United States Air Forces Central Command
Passenger Routing Guide

1 February 2013

These guide supersedes the USAFCENT Passenger Routing Guide dated: 15 Sep 2011.
PURPOSE: This guide provides USAFCENT guidance and policy for all active Air Force, Air Force Reserve (AFR), and Air National Guard (ANG) personnel deploying/redeploying to and from the United States Central Command (USCENTCOM) Area of Responsibility (AOR). All personnel must travel IAW this guide.

SCOPE: This guide serves to standardize transportation processing of Air Force personnel via their Deployment and Distribution Flight (Passenger Travel section) (LGRDAP), Installation Deployment Readiness Center (IDRC) and Installation Personnel Readiness (IPR). The LGRDAP flight must review this guide in its entirety. Failure to follow this guidance will delay the member and hinder the Combatant Commander’s mission or cause undue hardship. Questions and/or clarification should be coordinated with the owning MAJCOM points of contacts listed in Attachment 3.

OVERVIEW: This guide provides a general overview of the responsibilities of the LGRDAP, IDRC, and IPR to deploying/redeploying personnel. Lines of communication and responsibilities must be well organized to ensure the efficient and effective movement of personnel and their equipment throughout the USCENTCOM AOR. This guide is a coordinated effort between: USCENTCOM CCJ4-M, USAFCENT A1P, USAFCENT A4RA/T, USAFCENT A4X, HQ USAF/A4LE, HQ USAFE/A4RDT, HQ ACC A4RE, USAF AFPC/DPWSO, HQ AMC A43P, HQ AMC/A4TE, HQ AETC/LGRTT, HQ AFRC/LGTT, HQ AFSPC/A4RDT, HQ PACAF/A4RDTLGRDAP, HQ AFMC A4RM, 618TH AOC, and ANG/NGBA4. Unless otherwise noted, USAFCENT/A4RAT is the POC for guidance and policy contained within this guide. Contact information: DSN 965-4408/4412/4383 or e-mail: usafcenta4rat@afcent.af.mil.

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Section 1 – PASSENGER MOVEMENT and LEAVE POLICY

1.1. General Information: LGRDAP’s will follow policy and procedures outlined in AFI 10-403, chap 3, AFI 10-401, para. 9.7.10, and the Installation Deployment Plan (IDP) and work closely with their Installation Deployment Readiness Center (IDRC) and Installation Personnel Readiness (IPR) to ensure passengers meet their Available Load Date (ALD), are aware of their Unit Line Numbers (ULN’s), final destination, and know their transportation mode source code. Precedence of travel must be adhered to and the Installation Deployment Officer (IDO), IDRC, and LGRDAP sections are expected to aggressively seek assistance on any issue that may be unclear. Questions and/or clarification should be coordinated with your MAJCOM points of contacts listed in Attachment 3.

1.2. Active Duty, Civilians, ANG, and ARC Movement: Active Duty, Civilians, ANG, and AFRC Expeditionary Combat Support (ECS) personnel will deploy/redeploy via AMC assigned aircraft. Primary aircraft for AC coded personnel traveling via AMC channel system will depart from Baltimore Washington International (BWI) on the Patriot Express mission, Travis AFB (SUU), Norfolk Naval Air Station (NGU), or other designated APOE’s on aggregated missions. LGRDAP must ensure they enter the proper CIC and ULN at time of booking in GATES or prior to issuance of unique control number (UCN) or tickets.

1.3. IDRC’s and LGRDAP will:

1.3.1. Jointly ensure all passengers are scheduled on the correct airlift.

1.3.2. Ensure aggregated passengers and passengers deploying on unit aircraft are not booked
through LGRDAPs on AMC channel seats.

1.3.3. Brief passengers it is their responsibility to inform the LGRDAP to cancel seats no longer required as soon as possible.

1.3.4. No-Shows will be identified by name as a discrepancy in the Deployment Process Discrepancy Reporting Tool (DPDRT) and the IDO, LGRDAP, and the deploying passenger will identify the cause of the no-show and implement measures to prevent future no-shows.

1.4. **Large Group Movements:** For large group movements, the base IDOs should work with HQ AMC TACC XOPC for feasibility of CC Pax (F93) options. CC Pax options provide direct delivery from the origin base to the APOE for trans-load onto the appropriate AEF mission. Contact TACC/XOPC AEF Branch at: tacx.xopc.aef.branch@amc.af.mil. IDOs may also utilize ground movement of passengers to the aggregation point when practical.

1.5. **DCAPES CMOS Manifest:** The DCAPES CMOS manifest titled “CMOSXXX.PAX” is no longer required to be mailed to Norfolk. Deploying Wing IDOs must provide the X-MAN data file to the departing APOE. Contact the Base IDO or review the APOE reporting instructions to determine which file is required.

1.6. **365 day TDY/PCS:** Wing Commanders, Vice-Wing Commanders, Wing Staff Directors, Group Commanders, Squadron Commanders, and Command Chiefs should plan their Change of Command (COC)/Transfer of Authority (TOA) in conjunction with scheduled airlift to depart CENTCOM AOR within 72 hours of COC/TOA. Commercial travel will be the last option used for re-deployment. Intra-Theater airflow and Patriot Express (PE) mission schedules may not allow for such an expedited departure. In order to expedite travel coordination, the local LGRDAP and Logistics Plans offices must be notified at least two weeks in advance of upcoming COC/TOA to meet the 72-hour window.

1.6.1. The LGRDAP will first attempt to secure seats on a PE within 72 hours of COC/TOA.

1.6.2. If no PE seats are available, Logistic Plans will validate if an aggregate mission is available.

1.6.3. If no aggregate mission is available from the APOE, the LGRDAP is authorized to book commercial travel from the AOR to home station.

1.7. **Deploying/Re-Deploying On Military Organic Airlift:** ECS personnel deploying from the same location as aviation packages and/or lead Wings can deploy with those forces if their DRI mirrors those of the aviation package and their movement is accurately reflected in JOPES. IDOs should work with MAJCOM if passengers’ DRI align with the aviation package but they are not aggregated. If the requirement is not identified/corrected in JOPES, member(s) must move via AEF dedicated missions (or PE missions when AEF missions are not available) from a designated APOE. **Do not book passengers in GATES moving on aviation packages (F91/F97 series missions coded AK).** If organic airlift is used as the redeployer’s transportation source, all members who signed out equipment from the ETDC must return that equipment to the
issuing ETDC or coordinate return with another ETDC prior to departing the CENTCOM AOR. If the member returns to his/her home station with issued equipment, the member’s unit will return the equipment using their home unit funding. The USAFCENT TAC or long line of accounting will not be used to return that equipment to the ETDC.

1.8. **Aggregated Passengers**: The TPFDD is the source document used for aggregated missions. IDOs will identify to the IPR and LGRDAPs those ULN’s identified in the TPFDD with a mode source of “AK” (these passengers will be traveling via aggregated lift using F91/F97 series deployment missions and F92/F98 series redeployment missions). **Aggregated passengers are not authorized to change identified flights unless mandated by circumstances of greater priority.** IDOs should use the Single Mobility System (SMS) for intransient visibility of “AK” passengers. Do not rely solely on the Air Force JOPES editing tool (AFJET). NOTE: The Global Transportation Network (GTN) is replaced by Integrated GTN Convergence (IGC).

1.9. **The LGRDAP**: Passenger Travel sections will not book personnel on “Aggregated” missions (these missions will not be available or visible to be booked in GATES). The IDRC/IDO will identify to LGRDAP the required “AK” mission for each AEF traveler. The IDO/LGRDAP will obtain transportation/airlift to the aggregated bases. Aggregated passengers using CONUS to CONUS contingency movement (CC Pax) or ground movement. UDM’s/IDOs should schedule movement to arrive NLT 6 hours prior to scheduled departure of planned AEF missions. NOTE: UDM’s, IDO, and LGRDAP are encouraged to schedule passengers traveling to the aggregation point through regional airports to arrive at least 24 hours prior to the ALD. Aggregation IDOs may specify an earlier time in their schedule of events (SOE’s). Origin IDOs should contact the aggregation IDO for local requirements. The LGRDAP is not responsible for and does not coordinate intra-theater travel. Members must sign-up for Space-R at the passenger terminal. Intra-theater movement comments are referenced in the Aerial Port LOI at: https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-LG-CC-09

1.10. **USAFCENT A4X and the Redeployment TPFDD**: USAFCENT A4X is responsible for building and posting changes to the redeployment TPFDD. Deployed Wing/LGRDAPX offices will need to monitor the TPFDD to ensure redeploying passengers follow scheduled plans. LGRDAPX offices can contact AFFOR A4X at DSN: 318-436-1448/1447. (Do not book AK coded passengers on scheduled flights in GATES). LGRDAPX offices will generate the X-MAN disk for the aggregation point to manifest passengers exiting the theater. Close coordination between AFFOR A4X, LGRDAPX, and LGRDAP is imperative to ensure proper commercial booking from the APOD to home station if applicable.

1.11. **Non-Exemption**: AFR and ANG personnel are **NOT exempted from the complying with the TPFDD validated Mode/Source routing** during the redeployment booking process. LGRDAP sections will not book AK coded ULNs. Unless the passenger’s transportation source code is changed at the direction of USAFCENT/A3OJ and after appropriate coordination with the owning MAJCOM POCs and USAFCENT has been accomplished. MAJCOMs will ensure appropriate newsgroups and TPFDD mode/source changes have been identified to USAFCENT, USCENTCOM and Tanker Airlift Control Center (TACC). Any concerns or questions regarding deployments should be addressed through the MAJCOM AEF Cell to USAFCENT/A3OJ at usafcent.jopesredeployments@afcent.af.smil.mil. Re-deployments to USAFCENT A4XX AEF
Movement Team at 9af.a4@afcent.af.smil.mil.

