



Transportation

AIRLIFT SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: HQ CAP-USAF/CC (Col Dennis B. Parkhurst)

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This instruction implements AFI 24-101, *Passenger Movement*, DOD Regulation 4513.13R, *Air Transportation Eligibility*, and DOD Directive 4500.43, *Operational Support Airlift (OSA)*. It provides guidance for requesting airlift support and assigns responsibilities of the Air University Mission Request Validator (MRV). It applies to all Air University (AU) organizations.

1. General. Airlift (HQ CAP-USAF/XOO) is designated the Air University Mission Request Validator (MRV). This office is responsible for processing airlift requests for personnel assigned to AU and for invited guests.

2. HQ CAP-USAF/XOO Responsibilities.

2.1. Validates each travel request according to DOD Regulation 4515.13R and DOD Directive 4500.43.

2.2. Compiles, processes, and sends requests to the Joint Operational Support Airlift Center (JOSAC).

2.3. Issues detailed instructions and format to requesters.

2.4. Notifies requesters whether their requests were approved.

2.5. Maintains all travel requests according to AFMAN 37-139, *Records Disposition Schedule*.

2.6. Validators must telephone JOSAC immediately to notify them of any changes or cancellations.

2.7. MRV must maintain a copy of all supported request forms for two years.

3. Flight Coordinators. Flight coordinators are individuals appointed within organizations to act as the principal points of contact for submitted airlift requests. Coordinators work directly with HQ CAP-USAF/XOO and act as the liaison with passengers.

4. Requesting Airlift.

4.1. DOD Regulation 4513.13R establishes policy for transporting personnel and cargo on DOD aircraft. Travel requests sent to HQ CAP-USAF/XOO must meet the requirements of that regulation.

4.2. Requests are submitted only for official funded travel. Copies of travel orders are submitted to HQ CAP-USAF/XOO, upon request, or travel is denied. Passenger eligibility is determined in accordance with DOD 4515.13-R.

4.3. Airlift requests are not processed for personnel assigned to other commands. **EXCEPTION:** For inspection travel purposes when requested by HQ AU/IG, AFOATS, and distinguished visitors who are not otherwise supported by a validator.

4.4. Request military airlift by completing AU Form 52, **Military Airlift Request Worksheet** (attachment 1). Mail or fax one copy to the MRV (HQ CAP-USAF/XOO). A completed DD Form 2768, **Military Airlift (MILAIR) Request Form**, is prepared by the MRV and returned to the requester for the senior traveler to sign. **EXCEPTION:** When inviting a retired service member or a non-federal civilian to be a guest speaker, the Commandant of the school being supported may sign on behalf of the senior traveler. Upon receiving the signed form, the MRV places the request into the airlift system. When travel is supported by JOSAC, the MRV sends the request to AETC/CV for approval.

4.5. The AU Form 52 should be submitted to HQ CAP-USAF/XOO office no later than 10 days before desired departure for small teams (seven passengers or less). For large teams (eight passengers or more), the AU Form 52 should be submitted no later than 20 days before desired departure.

4.6. Priority Codes.

4.6.1. Priority 1. Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

4.6.2. Priority 2. Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

4.6.3. Priority 3. Official business airlift, which is validated to be more cost effective than commercial air travel when supported by military aircraft.

4.7. AU/CV must endorse Priority 1 or Priority 2 requests. The unit requesting travel must obtain AU/CV approval before submitting request to HQ CAP-USAF/XOO.

4.8. Requesters must notify the MRV of any request changes, especially cancellations.

5. Passenger Processing.

5.1. Passenger Manifest.

5.1.1. Persons in charge of groups (eight or more passengers) scheduled for pickup by operational support airlift missions should inform the local passenger terminal of flight arrangements and provide information necessary for manifesting passengers at least 3 workdays before the scheduled flight.

5.1.2. Passenger terminal manifest individual travelers at reporting time. Personnel must process in person, except colonels and above (including civilian equivalents), to ensure accurate aircraft weight and balance data.

5.2. Operational Support Airlift Report Times. Passengers must report not later than 1 hour before scheduled departure or as otherwise arranged for distinguished visitors.

5.3. Anti-Hijacking. Air Force aircraft anti-hijacking instructions in AFI 13-207/AETC Sup 1, *Preventing and Resisting Aircraft Piracy (Hijacking)*, apply to all MILAIR missions.

5.4. Baggage Limitations. Passengers must restrict their total baggage weight to 30 pounds or bulk equivalent of one hang-up bag plus one attache case. Excess baggage must be requested.

5.5. Commercial Backup Reservations. If the military air request is supported, commercial backup reservations must be cancelled in sufficient time to ensure the Air Force is not charged for the ticket.

5.6. Special Loading Requirements. Units requesting airlift should include special loading requirements for handicapped individuals.

6. Form Prescribed. AU Form 52, **Military Airlift (MILAIR) Request Worksheet.**

LANCE W. LORD
Lieutenant General, USAF
Commander

Attachment

AU Form 52, Military Airlift (MILAIR) Request Worksheet

MILITARY AIRLIFT (MILAIR) REQUEST WORKSHEET

MILITARY AIRLIFT (MILAIR) REQUEST WORKSHEET							
TO: HQ CAP-USAF/XOO MAXWELL AFB AL 36112 DSN 493-7457/4229 FAX DSN 493-6342			(1) FROM HQ AIR UNIVERSITY CAP G.I. JOE		(2) PRIORITY (See Note 1) 3		
(3) FLIGHT ITINERARY (See Note 2 and 3)							
LEG	DATE	DEPARTURE STATION	TIME	FIRM	ARRIVAL STATION	TIME	FIRM
A	20000106	MAXWELL AFB AL	16 30	X	ANDREWS AFB, MD	20 30	
B	20000107	ANDREWS AFB AL	17 45	X	MAXWELL AFB, AL	21 45	
C							
(4) PASSENGER LIST (See Note 4)							
NAME		GRADE	BRANCH	DUTY TITLE (O-7 AND ABOVE)			TRAVEL LEGS
GEE I. JOE		LT GEN	USAF	COMMANDER AIR UNIVERSITY			A/B
(5) PURPOSE OF TRAVEL ATTEND TRAINING CONFERENCE							
(6) SPECIAL REQUIREMENTS (See Note 5)							
(7) POINT OF CONTACT							
NAME		GRADE	DUTY PHONE/FAX		HOME PHONE		
JANE SMITH		LT COL	493-XXXX		334-555-1212		
(8) SENIOR TRAVELER'S SIGNATURE BLOCK (See Note 6)							
NOTES: <ol style="list-style-type: none"> 1. If an upgrade is required, please state reason(s) in block 6. 2. Provide the actual airport or military installation and the state. Use local times. 3. Only an O-9 (GS or SES equivalent) or O-10 may request a firm time. Place an "X" in the "Firm" block for either the departure or arrival time on each leg. If the senior traveler is an O-8 or below, "X" one of the times, per leg, as "Firm." This will allow the traveler to request a "preferred time." 4. List senior traveler first. If more than 7 passengers, attach separate listing of all passengers. 5. List excess baggage, special circumstances, travel difficulties, etc. 6. No signature is required at this time, only the official signature block of the senior traveler or commandant of the school being supported. 							