

**BY ORDER OF THE COMMANDER  
71ST FLYING TRAINING WING**

**VANCE AFB INSTRUCTION 24-101**



**1 DECEMBER 2011  
Certified Current 16 August 2024  
Transportation  
AIR PASSENGER PROCESSING**

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OPR: 71 LRS/LGTT

Certified by: 71 MSG/CC  
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Pages: 8

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This instruction establishes procedures for air passenger processing and manifesting for personnel arriving and departing Vance AFB. 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to 71st Operations Support Squadron, Airfield Operations Flight (71 OSS/OSA) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the Vance AFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

**1. References:** AFJI 24-114, Air Force Small Terminal Operations (Non-Military Airlift Command, MAC); DoD 4515.13R, Air Transportation Eligibility; DoD 4500.9R, Part I, Passenger Movement; AFI 24-101, Passenger Movement; AMCI 24-101 Volume 14, Military Airlift Passenger Service; AMCI 24-101 Volume 15, Military Baggage Service; AMCI 24-101 Volume 24, AMC Terminal Force Protection; Vance AFB Plan 502, Antihijacking and Prevention of Unauthorized Aircraft Movement.

**2. Security:**

2.1. Policy: Everyone involved in the movement of passengers and cargo on DoD-owned or controlled aircraft has the responsibility to prevent the possible hijacking or sabotage of an aircraft. Passenger processing and cargo handling personnel must be alert to detect any unusual conduct of persons entering the passenger processing area or any suspicious items offered for air shipment.

2.2. Security of Aircraft: Passenger processing personnel, local security officials, and aircrew members share the responsibility for security of aircraft while they are on the ground. Close communications must be maintained with airfield management and security officials concerning any potential threat to aircraft. Unauthorized access to or around aircraft by personnel not directly involved with ground servicing operations must be prevented.

2.3. Air Terminal Security: Vance AFB does not have an air terminal; however, security measures must be enforced to prevent any unauthorized access to areas designated for passenger processing on a “per case” basis.

**3. Passengers:** All passengers traveling on DoD-owned or controlled aircraft must present proper travel documentation prior to acceptance into the airlift system. DoD 4515.13-R, Air Transportation Eligibility, is the governing directive for travel eligibility.

### 3.1. Definitions:

3.1.1. Space Required Travel: Personnel traveling on official travel orders as indicated in DoD 4515.13-R.

3.1.1.1. All Space Required passengers will have in their possession a valid identification card and competent travel orders with unique control number.

3.1.2. Space Available Travel: Space Available passengers are those travelers who are allowed to occupy DoD aircraft seats at no cost to the traveler, providing seats are surplus after all space required passengers have been accommodated. Space available travel is not available on a scheduled routine basis at Vance AFB.

3.1.3. Direct to Airlift Passengers: IAW HQ AETC/LG memorandum, Interim AETC Passenger Processing Policy, 10 Feb 2004, persons accompanying an exempted passenger (see para 3.6) may bypass baggage inspections and passenger screening if vouched for by the exempt person.

3.1.4. Passenger Travel Representatives: Air passenger travel representatives at Vance are the Transportation Manager (Contractor Transportation) and the Vehicle Operations and Maintenance Supervisor. These individuals can be reached during normal duty hours at extensions 7035 and 7034 respectively. After normal duty hours, representatives can be reached by contacting the Vance AFB Command Post at extension 7384.

### 3.2. Travel Restrictions:

3.2.1. Pregnant women up to the 34th week of pregnancy are accepted for air travel without medical statement. Pregnant women beyond the 34th week of gestation may not travel unless in a patient status on medical evacuation missions.

3.2.2. Women who are 6 or more weeks post partum and infants 6 or more weeks old are transported as passengers unless medically contradicted. Infants under 6 weeks and women who are less than 6 weeks post partum may be transported if they are certified medically fit to travel by a medical officer or civilian physician.

3.2.3. A child under 12 years old will not be accepted for air transportation unless accompanied by a parent or a responsible adult who is designated by the parent or other competent authority.

3.2.4. Hazardous Materials. Federal law forbids transporting hazardous materials aboard aircraft in checked or carry-on baggage. Hazardous materials include: explosives, compressed gases flammable liquids and solids, oxidizers, poisons, corrosives, and radioactive materials. Passengers who present baggage that is leaking, emitting strong odors, or has abnormal moisture or condensation on the outside should be questioned. Unacceptable items must be removed from the passenger's baggage. The following examples are articles that may be contained in passenger baggage:

3.2.4.1. Perfumes or colognes transported as carry-on or checked baggage. Checked baggage may not contain open containers of alcoholic beverages. Passengers on USAF aircraft may transport unopened containers of alcoholic beverages in reasonable quantities, as long as that transportation does not violate government regulations.