1.12. **MPA Orders:** Ensure Military Personnel Appropriations (MPA) orders have the appropriate amount of days to cover in/out processing, travel to and from, tour (ETL) plus overlap (please reference Overlap Policy or line remark), downtime and leave. CED orders are travel orders NOT active duty orders; they authorize travel to, around and from the AOR. Please reference the ARC Pre-Deployment Briefing slides for detailed information on CED & MPA orders located at the following URL: https://my.afcent.af.mil/9af/staff/arc/Pages/default.aspx.

1.13. **ARC Personnel Hand-Carry Items:** ANG and AFRC personnel must hand-carry copies of the following:

1.13.1. Ten (10) copies of CED orders.

1.13.2. One (1) original and 4 copies of NATO orders.

1.13.3. Five (5) copies of MPA or mobilization orders (whichever is applicable).

Note: Questions regarding this policy can be addressed to USAFCENT/ARC (AF Reserve Advisor) and (ANG Advisor) 9AFARCSANG.ORGBOX@afcent.af.mil, DSN: 965-3035/8735.

1.14. **Leave:** Ordinary leave is not authorized while deployed. Exceptions will be submitted by the AEW/CC or equivalent, PERSCO,AFFOR A1, AUAB. The AFCENT/A1 is the approval authority.

1.15. **Leave Enroute:** Ordinary leave enroute from home station to the APOE may be authorized by the home station commander. The home station must ensure authorized leave does not interfere with the RLD IAW the deployment TPFDD. Personnel taking leave enroute are ultimately responsible for the security of their own weapon(s) IAW USAFCENT’s 04 Sep 08 Policy Letter.

1.16. **Leave from Deployed Location:** For ordinary leave enroute from the deployed location members must follow the leave enroute Policy Guidance dated 26 May 10, allowing deployed members to take 14 days of leave within CONUS. Leave to OCONUS locations is not authorized, but may be granted by exception. Members must complete the redeployment out-processing checklist for leave enroute prior to redeployment. Contact your local PERSCO for a copy of the checklist. The deployed CC must ensure authorized leave does not interfere with the RLD IAW the redeployment TPFDD. Questions regarding Leave Enroute policy should be directed to USAFCENT A1P at DSN: 965-3039 or commercial at (803) 895-3039.

1.16.1 **Purchasing Leisure/leave Tickets using the CSA card:** Members are not authorized to purchase leisure/leave tickets with their CSA card. Deployed LGRDAPs will ensure members fully understand reimbursement limitations and have means to self-procure transportation (i.e. individual credit card or cash) before issuance of non-availability letter.

1.17. **R&R Participants:** Rest and Recuperations (R&R) leave in the USCENTCOM AOR is a
1.17.1. The Gateway for members deployed to United Arab Emirates, Bahrain, and Qatar may depart via the servicing commercial airport nearest to their deployed air base. Note: The 1 Oct 2010 Test period is indefinitely extended until further notice from USCENTCOM.


Section 2 – USE OF GATES

2.1. Non-Aggregated passengers: Applicable passengers WILL be booked by the LGRDAPs. Check-in at AMC Gateways 6 hours prior to departure. LGRDAPs can call HQ AMC TACC/XOGC at DSN: 779-4024 or commercial (618) 229-4024 or the Passenger Reservation Center (PRC) at (800) 851-3144 for booking assistance.

2.2. AC Coded ULNS: For passengers booked in GATES (AC coded ULNs), LGRDAPs MUST include ULN’s (entire 5 or 7 digits as applicable), CIC, and final destinations for all deploying passengers. These inputs are critical to scheduling intra-theater transportation and for redeployment transportation. USAFCENT and TACC will aggressively pursue discrepancies/deficiencies with MAJCOM’s and HQ USAF A4R for corrective action.

2.3. Emergency Contact Information: LGRDAPs must ensure passengers have the opportunity to provide emergency contact information. Each traveler should provide the required information. If the member declines to provide the information, the record should be annotated in GATES/CMOS accordingly.

2.4. Booking Accuracy: LGRDAPs must aggressively work with IDOs and AOR Unit Travel Coordinators to ensure booking accuracy in GATES for all AEF deploying/redeploying members. Failure to cancel erroneous bookings or delete previous bookings will hinder the deployment/redeployment process. Aggregate missions are contracted and scheduled as soon as feasible. Do not use channel missions as a backup!

2.5. Mandatory Data: USAFCENT cannot validate additional airlift requirements if ridership on scheduled missions reflects decreased levels. In addition, ULN data, CIC, and final destinations are essential in capturing force closure. This data is mandatory in GATES for deployment/ redeployment and LGRDAPs must populate the information.

2.6. Combat Skills Training: LGRDAPs must work with the UDM’s and IDOs to ensure all AC coded members reporting to Combat Skills Training (CST) on CED orders are booked on an AC mission before departing home station for their CST training. Further, UDMs must send ULN an AC mission number to the 602 TRG (P) at 602trg.opscenter@us.af.mil. Members on
orders (DD Form 1610) may be booked on AC missions after return to home station from CST. Do not E-mail ULN or AC mission numbers to the 602 TRG for members on 1610 orders who will return to home station after CST.

2.7. **Customer Identification Code:** CIC entry is required in GATES. Worldwide LGRDAPs, Aerial Ports and stations using GATES as a passenger manifesting system must ensure the CIC is properly annotated and accomplished IAW the DTR 4500.9-R Part 1, Chapter 103, Para J.1.A(8), Page 103-13. LGRDAPs will input the CIC at the time of booking the AMC seat reservation in GATES. If not available at the time of booking, once travel authorization is received, GATES must be updated with the CIC. It is imperative that all booking agents comply with the DTR and use the correct CIC when booking. If confirmed with Finance that the CIC is valid and GATES still will not accept, please contact AMC FMFAB at AMC-WCFISSUES@Scott.af.mil, DSN: 312-779-2668 (Com: 618-229-2668).

**Section 3 – COMMERCIAL TRAVEL**

3.1. **General Information:** IDRC’s and LGRDAPs will ensure individuals that must travel by commercial means meet all DOD Foreign Clearance Guide (FCG) requirements. Review all pertinent areas and pay particular attention to weapons clearance procedures, VISA/passport requirements, and civilian entry requirements. Border clearance violations occur every rotation, so the IDRC’s and LGRDAPs must work harder to eliminate them.

3.2. **Coordinate Arrival Information:** Passengers traveling commercial must coordinate arrival information with their deployed units because there are no shuttle bus services operating at the International Airports. The deployed unit must make arrangements to pick up passengers at the airport. Failure to follow this guidance may leave the passenger stranded. When official business requires travel to or through DoD designated high/potential physical threat countries, DoD personnel will travel by military air or AMC charter to the maximum extent possible. Force protection must be considered before passengers are scheduled for travel.

3.3. **USAFE Bases:** For passengers stationed at USAFE bases redeploying from the CENTCOM Theater, commercial travel is authorized from Germany to home station when AMC channel is not available. Please ensure prior notification of weapons movement is IAW commercial air and Host Nation requirements as applicable.

3.4. **Commercial Travel Restricted Countries:** No commercial travel offices exist at Uzbekistan and Afghanistan Air Bases. Travelers should contact their supervision for authorization of travel advances and use of their Government Travel Card on official travel orders if needed to purchase commercial airline tickets for travel to home station. LGRDAPs will provide an authorization letter enabling members to secure his or her own air transportation from CONUS APODs to home station. This authorization is required for members to be reimbursed for actual travel procured costs, not to exceed the least expensive unrestricted commercial coach fare from APOD to member’s home station or servicing airport in accordance with JFTR, Paragraph U3110-C and U3120-D.2. **NOTE:** This should be the last option used and only for unique circumstances.
3.4.1. Afghanistan: In conjunction with the TPFDD designated APOE, LGRDAPs will determine the best way to redeploy members. First option is to utilize CTO capabilities at the Transit Center at Manas (TCM). Commercial travel reservations will be submitted electronically to the servicing LGRDAP NLT 10-days prior to Available to Load Date (ALD). If TCM CTO is unable to assist the CTO will seek assistance from Al Udeid AB or Ali Al Salem. The LGRDAP will direct member to contact their home station CTO for assistance. A CTO non-availability letter is the last resort.

3.4.2. Iraq: In conjunction with the TPFDD designated APOE the Transportations Offices will determine the best way to redeploy members. Al Udeid Air Base (IUD) will be the primary APOE. However, utilize GATES to determine of APOE (i.e. KWI or IUD) missions that meet the member’s ALD/LLD window.

3.4.2.1. Regardless of APOE used the Al Udeid CTO will for APOD travel to home station except for redeployers who are mandated to use Kuwait as their APOE, i.e. t-series ULNs and JET airmen, which will be serviced by the LGRDAP at Ali Al Salem LGRDAP.

Example: A member released on 1 Nov, TPFDD indicates IUD as APOE, there is a rotator available on 9 Nov departing IUD, LGRDAPs will maintain TPFDD construct and utilize IUD as APOE even if there is a rotator departing earlier from another APOE, i.e. KWI. If the LGRDAP has any questions or unique situations, contact the AFFOR Traffic Manager at DSN: 318-436-2547 or e-mail: mu_affora4tmo@auab.afcent.af.mil or 379 ELRS at 379elrs.pax@auab.afcent.af.mil for specific guidance.

