

**Navy/AMC Air Terminal
Norfolk, Virginia
AEF ULN Rotation Scheduling Instructions**



AEF TEAM- NORFOLK

DSN 565-8625

Comm. 757-445-8625

AEF Norfolk Email: paxaef@airtermnorva.navy.mil

AEF Norfolk Website <http://www.airtermnorva.navy.mil/aefmain.htm>

Brochures are available on our website to hand out to deploying members.

✚ SHOWTIMES

Members can check in up to 48 hours in advance but No Later than 3 Hours prior to the flight departure. Please allow at least 6 hours between the commercial flights arrival time and the Norfolk departure time. In the event you have lost luggage, you will have the opportunity to receive it before you depart Norfolk. If you arrive in Norfolk more than 24 hours in advance and you are carrying a weapon, you can store your weapon at the terminal. If you arrive 24 hours in advance and you make billeting arrangements on base or at the Navy Lodge on Hampton Blvd, we will provide transportation from the Air Terminal to billeting and return the next day for your flight.

✚ TRANSPORTATION

Based on availability a courtesy shuttle will be dispatched to the Norfolk International Airport for pick up to the Navy/AMC Air Terminal. Members that need immediate transportation, cab service is available to the AMC Terminal. Check with the USO or the military information booth at the Norfolk International Airport for a list of cab companies. You can contact the AMC Terminal at (757) 445-2125/DSN 565-2125 for courtesy shuttle information.

BILLETING PROCEDURES

Navy Gateway Inns & Suites (formerly known as Visitors Quarters) provide transient lodging facilities for official travelers on funded government orders, and Space Available (Space “A”) guests throughout the Hampton Roads area. Below are procedures you need to be aware of when traveling through the Hampton Roads area on official orders, and desire to reside off base:

- If your order writing authority requires you to utilize government controlled transient quarters, you must contact Navy Gateway Inns & Suites Central Reservations Office at 877-628-9233. If transient space **is available**, official travelers (on funded government orders) are required to utilize on base lodging facilities.
- For online reservations: <http://ngis.dodlodging.net/propertys/Norfolk-NAVSTA>
- If transient space **is unavailable** Navy Gateway Inns & Suites will direct you to the local Navy Lodge (757-489-2656). If the Navy Lodge is also at capacity, then and only then can we issue a Certificate of Non-Availability (CNA) authorizing the official traveler to reside off base.
NOTE: A CNA is not required when staying at the Navy Lodge.
- A CNA is the only acceptable supporting document and is required for obtaining reimbursement for out of pocket lodging expenses when submitting a travel claim. **NOTE:** CNA’s CAN NOT be back dated.

If you are unsure of the requirement to utilize on base transient lodging facilities, please check with your order writing authority.

BAGGAGE REQUIREMENTS

Checked baggage on rotator missions is limited to two personal bags at 70 pounds per bag, any bag that weighs more than 70 pounds will be considered 2 pieces, bags that weight more than 100 pounds will not be accepted. Passengers are authorized to check mobility bags (A, B, and C), and a cased weapon when required per the USAFCENT reporting instructions. Passengers will not place personal items within mobility bags. Para rescue, firefighters, EOD, tactical air control party personnel (TAC-P), combat controllers, combat camera, OSI, security forces, special operation personnel, aircrew (those requiring a D-bag), Joint Expeditionary tasking (JET) Airmen and survival evasion resistance escape (SERE) personnel are authorized three additional pieces of baggage for professional gear. The term “EXCESS BAGGAGE” as reflected on CED orders is used to allow reimbursement for charges incurred from commercial carriers for the A, B and C bags and cased weapon to the APOE, not for additional personal

bags that exceed authorized allowances. Ensure 1 copy of travel orders are in each piece of baggage. Weapons must be in a locked case appropriate for the weapon. Weapons must have a lock on each place requiring a lock. No weapons can be put in your checked baggage. No bulk or crated shipments will be accepted. We have a secure weapons storage area if needed. For those members deploying to Kuwait, (KWI), green colored tags must be placed on each piece of your baggage, to include your weapon. If the weapons case has a handle on the end of the case, the Colored tag must be placed on the end handle. Personal baggage should be limited to clothing and hygiene items and not include extraneous items such as televisions, VCRs, etc. Passengers will be responsible for disposing of any extraneous items or unauthorized baggage at their own expense.

Carry-on bags will not exceed 45 linear inches defined as length plus width plus height.

If the commercial airline loses your baggage you will need to contact your home unit to determine if you will be able to deploy without it. Also, ensure you notify a passenger service agent upon check-in at our terminal.

ATTENTION IDO'S

CMOS/XMAN files are no longer required for passengers departing from Norfolk. Norfolk will be building their own manifests for the "AK" Missions. Please ensure that you continue to monitor TPFDD and SMS for changes. If you have a member that is experiencing problems while in route to Norfolk, please have them contact their IDO or UDM for guidance. If the member loses their luggage in route to Norfolk, please ensure they notify a passenger service agent when they check in so we can forward their bags to them when they arrive from the International Airport. If the member arrives in Norfolk after their mission has departed, please have them contact their IDO/UDM to let them know they missed their flight and then contact the AEF Representative in Norfolk so we can better assist them with onward movement. If you have any questions or require assistance, you can contact an AEF representative at DSN 565-8625, Commercial 757-445-8625 or email paxaef@airtermnorva.navy.mil.