3.2.4.2. Medical or toilet articles which are necessary or appropriate for a journey.

3.2.4.3. Small carbon dioxide gas cylinders worn by passengers for operation of mechanical limbs.

3.2.4.4. Personal smoking materials intended for use by individuals when carried on their person. However, lighter fuel, refills, and lighters containing unabsorbed liquid fuel are prohibited.

3.2.4.5. Flammables normally will not be shipped on passenger aircraft; however, small items such as hair spray in containers that will not crack, rupture, or leak at the cap during transportation may be included in the checked baggage shipment.

### 3.3. Arrival Procedures:

3.3.1. Airfield management and/or protocol will contact the air passenger representatives and notify them of an arriving passenger-carrying aircraft. Air passenger representatives will meet all passenger-carrying flights and:

3.3.1.1. Advise passengers of flight line safety procedures, photography restrictions, etc., as appropriate.

3.3.1.2. Arrange for off-loading of baggage.

3.3.1.3. Ensure all customs and immigration requirements are accomplished.

3.3.1.4. Assist passengers in obtaining onward or return transportation, billeting, and ground transportation as required.

3.3.1.5. Assist special categories of passengers such as handicapped personnel by off-loading them first and expediting their baggage.

3.3.2. Arrival of Distinguished Visitors (DVs): Protocol will coordinate an arrival party to meet any flight with DV passengers on board.

### 3.4. Departure Procedures: All air passengers will be properly manifested before departure.

3.4.1. Manifesting Policy: The passenger manifest is a listing of all passengers aboard an aircraft and will be accomplished when a passenger is selected for movement. The manifesting agency will prepare a manifest IAW DoD 4500.9R, Defense Travel

Regulation (DTR), for all aircraft operated by the DoD. Manifests may be computer generated or prepared on a DD Form 2131.

3.4.1.1. Air passenger representatives or the protocol office will normally prepare passenger manifests.

3.4.2. The following information will be provided to the air passenger representatives so that passenger manifests can be prepared. (Note: For DV flights, protocol may prepare passenger manifests and provide a copy to the air passenger representatives.)

3.4.2.1. One copy each of travel orders (front and back) for each traveler.

3.4.2.2. Provide all pertinent flight information, including departure date, time, and destination.

3.4.2.3. Number of bags and weight per piece (include both checked bags and carry-ons). (Note: for small transport aircraft such as C-12 or C-21, passengers are only authorized one piece of checked baggage not to exceed 30 pounds.)

3.4.2.4. All travelers, except exempt passengers (see para 3.6), will process in person at a location designated by the air passenger representatives.

3.4.3. Intoxicating Beverages and Narcotics: Individuals under the influence of intoxicating beverages or narcotics will not be permitted aboard DoD owned or controlled aircraft. Exception: Patient travelers who are under medical supervision.

3.5. Antihijacking Procedures: 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.

3.5.1. Antihijacking Inspection: An antihijacking inspection will be accomplished by the passenger travel representative prior to passenger loading. The inspection will include the screening of hand carried articles, metal detecting, and annotating the passenger manifest. When metal detection devices are used, passengers will be advised to take all metallic objects out of their pockets before screening. If metal detectors are not available or are inoperable, passengers will submit to a visual check by opening coats, jackets, etc. If anything suspicious is noted, passengers will be advised to remove the item for inspection. Local security officials will perform all required physical inspections (body searches) when circumstances warrant.

3.5.2. Antihijacking Briefing: The air passenger representative will brief all passengers on antihijacking procedures. (See attachment 1.)

3.5.3. After completion of the antihijacking inspection and briefing, passengers selected and manifested for departing flights will remain in a sterile area until boarding the aircraft.

3.6. Exempt Personnel: IAW HQ AETC/LG memorandum, Interim AETC Passenger Processing Policy, 10 Feb 2004, exempted passengers, defined as wing commanders, general officers, and civilian equivalents (SES), may bypass antihijacking measures and proceed directly to the aircraft if he/she has ensured that the persons making his/her travel arrangements have provided manifest information to the passenger-handling agency prior to aircraft departure. Additionally, an exempted traveler may be allowed to vouch for his/her

accompanying party to exempt processing by including the names of the party on the passenger manifest. The senior traveler is accountable to ensure those persons pose no hijacking threat and carry no prohibited items. Passengers exempted from antihijacking procedures are not exempted from being properly manifested.

### 3.7. Boarding Procedures:

3.7.1. Vehicle Operations will ensure all checked baggage is transported to the aircraft.

3.7.2. Once processed, Vehicle Operations will transport all passengers to the aircraft.

3.7.3. Air passenger representatives will escort passengers to the aircraft and review the passenger manifest with the aircrew prior to loading passengers. The original copy of the manifest will be given to the aircrew.