3.5. Home Station Arranging Travel: Travelers will not make arrangements with home station, unless directed by the deployed LGRDAP. Transportation arrangements are made for each re-deploying member according to the TPFDD. Members who desire to depart theater by an alternate mode must submit a TPFDD deviation to ensure the TPFDD reflects how the member actually departed theater. Members who depart theater without LGRDAP coordination risk getting reimbursed what it would have cost if the government for costs of travel performed and create travel duplications. These actions often result in the redeployment cell losing visibility of the traveler and the Government incurs additional costs for cancelling an issued ticket and/or not filling the reserved seat for that member.

3.6. Deploying Passengers: If airlift missions do not meet A/C coded passenger’s DRI, the LGRDAP will identify the need for commercial travel or extensions of a DRI to the home station IDO/IDRC for resolution with USAFCENT A1RP, DSN: 965-4787 or e-mail: afcent.a1rp@afcent.af.smil.mil. Commercial airlift procedures are as follows:

3.6.1. LGRDAPs verify airlift non-availability to the IDRC.

3.6.2. LGRDAPs book member on next available PE rotator if within 10 calendar days.

3.6.3. IDRC request delayed reporting through deployed PERSCO to the deployed Group or Wing Commander.
3.6.4. If the member’s deployed Group Commander concurs w/late reporting, no commercial travel will be authorized, continue with the PE booking.

3.6.5. If the member’s deployed Group Commander non-concurs with the member reporting late, forward non-concurrence with commercial travel request to USAFCENT/A1P.

3.6.6. A1 confirms airlift non-availability with USAFCENT/A3OJ.

3.6.7. A1 may authorize commercial transportation if deemed necessary. A delayed reporting disapproval does not automatically secure a commercial travel approval.

3.6.8. LGRDAPs will cancel AC bookings if A1 approves commercial travel.

3.6.9. IDRC/LGRDAP will coordinate commercial movement to include arrival/pickup information w/deployed CC through the servicing PERSCO.

3.7. Re-Deploying Passengers: Commercial travel will be the last resort for redeployment. The 10-day window for identifying modes of transportation will start from the Available to Load Date (ALD) or projected ALD at the APOE. The ALD is defined as when the member is available for transportation out of the CENTCOM AOR from the APOE.

3.8. 10-day Window Rule: If the member is “AC” coded, the 10-day window starts from the redeployer’s TPFDD ALD or projected ALD (if released early) at the APOE, not when the Commander releases the deployed member. The ALD or projected ALD should be annotated on the request for commercial travel. Example: TPFDD shows ALD as C360 (26 Dec), however, member is released from duty in BIAP on 20 Dec (C354). The new projected ALD would be 3 days after release, (C357), which is the standard planning time for intra-theater movement IAW CENTCOM TPFDD Letter of Instruction. Units (Log Plans) should submit single ticket request as soon as the member is released in order to meet their new projected ALD and be available for movement out of the CENTCOM AOR.

3.9. Approval for Commercial Travel Guidelines: If scheduled AMC airlift cannot meet passenger requirements, commercial travel may be approved utilizing the following guidelines:

3.9.1. Movement AEF Window: Rotational or Nonrotational the LGRDAP will contact local Log Plans to verify specific window and to see if an AK mission is available.

3.9.2. Deployed unit provides a 10-day movement window to LGRDAP.

3.9.3. If there are no seats available, LGRDAPs sends the commercial travel request with redeployer’s ULN to the AFFOR Traffic Manager (USAFCENT/A4/TMO AUAB) at: affora4tmo@auab.afcent.mil.

3.9.4. AFFOR Traffic Manager will check with the Logistics Planner for “AK” mission seat availability.
3.10. **Non-Rotational AEF Window:** Deployed unit provides a 10-day movement window to LGRDAP.

3.10.1. If there are no seats available in the 10-day window, the LGRDAP can authorize commercial transportation.

3.10.2. LGRDAPs can also approve based on significant events (Emergency Leave, BOG, etc).

3.11. **Order of Precedence for Travel:** DoD 4500.9-R, Part 1, Chapter 103 ([http://public.transcom.mil/j4/j4lt/dtr.html](http://public.transcom.mil/j4/j4lt/dtr.html)) directs the TMF/CTO to use a specific order of precedence when making official travel arrangements. Accordingly, the DoD policy, in the following priorities, in order of precedence, must be used for passenger airlift:

3.11.1. AMC-procured channel airlift (Category B (Patriot Express)) must be used in connection with international travel unless there is a documented negative critical mission impact.

3.11.2. Exceptions: A mission impact statement is provided by the traveler and authorized by their unit commander or designee only in commanders’ absence.

3.11.2.1. Global Air Transportation and Execution System (GATES) issues a non-availability statement/message for the requested travel window.

3.11.2.2. No AMC channel, configured for passenger(s), is available. The use of Category M on AMC cargo aircraft is not regularly scheduled air passenger service, but may be used if it accomplishes the mission.

**NOTE:** LGRDAPs are advised to read AFI 24-101, Chap 2, in its entirety.

3.12. **Commercial Travel East Vs. West:** Although the Joint Travel Federal Regulation (JFTR), Para U3525-H, allows easterly travel between two OCONUS locations, the COCOM has designated the Time Phased Force Deployment Data (TPFDD) as the primary travel mode for AEF personnel. Deviation from travel as indicated by the TPFDD construct without prior approval is prohibited. If reasons are other than BOG business rules, a letter of circumstance thoroughly explaining negative mission impact must be submitted to the USAFCENT/A3OJ or person(s) delegated by the USAFCENT/A3OJ. All requests will be considered on a case by case basis.

**Section 4 – MISSION DEVIATION PROCEDURES**

4.1. **Coordination with MAJCOM AEF Cell:** When Airman can no longer meet the scheduled mission, the IDO coordinates with their respective MAJCOM AEF Cell for resolution if the deviation occurs NLT than 96 hours prior to scheduled aircraft departure (ALD). If the deviation occurs within 96 hours of the ALD:
4.2. **AK Mission:** The IDO must contact their MAJCOM to work a solution. After which, the MAJCOM contacts USAFCENT/A30J JOPES Cell with solution: afcent.a3ojjopesdeployments@afcent.af.smil.mil

4.2.1. USAFCENT will take the MAJCOMS recommendation based on the traveler’s availability to travel, coordinate with TACC for alternate missions.

4.2.2. TACC will then assign the ULN to a suitable mission within the deployer’s ALD to LAD RDD window or offer an alternate solution and AEFC/AEOR dpwr.taskmgt@randolph.af.mil will e-mail affected agencies with changes and modify the Form 59 based on validated/approved action(s).

4.3. **AC Mission:** The IDO must contact the base LGRDAP to search for an available flight which will fall within the 10 day movement window. If no missions are available, the IDO will contact their MAJCOM to work a solution, the MAJCOM then contacts USAFCENT/A30J JOPES Cell with solution: afcent.a3ojjopesdeployments@afcent.af.smil.mil, if the deviation involves changing Airmen coded “AC” to an “AK” mission.

4.3.1. The resolution must be posted in a newsgroup message as how individual will arrive into the AOR. The IDO will direct their LGRDAPs to cancel arrangements in GATES.

4.3.2. The USAFCENT/A30J JOPES Cell will coordinate with TACC to allocate the ULN to a suitable mission and modify the TACC generated product Form 59.

4.4. **Early Redeployment for an AK Passenger:** If an “AK” coded member is released early or an “AK” mission is available for an “AC” coded member released early, follow the guidance below:

4.4.1. The Host Logistics Plans Section or (ADCON Log Plans, I.E.,467/466/586 AEG) will submit a deviation to the USAFCENT/A30J JOPES CELL IAWAEF movement guide.

4.4.2. USAFCENT/A30J is the approval authority for all redeployment deviations.

4.4.3. USAFCENT/A30J will review deviation, provide transportation solution and request an unlock from CENTCOM to make the necessary change to redeployer’s ULNs in JOPES.

4.4.4. The ALD and RLD don’t affect redeployer’s stationed at an APOE or within close proximity (E.G., Ali Al Salem or KCIA). IAW TPFDD, the RLD and ALD will be the same date.

**Section 5 – AIRMAN RESILIENCY PROGRAM (Deployment Transition Center (DTC))**

5.1. **Traveling to and from Germany:** The Airman Resiliency Program is a 4 day decompression and reintegration program. Day 1 and day 4 are travel days. Prior to the member’s arrival at the DTC they will have their onward commercial itineraries booked from Frankfurt IAP to their respective home stations procured through the deployed LGRDAP. If
member(s) is/are at Ramstein AB and cannot move on the fourth day due to unforeseen reasons, the transportation representative at Det 1, 86 MSG will facilitate any travel adjustments with the host LGRDAP at Ramstein AB, 379 ELRS/LGRDAP, and/or airline. DTC personnel can be reached at DSN: 314-478-4647/4649/4589 or organizational e-mail: det1.86msg@ramstein.af.mil.

5.2. **The Deployed Unit Travel Coordinator Role:** The deployed travel coordinator or designated representative will work with the LGRDAP (379 ELRS/LGRDAP) to move airmen identified to participate in the program. Line Remarks UWA, UWB, BFE, UMT, JEQ, and EEQ will be used to identify DTC attendance requirements to the supported commander and the supporting commander through the IDRC (IDO/UDM) to the deploying member. ULNs identified to USAFCENT/A3OJ will have their records adjusted to reflect a Point of Debarkation (POD) of Ramstein AB, GE. The supported commander is the final authority concerning time phasing of redeploying forces and must concur on all redeployment TPFDD changes affecting his/her ability to maintain the assigned mission/war-fighting capability and facilitate Replacement In-Place/Turnover of Authority (RIP/TOA) actions. The deployed unit travel coordinator or designated person will work with the LGRDAP to move Airman identified to participate in the Airman Resiliency Program to the DTC.

