers are accommodated (DoD 4515.13-R, DL1.1.34). Only non-official travelers, that is, military personnel in a leave status, may use space-available air transportation.

**Space-Required (SR) Traffic**—"Mission essential traffic," as identified throughout DoD 4515.13-R, DL1.1.35.

**Space-Required (SR) Passengers**—All individuals, military or civilian, on official business for DoD and traveling under orders for the United States Government.

**Team Travel**—Groups of nine or more passengers with a specific mission, such as Inspector General (IG) teams, etc.

**Validating Official**—The individual who processes requests for space-required travel. USAFA/ADSL (Intercollegiate Logistics - Airlift) is the command Airlift Validator who has authority to validate all USAFA airlift missions.



**Attachment 2****INSTRUCTIONS FOR COMPLETING DD FORM 2768**

**A2.1.** Block 1: Priority 3 satisfies most airlift requirements. Any other blocks require justification in block 2c, clearly showing why MILAIR is the only adequate mode of travel. See Military Airlift Validator for information about Priority 1 and 2 missions.

**A2.2.** Block 2a: The Priority, Urgency, Justification Code (PUJC) for most USAFA trips is 36ZM for team/club travel and 36AA for conferences/individual travel. The Airlift Validator will adjust the PUJC accordingly.

**A2.3.** Block 2b: Describe the mission as accurately as possible.

**A2.4.** Block 2c: Complete only if travel is considered Priority 2, Required Use. Most USAFA travel is Priority 3.

**A2.5.** Block 3: Total number of passengers.

**A2.6.** Block 4: Senior Traveling Passenger information.

**A2.7.** Block 5: List name, rank, duty title, and branch of service for any additional passengers in the rank of Colonel (O-6) or above. If there are none, leave blank.

**A2.8.** Block 6: The departure station and ICAO for Colorado Springs and Peterson AFB is KCOS. During Mountain Standard Time, the Zulu time is local time plus seven (7) hours and during Daylight Savings Time it is local time plus six (6) hours. For all other location ICAOs and time zones, check with your validating official (USAFA/ADSL).

**A2.9.** Block 7: Cost of commercial tickets.

**A2.10.** Block 8: Describe, in detail, any cargo in addition to personal luggage.

**A2.11.** Block 9: Point of contact MUST be someone who is NOT a traveler.

**A2.12.** Block 10: List any additional travelers below the rank of Colonel (O-6). If there is not enough room, you may type "see attached list" and attach a list with the names, ranks, and socials of all additional passengers in the format listed in paragraph 1.4.

**A2.13.** Block 11: Annotate any additional or pertinent information regarding the trip.

**A2.14.** Block 12: Name of Requestor (can be a cadet).

**A2.15.** Block 13: Name of Travel Authorizing Official. This person CANNOT be a traveler and is usually the same person who signs the travel orders.

**A2.16.** Block 14: Name of Senior Traveling Passenger.

**Attachment 3****EMAIL FROM PETERSON AFB STATING THEY ARE NO LONGER REQUIRED TO  
MANIFEST USAFA FLIGHTS**

From: KLEFFNER, KEVIN J MSgt USAF AFSPC 21 LRS/LGRD

[mailto:kevin.kleffner@us.af.mil]

Sent: Monday, October 27, 2014 2:15 PM

To: BROWN, KELLEEN M GS-07 USAF USAFA DIRCT OF ATHLETICS UT/ADFL

Cc: WILKERSON, LARRY T GS-13 USAF AFSPC 21 LRS/LGRD; GOODEN, MICKEY G  
GS-12 USAF AFSPC 21 LRS/LGRDA

Subject: Colorado Jet Center Support from PAFB

Hello Kelleen,

I just wanted to give you an update to how PAFB Air Terminal supports  
the civilian Colorado Jet Center ramp and terminal.

PAFB Air Terminal will not support any aircraft at the CJC starting 28 Oct  
14. Since the CJC is a civilian terminal that is not affiliated with PAFB  
and there is no support agreement in place for any services rendered by us,  
we will not be providing any MHE/pallets or passenger manifests to aircrew.  
If military support services are needed they must taxi to the PAFB ramp and  
we will support you the best we can.

All accurate passenger manifests and Transportation Security Agency/Dept.  
Homeland Security screening will be handled by USAFA/CJC or the aircrew per  
DTR 4500.9R, Part 103, para. N.

Please be advised, God forbid anything happen to the aircraft and  
passengers, FAA and USTRANSCOM will be directed to USAFA and the CJC for a  
manifest and Emergency Points of Contact not PAFB Air Terminal.

Safe Travels and Go Falcons.

Kevin J. Kleffner, MSgt, USAF

21 LRS/LGRD

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