3.7.4. 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.

### 3.8. Boarding Inspection of Passengers' Hand Carried Baggage and Carry-on Items:

3.8.1. Air passenger representatives will inspect all hand carried articles for firearms, knives, explosives, components of explosives, or any device which may be used to attempt an aircraft hijacking. Personnel will conduct these searches thoroughly, but with minimum inconvenience to the passengers. Prior to performing the boarding inspection, passengers will be informed that this inspection is conducted for their own personal safety and all weapons must be declared. Passengers are required to open their own items for inspection. All firearms, ammunition, knives or scissors must be placed in checked baggage or turned over to the aircraft commander or designated representative. Passengers are prohibited from carrying these articles on their persons without proper authority.

3.9. Baggage Allowance: Passengers processing for travel are authorized to check two pieces of baggage not to exceed 70 pounds each (140 pounds total) and 62 linear inches (the sum of the length plus the width plus the height). Single items exceeding 70 pounds and or 62 linear inches will be counted as two pieces and therefore, fulfill the allowance for a passenger.

3.9.1. Passengers processing for travel on administrative support airlift (C-21, C-12) will be limited to 30 pounds total baggage weight.

3.10. Baggage Processing: 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).

3.10.1. 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.

3.10.2. Air passenger representatives may ask passengers to take items out of purses or bags for ease of inspecting.

### 3.11. Baggage Irregularities:

3.11.1. Lost Baggage: If baggage is reported lost by a passenger, the aircraft will be checked if it has not departed. The aircraft originating or enroute station may be contacted by telephone, message, etc., to request them to search for the baggage. If the baggage is not recovered, the passenger will be advised to file a claim with the nearest military claims office.

3.11.2. Damaged or Pilfered Baggage: Passengers reporting damage to their baggage will be advised to file a claim at the nearest military claims office. Security police will be notified if passengers report their baggage has been pilfered.

#### 3.11.3. Found Baggage.

3.11.3.1. If the owner is located, he/she will be notified that his/her bag has been found. The owner must present proper personal identification to claim the bag.

3.11.3.2. If the owner cannot be located locally, the originating or enroute stations will be advised of the found baggage. If DoD airlift is not available to forward the baggage to the required destination, the baggage will be turned over to the nearest Traffic Management Office (TMO) for shipment. TMO will ship luggage via commercial mode using local transportation funds.

## 4. Limiting Factors:

4.1. Vance AFB does not have an air passenger terminal or a dedicated passenger processing area. Therefore, air passenger representatives will designate the area where passengers will be processed based on the number of passengers and scope of processing and baggage handling necessary.

4.1.1. There is no reception area for inbound passengers available due to lack of air passenger terminal facilities.

4.1.2. Security Forces will be requested by the passenger processing representative, as necessary, to ensure passengers and baggage are secure until aircraft loading and boarding are accomplished.

4.2. Vance AFB does not have baggage weight scales or X-ray equipment available.

4.2.1. Baggage weights will be assumed to be the maximum allowable 70 lbs (30 lbs maximum for C-12 and C-21 aircraft) for manifesting and aircraft loading purposes. (See paras 3.9 and 3.9.1 for baggage allowances.)

4.2.2. Lack of X-ray equipment necessitates physical inspection of all baggage prior to aircraft loading.

4.3. Explosive Detection Equipment. Vance AFB does not have explosive detection equipment available for screening baggage. Physical inspection of bags is the only defense against the possibility of explosive devices hidden in checked or carry-on baggage.

**5. Forms Adopted:** DD Form 1839, Baggage Identification Tag, AF Form 94, Baggage Claim TagM, AF Form 847, Recommendation for Change of Publication.

JOSEPH F. CHENEY, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

## Passenger Antihijacking Briefing

Good morning or afternoon, my name is \_\_\_\_\_ and I will be giving you an antihijacking briefing. Commanders at all levels have been tasked to ensure preventative measures are taken to minimize access to aircraft by potential hijackers. For this reason, all passengers boarding DoD military aircraft are briefed on what is considered a federal crime and what are considered prohibited items aboard an aircraft. The following is information you need to know:

1. 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. Prohibited items include:
  - 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 inches 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 will be keenly aware of any unusual conduct of persons within the processing facility and alert to the possibility of concealed explosive devices or weapons. Unattended baggage found in the facility will be reported to the Security Forces. A concerted effort to prevent the hijacking of DoD military or military contractor aircraft will be made by detecting potential hijackers before they board the aircraft.

Thank you, and have a nice flight.