5.3. **First Option for Movement to Germany:** “AK” coded missions will be the first option for moving Air Force Reserve Personnel (AFRP) participants to Ramstein AB, Germany. If “AK” coded missions are not available, LGRDAPs will use available AC missions to RMS. The primary method to move Airman from Germany to home station will be commercial from Frankfurt International Airport due to the infrequency of AC missions departing from Ramstein AB, Germany.

5.4. **LGRDAP Coordinate Onward Travel:** The deployed LGRDAP will coordinate onward travel for all DTC participants from Frankfurt IAP to their respective home stations procured through the deployed LGRDAPs. Prior to the member’s arrival at the DTC, LGRDAPs will ensure they have onward commercial itineraries.

5.5. **Traveling with a Weapon:** All weapon(s) returning to home station for DTC participants must be shipped from the AOR supporting ETDC. Theater LGRDAPs should ensure DTC nominees do not travel with weapons.

### Chapter 6 – APOE INFORMATION

6.1. **Travel through Naval Air Station Norfolk (NGU):** Based on availability, a courtesy shuttle will be dispatched to the Norfolk International Airport for pick-up to the Navy/AMC Air Terminal. You can contact the AMC shuttle at DSN: 565-2125 or Comm: 757-445-2125. For members who require ground transportation, cab service is available to the Navy AMC Air Terminal. Check with the USO or the military information booth for a list of cab companies.

6.1.1. Members’ can check in up to 48 hours in advance but not later than 6 hours prior to mission departure. Recommend CTO book personnel to arrive Norfolk 24 hours prior to mission.
departure in event of travel delays (missed flights or connections, lost bags, etc).

6.1.2. Secured weapons storage is available if needed.

6.1.3. Overnight billeting requirements should be arranged prior to arrival in Norfolk. For billeting information, call local 757-489-2656. There is shuttle service to and from Base billeting.

6.2. Travel through BWI Airport:

6.2.1 There are no military lodging facilities available in the immediate area.

6.2.2. There are no secured weapons storage areas in the local area. Weapons in a secured weapon case are allowed on hotel properties. Rest Overnight (RON) or delayed travelers may transport cased weapons in the cargo area of commercial taxis and/or rental cars to and from lodging locations. Weapons are not allowed in public establishments (i.e. restaurants, retail stores etc.). In cases of two or more travelers, at least one person will remain in the immediate proximity of the weapon(s), and at no time will weapons be left unattended.

6.2.3. USO has courtesy baggage storage, computers with common access card reader and DSN and toll free telephone lines available. Weapons cannot be left unattended at any time in the USO. USO hours of operation are 0600 to 2200 hrs.

6.2.4. The following Web links are available for your use:


Chapter 7 – UNIFORM REQUIREMENTS

7.1 Uniform Requirement when Traveling to/from the AOR: The uniform an Airman is issued/required to wear will be the Uniform of the Day (UoD) which includes travel to and from the AOR from all aggregation bases, BWI, and Norfolk NAS when traveling via “AC”, Patriot Express, or “AK” missions to/from the USCENTCOM AOR. The CSAF has approved ABU’s and OCP’s on these missions. These uniforms are also authorized for wear while: traveling en route between stateside locations to aggregation points on US Flag commercial aircraft, and/or on military aircraft or Government chartered aircraft en route (CONUS or OCONUS).

7.2 Uniform requirement on US Flag Commercial Flights: ABU’s, OCP’s, or UoD may be worn on U.S. Flag commercial flights in CONUS while traveling between the APOE/APOD and the Airman’s authorized R&R leave location. No other travel in ABU/OCP on any commercial
carrier is authorized (ordinary leave, TDY outside AOR, etc.). One set of conservative civilian attire should be packed in carry-on luggage in order to accommodate for contingency situations. Airman will maintain proper uniform, personal appearance and hygiene standards during travel at all times.

7.3. **Prohibited Uniform Wear when Transiting into/through Turkey:** Wear of any military uniform is prohibited when transiting commercial airports in Turkey (LT3-Commercial Side). Personnel arriving in uniform will be required to change into civilian attire before they are allowed to transition to connecting flights. If immediate access to civilian clothes is not available, member will have to purchase clothes on the local economy. The member will not be reimbursed for purchase of civilian clothes.

7.4 **Prohibited Uniform Wear when Transiting into/through Qatar:** Wear of any military uniform is prohibited when transiting Doha International Airport, Qatar. IDRC/LGRDAPs will brief passenger instructions IAW Foreign Clearance Guide (FCG). Individuals or small groups traveling on commercial air flights transiting Doha must wear civilian clothing. Groups or units authorized to travel in prescribed uniforms must carry appropriate conservative civilian clothing for use during extended transit delays at commercial airports.

7.5. **Traveling to/from Afghanistan, Iraq, Pakistan, Uzbekistan, and Tajikistan:** Personnel traveling from theater hubs to Afghanistan, Iraq, Pakistan, Uzbekistan, and Tajikistan will travel by military airlift and must be in uniform when boarding.

7.6. **Wearing Desert Flight Duty Uniform (DFDU):** Prohibited on commercial flights.

7.7 **Uniform Requirement on AMC Contract Carrier Flights:** Personnel must wear ABU/DFDU/OCP while traveling on AMC contract carrier flights (AC/AK coded rotator missions) to and from deployment locations in the AOR.

**Section 8 – AUTHORIZED BAGGAGE**

8.1. **General Information:** Aircraft supporting deployments for the USCENTCOM theater are exceeding their maximum allowable cabin load (ACL) resulting in passengers being left behind and not meeting their required in-place date. This is a direct result of baggage being too heavy (maxing out the weight ACL) or being too large (not enough physical space in the aircraft baggage compartment).

8.2. **Emergency Leave Passengers:** For Emergency Leave travel, the deployed Commander or First Sergeant must inform the Traffic Management Office and Host Logistics Plans office if the member will/will not return to complete his/her deployment. If it is determined that the member will not be returning to his/her deployed location, the LGRDAP may use the USAFCENT Transportation Account Code (TAC) to ship mobility bag(s) to home unit.

8.2.1. The member is responsible for hand carrying his/her personal bags. LGRDAPs will not use the USAFCENT TAC for shipping personal bags. Reference the Foreign Clearance Guide
(FCG) for restriction of items not permitted through gateways.

8.2.2. Ensure the deployed location transportation is provided authentication from the member’s leadership authorizing emergency leave.

8.2.3. Provide the deployed LGRDAP a shipping address where the bags must be shipped. Weapons will only be shipped to a military address on a DD Form 1348-1A issued from ELRS Equipment Accountable Element (EAE).

8.3. **Baggage Limit:** To eliminate displacement of passengers, the maximum baggage limits (to include personnel with excess baggage authorized) for AEF rotators are as follows:

8.3.1. Checked baggage is limited to two (2) personal bags not to exceed 70 pounds per bag and linear measurement not to exceed 62 linear inches in length, width, and height.

8.3.2. A small carry-on baggage not to exceed 45 linear inches defined as length plus width plus height is authorized, i.e. 72 hour bag.

8.3.3. Passengers are authorized to check mobility bags (A, B, and C) and a cased weapon when required per the USAFCENT Reporting Instructions, UTC MISCAP, or line remark

8.3.4. Passengers will not place personal items within mobility bags.

8.4. **Excess Baggage Authorization:** The following specialties are normally authorized excess baggage in their CED orders: 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 (3) additional pieces of baggage for professional gear. Each bag will not exceed 70 pounds per bag and will not contain personal items. The TACC planning factor for personnel travel is set at 550 pounds per traveler for the specialties listed above; this includes baggage and individual passenger weight. Aircrew not requiring A& D bag are limited to a 400 lbs passenger planning weight to include baggage and individual passenger weight.

8.4.1. The increased allowance of bags for special operations personnel is meant for personnel deploying to meet special mission requirements.

8.4.2. Personnel assigned to special operations wing that are tasked to deploy supporting a standard AEF requirement are not authorized an increased baggage allowance. Members should consult with IDO or IDRC for clarification of items required for deployment.

**BAGGAGE EXCEEDING 80 LINEAR INCHES/100 POUNDS WILL NOT BE ACCEPTED.** Disposition of unauthorized weight or oversized baggage is the responsibility of the owner/traveler and he/she will have the option to acquire boxes or purchase luggage on the local economy to meet the authorized weight/dimensions. **NOTE:** Foot Lockers cause aircraft to exceed cube capacity resulting in passengers having to travel without their
bags. Members are reminded to be cognizant of that fact and impact that adds to the mission.

8.5. **Rest and Recuperation Passengers:** R&R participants are limited to one (1) check-in bag, not to exceed 50 pounds, and one carry-on bag (with toiletries for a 48-hour period). The carry-on bag must fit in the aircraft overhead compartment and not exceed 15 pounds. Note: The Kuwait gateway is the only authorized gateway for R&R travelers. REF MSG: CFLCC Arifjan Kuwait KU//C3//031316Z Jun 09 FRAGO 09-113. For more information on R&R contact AFFOR A1 at DSN: 318-436-1425.

8.6. **Aeromedical Evacuation Passengers:** Patients on Aeromedical Evacuation (AE) aircraft are authorized one (1) small carry-on bag (5” x 17” x 12” or 34 linear inches), and one (1) checked bag not to exceed 70 pounds. Deployed unit commanders or designated representative may authorize shipment of remaining gear through the deployed LGRDAPs. LGRDAPs will use the OND Transportation Account Code to ship the patient’s property to home station only. These assets should be strictly controlled when shipping through the LGRDAPs. The unit is responsible for ensuring no restricted or hazardous items are in the shipped baggage. The LGRDAP will add a copy of the AE notification letter from EMEDS or PERSCO.

Note: See 10.15. for Aeromedical Attendants transportation guidance.

8.7. **Expeditionary Theater Distribution Center (ETDC):** The ETDC has prepositioned A, B, and C bags for most deploying members. The IDO and IPR should verify whether those items should be deployed with the member or are prepositioned for the member. The TACC planning factor for personnel travel is set at 350 pounds per traveler; this includes baggage and individual passenger weight. The ETDC at Al Udeid will issue A-1 bag, C-1 bag, and individual protective equipment (IPE) body armor if required. All gear issued at the ETDC will be returned prior to members departing the theater returning to their home station.

8.8. **Baggage Identification Requirements:** Recommend the IDO seal mobility bags prior to deployment to ensure unauthorized items are not placed inside mobility baggage. IDOs and IDRC’s must ensure designated passengers, who are not required to deploy with mobility bags (A, B, and C-1), are notified that bags will be provided in theater via the ETDC’s currently located at Ali Al Salem AB, Kuwait; Al Udeid AB, Qatar; and Transit Center at Manas, Kyrgyzstan. The only exceptions are the 380 AEW at Al Dhafra, U.A.E. which will be serviced through the ELRS at that location and the 64 AEG at Eskan Village, Saudi Arabia where these assets have been prepositioned for assigned personnel. Baggage identification requirements are mandatory on all baggage (personal and mobility). Lost baggage has been a major problem during deployments and re-deployments and active involvement by the IDO, IDRC, and UDM is required to ensure personnel are prepared to accomplish the mission.

8.9. **The Unit Deployment Manager:** The UDM will:

8.9.1. Provide deploying members a DD Form 1839 Baggage Identification Tag (or similar tag) for each checked bag. The UDM will also ensure the member puts the deployed address on the identification tag to ensure misrouted bags are forwarded to the deployed site.
8.9.2. Place additional DD Form 1839 in the mobility folder for the re-deployment with deploying member’s home address identified. This will ensure mis-routed bags are not returned to the deployed site.

8.9.3. Place one (1) copy of CED orders in each checked bag before deployment.

8.9.4. Ensure members identify the last nine digits of the mission number (Example: F95122005), the APOD, and the departure date on the DD Form 1839.

8.9.5. Place AF Form 94 baggage claim tags in the mobility folder for the member’s use. The member will annotate their name and home station (Example: Smith from Cannon AFB) on the back of the tags.

8.9.6. Brief passengers that once in theater, if their bags are lost, they need to file a lost baggage claim immediately (same day) with the Aerial Port.

8.9.7. UDM’s will ensure deploying baggage is color tagged appropriately. Tagging requirement applies to both aggregated and channel missions and CCPAX if utilized. POC is USAFCENT A4RA, DSN: 312-965-4405.

8.9.7.1 Green Colored Baggage Tags: USAFCENT/A4RA mandated the use of green colored baggage tags (AMC form 20) for personnel traveling to or deplaning at Kuwait (KWI) APOD to ease transition of Air Force deployer’s baggage into the Air Mobility System.

8.10. Lost/Delayed Baggage Procedures: For personnel traveling through BWI or NGU, IDOs and IDRC’s will ensure the following lost baggage procedures are briefed to all deploying personnel. Ensure all personnel comply with the requirement to place a copy of their orders in their checked baggage.

8.10.1. Fill out a lost and found baggage report with the airline.

8.10.2. Ensure you instruct the airline to bring the missing baggage to the AMC terminal lost and found representative. Obtain a copy of the report.

8.10.3. Inform the AMC lost and found representative so they know where to rush the baggage to once it arrives. Note: Weapons found in checked baggage cannot be rushed to the member’s TDY location. See Section 9 for weapons movement procedures.

8.10.4. Upon arrival into the theater Port of Debarkation (POD), notify the PERSCO team during reception processing if you are destined to continue travel to Iraq or Afghanistan and are missing MOBAGS. Deployers will not board a flight into Iraq or Afghanistan without IPE.

8.10.5. Upon arrival into the theater Port of Debarkation (POD), contact the AMC lost and found baggage representative so they know where to rush your baggage.
8.10.6. Personal baggage and mobility bags that are left behind in order to move additional passengers should be turned over to the LGRDAP for movement as cargo to final destination. Individual baggage movement should be charged against fund cite listed on member’s CED orders. Group/bulk baggage should be charged against home station funding or TAC. Unaccompanied baggage will not be moved as rushed baggage. Except for DTC Airmen, passengers must ensure they have their weapons before departing the AOR, individual weapons shall not be left behind.

8.11. **Commercial Airlines Baggage Policies:** Commercial travel baggage policies vary between airlines. LGRDAPs must become familiar with those policies and inform travelers prior to issuing tickets. The following are commercial airlines links:

- DELTA/NORTHWEST: [Add Site](http://http://www.continental.com/)

**Section 9 – WEAPONS & AMMUNITION**

9.1. **General Information:** Members are not authorized to bring weapons unless specified in the logistics detail (LOGDET), USAFCENT Reporting Instructions (location specific reporting instructions), UTC MISCAP, or line remark. LGRDAPs should reference AFMAN 24-204 (I), Chap 3 for clarification of carrying ammunition aboard AMC-owned and controlled aircraft. Strict adherence to the Foreign Clearance Guide (FCG) is mandatory.

9.2. **Checked Baggage Authorization:** Small arms ammo (UN0012 and UN0014), excluding tracer ammunition, is authorized in checked baggage aboard organic and commercial contract aircraft. However, each individual is allowed no more than three magazine clips total in checked baggage. Magazine clips must be contained in pouch, holder, holster, or lanyard.

9.3. **Terminal/Port Notification Requirement:** Deploying passengers carrying ammunition in checked baggage must advise passenger terminal personnel at time of passenger check-in that they are carrying ammunition. When passenger movement is aboard organic aircraft, an Aerial Port representative must inform the loadmaster that checked baggage contains ammunition. A Shippers’ Declaration for Dangerous Goods is not required. At no time is ammunition authorized in carry-on bags.

9.4. **Weapons Casing Requirement:** Units will acquire individual weapon cases for deploying personnel. Except when restricted by regulations of Foreign Governments or the Foreign Clearance Guide (FCG), personnel may transport unloaded firearms as checked baggage on AMC missions. Furthermore, the Transportation Security Administration (TSA) states for CONUS commercial flights: “Firearms must be in checked baggage as they are prohibited as carry-on baggage”. The TSA also states: “The Container must be hard-sided, locked, and a locked container is defined as one that completely secures the firearm from access by anyone other than the traveler”.

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NOTE: IAW with DTR Part III, Append BB
(1) The assembled weapon must either have the bolt removed and placed in a plastic bag or wrap or other suitable protective cover and stored in the individual's checked baggage prior to aircraft boarding (units may use a bolt box or any other type container) or;
(2) Insert flag safety stick (unit or individual requirement to provide) so that the bolt is in the proper locked position.

9.5. Weapons Crate Restriction: Crates will not exceed 62 linear inches and not exceed 70 pounds. NOTE: In cases where commercial air is directed on CED orders, the orders must state “Commercial Air Directed” and strict adherence to the Foreign Clearance Guide (FCG) is mandatory.


9.7. Weapons Procedures for F, G, T, or W Series ULNs: For passengers with ULNs starting with an F, G, T, or W who completed Firearm Training in categories B & C, a missing weapon should not prevent you from traveling into theater. For passengers in Category A (SF, OSI, TAC-P) and deploying alone, member will remain at the airport and wait until the weapon arrives. For members traveling as a group, a weapon courier should be designated and will remain at the airport until the weapons arrive. The rest of the group should continue into theater and immediately notify PERSCO upon arrival at the POD.

9.8. Leave Enroute prior to Deployment: Deploying personnel taking leave enroute to the AOR are ultimately responsible for the security of their weapon(s). There are two available options:

9.8.1. Designate a member from their home unit to hand carry the weapon(s).

9.8.2. Arrange courtesy storage at nearest military facility.

NOTE: See paragraph 1.16. for Leave from Deployed Location.

9.9. Patients Traveling with a Weapon: Patients on aircraft will:

9.9.1. Have a course of action planned prior to departure from the leave issuing authority.

9.9.2. Personnel not on aero-medical evacuation or emergency leave status will hand carry their weapon and bags out of the USCENTCOM Theater.

9.10. Bulk Shipping Weapons: The LGRDAPs may bulk ship weapons/bags when provided approval of the owning Unit’s CC accompanied by that unit’s fund cite and TAC. The USAFCENT OCO TAC for weapons will not be used without a legitimate reason for shipping and prior approval from USAFCENT A4RA/T, Shaw AFB, SC at DSN: 312-965-
4408/4383/4412 or the AFFOR A4 at DSN: 318-436-2547.

NOTE: LGRDAP will ensure bulk weapons shipments are loaded into the TPFDD for movement.

9.11. **USAFCENT Blanket Waiver for Shipping Weapons:** USAFCENT has an approved waiver (WR-12-286-001) to ship Air Force weapons that are not considered in the normal "Supply Chain", but are issued to specific combat units. The weapons will pack and preserve weapons in a manner in which to protect the issued weapons for military movement. When specific cases (mostly pelican) are not available, they will preserve, and protect weapons to the ability of available supplies. Weapons should preferably be wrapped in VCI paper, bagged in heat-sealable water vapor proof bags, cushioned from damage and packed in appropriate containers (i.e. fiberboard or wood) in multiples, or singles. All necessary paperwork will be included. This blanket waiver will expire 10/13/2013 and will be reevaluated at that time. With the exception of Deployment Transition Center attendees all Air Force weapons are required to be shipped on a DD Form 1348-1A.

9.12. **Hand Carried Weapon Restrictions by Location:** Hand-carried weapon restrictions to/from the CENTCOM, PACAF, and USAFE AOR’s:

**9.12.1. CENTCOM Theater:**

9.12.1.1. Qatar: Transport of weapons on board commercial aircraft through Doha International Airport is strictly prohibited. The following items may not be imported or exported through Doha International Airport: weapon, weapon accessories magazines, ammunition, scopes, etc., handcuffs, body armor and military-issued items.

9.12.1.2. Kuwait (KCIA): Transport of weapons on board commercial aircraft through Kuwait City International Airport is strictly prohibited. Personnel deploying to Kuwait under CJCS deployment orders may carry their unit-issued weapon when the military aircraft or military contract aircraft is utilized solely by military forces. Otherwise, weapons must be shipped as checked baggage. Personnel traveling to Kuwait on commercial aircraft are prohibited from carrying any weapons, (military-issued or privately owned).

9.12.1.3. United Arab of Emirates (U.A.E): Firearms to/or through Dubai International Airport is strictly prohibited. Weapons will be confiscated.

9.12.1.4. Riyadh, Saudi Arabia: Transport of weapons on commercial aircraft into King Khalid International Airport is strictly prohibited.

**9.12.2. PACAF Theater:**

9.12.2.1. Kadena AB, Japan: Transport of weapons on certain domestic Japanese commercial aircraft is not authorized. Personnel should use Naha Airport to the maximum extent possible absent of aggregation efforts and rotator flights. LGRDAPs should book redeploying members on Al Nippon Airlines (ANA), as this carrier allows transport of weapons within Japan.
9.12.2.2. Yokota AB, Japan: Personnel should use Narita International Airport using US Flag carriers to the Maximum extent possible absent of aggregation efforts and rotator flights.

9.12.2.3. Misawa AB, Japan: Personnel should use rotator and aggregation flights that land directly on Misawa. Member’s who must use Japanese domestic air to arrive Misawa (i.e. Japan Airlines) must contact 35 FW/IDRC at: 35fw.idrc@misawa.af.mil for guidance/assistance on transporting their weapon. Japan Airlines enforces strict procedures for weapon transport to/from Misawa.

9.12.3. USAFE Theater:

9.12.3.1. United Kingdom (U.K.): Passengers transporting weapons through the U.K. must ensure their airlines interline the weapon with the appropriate carrier to their follow on carrier. Passengers returning from deployment to the U.K. must coordinate their return travel with their home base LGRDAPs through their deployed LGRDAPs. This is due to clearing weapons with U.K. customs prior to arrival. NOTE: Strict adherence to the U.K. weapons clearance procedures outline in the Foreign Clearance Guide (FCG) is mandatory.

9.12.3.2. Italy: If required due to commercial airline restrictions, USAFE deployers with weapons will ship weapon(s) in accordance with paragraph 10.12. of this guide (Small Arms and Light Weapons Shipments). Ship weapons via AMC only. For assistance or further guidance contact HQ USAFE, Traffic Management, at DSN: 314-480-6327, usafe.a4rdt@ramstein.af.mil.

9.12.3.3. Lajes AB, Azores: Transport of weapons on domestic Portuguese commercial aircraft is not authorized. Ship weapon via AMC only from/to or through Lajes Air Base, Azores, Portugal. Weapons will be shipped in accordance with paragraph 10.12. of this guide (Small Arms and Light Weapons Shipments). For assistance or further guidance contact HQ USAFE, Traffic Management, at DSN: 314-480-6327, usafe.a4rdt@ramstein.af.mil.

9.12.3.4. Turkey: Transport of weapons on board commercial aircraft in or out of Turkey is strictly prohibited. Turkey-based Airmen with weapons must be booked to Ramstein for onward movement (via AMC) to Incirlik AB (ADA). Additionally, all weapons require the submission and approval of a Turkish Defense Approval (TDA) prior to movement. NOTE: A passenger without weapons can fly in commercially or get off at Incirlik AB, Turkey. For additional questions, please contact the 39 LRS, DSN: 314-676-3545/1794 for assistance or further guidance.

9.13. Small Arms and Light Weapons Shipments (SA/LW) Shipments: HAF A4LE has directed that no weapons will be shipped on DD Form 1149. The only exception will be Third Party Turn-In (TPTI) process. TPTI weapons belong to other services and can still move using DD Form 1149. In the event an Air Force weapon needs to be shipped, the following procedures must be followed:

9.13.1. Individual or representative will coordinate weapon(s) turn-in with the deployed ELRS Equipment Accountable Element (EAE).
9.13.2. Individual or representative must have supporting documentation approving the shipment of the weapon; letter from the commander, a completed redeployment checklist, and the traveler’s commercial itinerary.

9.13.3. The deployed EAE will contact the home station EAE to have the weapon(s) transferred to the EAE SRAN and identified ORG/SH.

9.13.4. The deployed EAE must inform USAFCENT A4RSE by email of all transfers that affects the EAE SRAN. EMAIL: CENTAFA4EQUIPMENT4@AFCENT.AF.MIL OR CENTAFA4EQUIPMENT2@AFCENT.AF.MIL.

9.13.5. The home station EAE will coordinate with Global Logistics Support Center (GLSC), as necessary to process transfer(s).

9.13.6. As necessary, GLSC will process the transfer(s) paperwork only. If the home station EAE is not support by GLSC, the home station EAE will process the transfer(s) paperwork only.

9.13.7. The home station EAE and GLSC will forward paperwork to the redeployed EAO.

9.13.8. The deployed EAE will process the required transaction(s) to receive the weapon(s) on the EAE SRAN and subsequently transfer the weapon(s) back to the home station SRAN and identified ORG/SH using a DD Form 1348-1A (MILSTRIP Document).

9.13.9. The ELRS will provide the LGRDAP with a DD Form 1348-1 to ship the weapon(s) back to home station.

Section 10 – TRAVELING THROUGH AOR SPECIFIC LOCATIONS

10.1. **Afghanistan - Kandahar (KDH)/Bagram (OA1):** The TPFDD is the source document for aggregated missions to Bishkek-Manas (FRU).

10.1.1. IDOs will direct questions to the LGRDAP on travel requirements from the TPFDD.

10.1.2. For aggregated personnel, the primary route of travel is via AEF mission from NGU to FRU (AC missions from BWI when AEF AK missions are not available).

10.1.3. FRU members will be transported to final destination via intra-theater airlift.

10.2. **Bahrain/Shaik Isa (BAH):**

10.2.1. During AEF rotational months, personnel must move according to the TPFDD.

10.2.2. IDOs will direct LGRDAPs on travel requirements from the TPFDD.
10.2.3. For additional requirements, LGRDAPs should work with USAFCENT A1/A4.

10.2.4. LGRDAPs/Units should work passenger issues directly with USAFCENT A1/A3OJ if airlift is unavailable.

10.2.5. During non-rotational months, passengers are authorized commercial transportation and should work directly with LGRDAPs for bookings (386 ELRS/LGRDAP). This source of transportation should only be used if AK/AC/AH airlift is not available.

10.2.6. Travel offices should attempt to book passengers to Manama International Airport, Bahrain as a last resort.

10.2.7. Passengers arriving by commercial air through Manama International Airport must make prior coordination for transportation with their deployed unit.

10.2.8. There is no shuttle service between the international airport and Manama Naval Base.

10.2.9. Compliance with the Foreign Clearance Guide (FCG) is mandatory, to include requirement for no-fee passport.

10.2.10. There is no weekly channel mission from Al Udeid to Bahrain (CTOs should be aware before routing travelers via Al Udeid). LGRDAPs should use caution when booking nine or less passengers through Al Udeid as there may not be a mission scheduled for 10 days or more after they arrive. The traveler may miss the RDD.

10.3. Iraq-Baghdad (SDA)/Kirkuk (KIK)/Ali (O9R)/BALAD (OR9)/Al Asad (30R):

10.3.1. Effective 1 January 2012, a no-fee Official passport and valid Iraqi visa is required prior to travel.

10.3.2. The TPFDD is the source document for aggregated missions.

10.3.3. IDOS will direct LGRDAPs on travel requirements from the TPFDD.

10.3.4. For non-aggregated personnel, the primary route of travel is via channel or PE missions from BWI to IUD or KWI, whichever the TPFDD directs.

10.3.5. In the case where the TPFDD does not direct one of the two strategic hubs, the LGRDAP can use either one based on the traveler(s) mission requirements.

10.3.6. Members will be transported to final destination via intra-theater airlift.

10.3.7. Personnel traveling on T-series ULN for JET missions are required to transit via KCIA, reference the TPFDD for ILOCs.

10.4. Kuwait-Ali Al Salem (KEZ)/Al Jaber (IEZ)/Kuwait City (KWI):
10.4.1. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.4.2. Travel by other routing is by exception only.

10.4.3. Travel through Kuwait is restricted to personnel TDY to Kuwait locations and 467 AEG personnel/T-series personnel with training requirements in Kuwait only.

10.4.4. Transportation and billeting is an extreme hardship for Air Force members transiting Kuwait. Delays and lack of Air Force infrastructure restricts travel to Kuwait.

10.4.5. When emergency conditions exist, LGRDAPs must receive prior approval through their IDRC/IDRC from the USAFCENT liaison at Ali Al Salem at 386emsg.persco@asab.afcent.af.mil or DSN: 318-442-2288, to send transiting passengers through Kuwait.

10.4.6. Kuwait passengers must not be routed through Bahrain due to limited intra-theater airlift and billeting support.

10.4.7. In the event commercial air must be used, brief member(s) to notify the gaining unit's PERSCO of scheduled arrival time in KWI.

10.4.8. All commercial redeployment travel must be approved by USAFCENT/A30J.

10.4.9. Also inform travelers to notify PERSCO and LGRDAP of changes in itinerary or scheduled arrival time. This provides gaining units time to arrange sponsorship and ground transportation.

10.4.10. Compliance with Foreign Clearance Guide (FCG) is mandatory.

10.5. Kyrgyzstan-Transit Center at Manas AB (FRU):

10.5.1. The TPFDD is the source document for aggregated missions.

10.5.2. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.5.3. For non-aggregated personnel, the primary route of travel is via AEF missions from NGU (PE missions from BWI only when AEF/AK missions are not available).

10.5.4. Passengers may not fly commercial air without prior coordination with their deployed unit/PERSCO. Commercial air travel will be used only as a last resort.

10.5.5. Compliance with Foreign Clearance Guide (FCG) is mandatory. No weapons may be transported on commercial aircraft into Kyrgyzstan via the international airport.

10.6. Oman-Thumrait (TTH):
10.6.1. There are no direct rotator flights to/from Muscat, Oman.

10.6.2. Personnel assigned to Muscat must use commercial air; there is no military or contracted airlift to this location. There is no shuttle service between Muscat International Airport and the Embassy.

10.6.3. Passengers must make prior arrangements for transportation with their deployed unit to arrange transportation from the airport.

10.6.4. Personnel assigned to Thumrait should follow TPFDD construct for deployment.

10.6.5. The primary travel routing into and out of Thumrait is Al Udeid AB, Qatar.

10.6.6. Off base travel is restricted.

10.6.7. Commercial air must be the last option considered.

10.6.8. The local airport is Salalah International Airport and there is no shuttle service between Salalah IA and Thumrait AB. Passengers must make prior arrangements for transportation with their deployed unit to arrange transportation from or to the airport.

10.7. Pakistan/Islamabad (ISB):

10.7.1. Personnel assigned to Islamabad must use commercial air; there is no military or organic contracted airlift to this location.

10.7.2. No-fee passport and Pakistan visa are required prior to entry.

10.7.3. Compliance with Foreign Clearance Guide (FCG) is mandatory.

10.8. Qatar/Al Udeid (IUD):

10.8.1. The TPFDD is the source document for aggregated missions.

10.8.2. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.8.3. For non-aggregated personnel, the primary route of travel is by PE missions only when AEF missions are not available from BWI to IUD.

10.8.4. Al Udeid passengers must not be routed through Bahrain due to limited intra-theater airlift and billeting support.

10.8.5. Do not import or export any weapons, weapon-related materials or electronic equipment onto Al Udeid Air Base without proper prior coordination with 379 AEW Host Nation Coordination Cell/Customs division or office of military coordination Qatar.
10.8.6. Requests for items that are permitted in Qatar must be submitted in writing no later than 30 days prior to entry into or exit from the country. See the Foreign Clearance Guide (FCG) for information that must be provided to 379 AEW Host Nation Coordination Cell (HNCC) customs division.

10.8.7. Individuals will not enter the Qatari Customs area on Al Udeid Air Base with weapons or weapons related materials in their possession. All weapons and weapons-related materials must be stored in the 379 AEW ELRS flight line armory before individual enters customs on Al Udeid. Failure to do so will result in confiscation of the items.

10.8.8. In the event passengers must fly commercial air, passengers must make prior coordination for transportation with their deployed unit.

10.8.9. Shuttle service will be provided on a as required basis and operate during the following times:


10.8.9.2. Departure from Doha IAP to Al Udeid AB: 0400, 1730, 2200, and 0100.

10.8.10. Coordinate transportation to and from the airport with the 379 ELRS vehicle operations section. Email: elrs.vehicledispatch@auab.afcent.mil, DSN: 318-436-0619.

10.8.11. Compliance with Foreign Clearance Guide (FCG) is mandatory.

10.8.12. Personnel cannot enter the Qatar through Doha International Airport with military items other than s.

10.8.12.1. Items such as handcuffs, armor, flak vests, gas masks, weapons, ammunitions, magazines and clips, batons, government communications gear other than individual smart phones/cell phones, and computers marked “U.S. Government Property” etc will be confiscated and not returned.

10.8.12.2. All personnel are advised to find alternative methods for sending military equipment.

10.8.12.3. The fines will be similar to or higher than those imposed by TSA:

- Fire arms $500 - $8,000
- Weapons $500 - $2,000
- Ammo/explosives $250 - $10,000

10.8.13. Entry of military personnel into Qatar:

10.8.13.1. All military personnel must enter and exit Qatar using their DoD-issued Common Access Card (CAC) and travel orders. The CAC must have the ten (10) digit DoD ID number or SSAN if applicable.
10.8.13.2. All personnel must exit Qatar using the same documents they used to enter the country regardless of the point of arrival or departure (Al Udeid Air Base or Doha International Airport).

Note: All military and DoD employed personnel must immigrate in to and out of Qatar when traveling via commercial or military air transportation. Failure to do so may result in violators being restricted from future entry or departure.

10.9. **Saudi Arabia (Riyadh/Eskan Village):**

10.9.1. During the AEF rotational months, the TPFDD is the source document for aggregated missions. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.9.2. Security forces personnel will be aggregated according to TPFDD and the travel route is from designated POE to King Khalid International Airport (RUH).

10.9.3. For non-aggregated personnel, the travel route is commercial air from best fare POE to RUH.

10.9.4. Questions and/or clarification should be coordinated with MAJCOM points of contact in Attachment 3 of this guide.

10.9.5. LGRDAPs/units should work low density/high demand passenger issues directly with USAFCENT A4/A1 if airlift is not available.

10.9.6. During non-rotational months, LGRDAPs will book passengers commercially to RUH.

10.9.7. No-fee (official) passport and Saudi Arabian (SA) Visa are required prior to entry. Note: Processing time for SA Visa has been known to take an extended period of time. Please submit your application well in advance of your travel.

10.9.8. Deploying members assigned to 64 ESS/LGX must have a copy of travel itinerary containing their travel to Saudi Arabia prior to accompany their request/application for SA Visa.

10.9.9. The home IDRC or LGRDAPs must forward member’s commercial itineraries and travel information to 64ess/lrft@evab.afcent.af.mil and 64ess.persco@evab.afcent.af.mil.

10.9.9.1. All baggage will be opened and thoroughly searched upon clearing customs, reference OCONUS personal property consignment instruction guide (PPCIG) and the Foreign Clearance Guide (FCG) for restricted items.

10.9.9.2. Passengers arriving by military airlift must travel in the designated uniform for this location.

10.9.9.3. Personnel arriving RUH via commercial airlift will wear conservative civilian clothes
as wear of military clothing is strictly prohibited.

10.9.9.4. There is no shuttle service between RUH and Eskan Village. Passengers must make prior arrangements for transportation with their deployed unit. 64 ESS passengers must contact their deployed unit if travel information changes.

10.9.9.5. Personnel arriving at RUH will be met by and transported to Eskan Village by a protective services detail.

10.9.9.6. Please contact any of the following for assistance:

10.9.10. LGRDAPs should be advised that routing passengers through Jeddah should be the very last resort. Passengers routed through Jeddah will have to use both the north and south terminals at King Abdul Aziz Int’l Airport which are geographically separated. They will have to leave a secure area in the north terminal, use public transportation to the south terminal to check in for the connecting intra-kingdom flights.

10.9.10.1. Further, there are no US military liaison at Jeddah to assist members with baggage transfer should the need arise.

10.9.10.2. Absolutely no weapons or firearms will be transported via commercial air travel.

10.9.10.3. Weapons/firearms are in place to support personnel assigned to Eskan Village, therefore members should not be tasked to deploy with them.

10.10. **Travel via Germany:**

10.10.1. LGRDAPs will ensure passengers traveling through Germany have onward confirmed reservations, either military or commercial air, before traveling.

10.10.2. Passengers without confirmed onward travel will not be sent through Germany.

10.10.3. Advise all personnel with scheduled travel via Germany of limited on-base billeting which may pose additional expense for off-base lodging.

10.10.4. Personnel can make advanced billeting arrangements by calling Ramstein 011-49-6371-4940/4960 (International) or 06371-47-4940/4960 (within Germany).

10.10.5. Shuttle/taxi service: ground transportation is readily available from Frankfurt Intl to Ramstein, and most locations throughout Germany. More information regarding ground transportation is available at the USO located in terminal one. See the following web site for travel information [http://www.frankfurt-airport.com/content/frankfurt_airport/en.html](http://www.frankfurt-airport.com/content/frankfurt_airport/en.html).

10.10.6. Rail transportation: Rail travel from the Frankfurt Airport (FRA) to Landstuhl, located approximately 2 miles from Ramstein is available and estimated ticket cost is $25.00. Taxi from Landstuhl to Ramstein is estimated to be 20 Euros. Rail connections are located on the first level
of the airport. Rental car services are available at (FRA) and Ramstein Air Base.

10.10.7. The TPFDD is the source document for aggregated missions.

10.10.8. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.10.9. Personnel should contact the servicing passenger reservation center for current frequency and scheduled service.

10.11. **Travel via PACAF:**

10.11.1 The TPFDD is the source document for aggregated missions.

10.11.2. IDOs will direct LGRDAPs on travel requirements from the TPFDD.

10.12. **Turkmenistan/Ashgabat (ASB):**

10.12.1. The primary route of travel is by commercial transportation.

10.12.2. Members must not deploy with military equipment into the international airport.

10.12.3. Members must coordinate arrival information with deployed PERSCO.

10.12.4. A letter of invitation is required for entry into Turkmenistan.

10.12.5. Letters of invitation are obtained from the U.S. Embassy Defense Attache office. Local sponsors must meet the arriving aircraft with the letter of invitation or personnel will be denied entry into the country.


10.13. **United Arab Emirates-Al Dhafra (DHF):**

10.13.1. During AEF rotational months, the TPFDD is the source document for aggregated missions. All Passengers must enter and depart IAW the TPFDD and any mode source change must be updated in the TPFDD.

10.13.2. DOs will direct LGRDAPs on travel requirements from the TPFDD.

10.13.3. For additional requirements or if airlift is unavailable, LGRDAPs should work with USAFCENT A1/A3OJ.

10.13.4. Tasked IDO work with Travis and/or McGuire AFB Logistics Plans Offices to determine availability of KC-10 airlift (organic air) directly into Al Dhafra, when AC/AK missions will not ensure member arrives by scheduled RDD. These types of movements must be coordinated with AFCENT A3OJ prior to making any reservations.
10.13.5. Mode and source code AK/AC/AH mission airlift into country is primary means of transportation. During non-rotational months (what are they), LGRDAPs are authorized to book passengers on commercial transportation.

10.13.6. Travel offices should attempt to book passengers to Abu Dhabi first and use Dubai as a last resort. If passengers fly commercial air through Abu Dhabi or Dubai International Airports, they must make prior coordination for transportation with their deployed unit (reference 10.4.8.).

10.13.7. There is no shuttle service between the international airport and the base.

10.13.8. Compliance with Foreign Clearance Guide (FCG) is mandatory, to include requirement for no-fee passport.

10.13.9. For groups travel of 10 or more passengers, personnel should utilize AEF missions (AC missions only when AEF missions are not available) from BWI or NGU to IUD. From IUD, members will be transported to final destination via intra-theater airlift.

10.13.10. LGRDAPs should use caution when booking nine or less passengers through Al Udeid as there may not be a mission scheduled for 7 to 10-days after they arrive. Traveler may miss RDD.

10.14. Uzbekistan:

10.14.1. Tashkent International Airport is the commercial air service for Uzbekistan.

10.14.2. No military airlift is available.

10.15. Aeromedical Attendants Transportation

10.15.1. Medical Attendants (MA) are defined as a doctor, nurse, medical technician, psychiatric technician or respiratory technician assigned to a patient in the TRANSCOM Regulating and Command and Control Evacuation System (TRAC2ES).

10.15.2. The Joint Patient Movement Requirement (JPMRC) will notify the 723 Aeromedical Evacuation Operations Center (AEOC) and the Deployed Warrior Medical Management Center (DWMMC), of the mission MA will be arriving on and the originating MTF/Airfield. The 723 AEOC will provide a list of flights returning to the USCENTCOM AOR to the DWMMC. The DWMMC will facilitate travel arrangements for the MA.

10.15.3. Medical Attendants and LGRDAP will refer to the following policies for lanes of instruction regarding movement of MA:

10.15.3.1. USCENTCOM Policy for Return on Medical Attendants (DTG: 212102Z May 07).

10.15.3.2. USTRANSCOM Approval for Exception to Travel Policy (DTG: 021509Z Apr 07).
10.15.3.3. CENTCOM Request for Exception to Travel Policy (DTG: 141415Z Feb 07).

10.15.3.4. HQ AMC/4T Exception to Travel Policy for Medical Attendants Returning to the CENTOM AOR (DTG: 121615Z Apr 07).

**Section 11- Federal Civilians Travel (1 Aug 2008)**

11. CTOs and IDOs are highly encouraged to reference and be familiar with the following guidance for explicit rules regarding DOD civilian(s) or contractor(s) travel:

Commercial Travel

DOD Contractors

Federal Travel Regulation (FTR)

Joint Travel Regulations

Foreign Clearance Guide (FCG)

Mobilization of the Civilian workforce (AFI 36-507)

Travel Order Policy

Uniforms for Civilian Employees (AFI 36-801)

**Attachment 1 – AFCENT References & Web Links**

AFFOR/A1 R&R Program Guidance

Boots on Ground

Indeterminate TDYs (ITDY)

USAFCENT Dress & Appearance

Waivers

**Attachment 2 -GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

AFPD 36-38 *Personnel Readiness, Reporting and Accountability*, 12 December 2007

AFI 36-3802 *Personnel Support for Contingency Operations*, 23 February 2009


AFI 10-403, *Deployment Planning and Execution*, 13 January 2008
Acronyms
AF - Air Force
AC – Tran mode/source code for Channel Air in the TPFDD
AK – Trans mode/source code for COCOM Aggregated Air in the TPFDD
AFPD - Air Force Policy Directive
AOR - Area of Responsibility
APOD – Aerial Port of Debarkation
ARC - Air Reserve Component
BOG – Boots on Ground
CED – Contingency Exercise Deployment
CRM – Command Remark
LGRDAP – Deployment and Distribution Flight
DRMD – Deployments Requirements Manning Document
ETL – Estimated Tour Length
IAW - In Accordance With
IDRC – Installation Deployment Readiness Center
IDO – Installation Deployment Officer
IPR - Installation Personnel Readiness
MISCAP – Mission Capability
OCP-Operation Enduring Freedom Camouflage Pattern
RCC – Reception Control Center
RDS - Records Disposition Schedule
PERSCO – Personnel Support for Contingency Operations
SIPR – Secret Internet Protocol Router
UTC – Unit Type Code
TROP- Passenger Operations

Attachment 3 – Order of Precedence for Travel Excerpts (DoD 4500.9R and AFI 24-101)

DoD 4500.9 R EXCERPT Ch 103, paragraph A. 2.

2. IAW DOD policy (DODI 4500.57, Transportation and Traffic Management), the following priorities, in order of precedence, will be used for passenger airlift:

a. USTRANSCOM-contracted airlift (e.g., Patriot Express channel airlift) must be used for OCONUS travel unless there is a documented negative critical mission impact.

(1) Even if service can be provided at less cost by a commercial air carrier.

(2) Even if commercial air service is preferred by, or is more convenient for the traveler.

(3) Defense Travel System generated OCONUS travel requests must be routed through the TO prior to commercial carrier consideration to ensure USTRANSCOM seats are fully utilized.
b. Scheduled commercial air service contracted through the GSA Airline City Pair Program Contract.
c. Other US CRAF carriers.
d. DOD-approved, non-CRAF US flag carriers.
e. Scheduled service on US air carriers that are neither DOD-approved nor disapproved (for individual travel only).
f. DOD-approved foreign flag carriers.
g. Scheduled service on foreign air carriers that are neither DOD-approved nor disapproved (for individual travel only).

3. Unless otherwise restricted by the DOD, air carriers from FAA non-rated or Category 1 countries are approved for use by DOD personnel for official business travel on scheduled service routes only. Carriers from Category 2 countries may not be used by DOD personnel for official business travel, except on those legs of a carrier's route that starts or ends in the US. In extenuating circumstances, where no acceptable alternative exists to using a foreign air carrier placed in non-use solely because it is from a Category 2 country, and the travel is mission essential, the CDR of the COCOM for the geographic area of travel may authorize the use of the foreign carrier by waiving, in writing, the prohibition in Enclosure 3, Para 7 of DODI 4500.53, DOD Commercial Air Transportation Quality and Safety Review Program. Go to https://private.amc.af.mil/a3/default.aspx?tab=9 and select Publications. The use of foreign carriers from Category 1 countries is on an individually ticketed, scheduled service basis only and will not apply to DOD charter operations or group travel. For a complete list of Category 2 prohibited civil aviation authorities countries/airlines, refer to https://private.amc.af.mil/a3/default.aspx?tab=9 and select DOD Policy on Foreign Air Carriers. Travel offices/travelers should check with their respective geographic Combatant Command for the most recent information regarding foreign carrier use waivers in their area of responsibility.

AFI 24-101 Excerpt

2.3. Order of Precedence for Travel.

2.3.1. DTR 4500.9-R, Part 1, Chapter 103 directs the LGRD/CTO to use a specific order of precedence when making official travel arrangements. Accordingly, the DoD policy, in the following priorities, in order of precedence, must be used for passenger airlift:

2.3.1.1. Headquarters, United States Transportation Command (USTRANSCOM)-contracted airlift (e.g., Patriot Express channel airlift) must be used for OCONUS travel unless there is a documented negative critical mission impact.

2.3.1.1. Exceptions are as follows:

2.3.1.1.1. A mission impact statement is provided by the traveler and authorized by their unit commander or designee only in commanders’ absence. Use the format at 2.3.1.1.1. Global Air Transportation and Execution System (GATES) issues a non-availability statement/message for the requested travel window.

2.3.1.1.2. No AMC channel, configured for passenger(s), is available. The use of Category M on AMC cargo aircraft is not regularly scheduled air passenger service, but may be used if it accomplishes the mission.
Attachment 4 – POINT OF CONTACTS (POCs)

USAFCENT A4RA/T POCs:
SMSGT CHUCK NIMMO, charles.nimmo@afcent.af.mil, DSN: 965-4408
MR. GERALD JENKINS, gerald.jenkins.us@afcent.af.mil, DSN: 965-4383
MR. DOUGLAS ALTMAN, douglas.altman@afcent.af.mil, DSN: 965-4412
MR. GEORGE STICKLE, george.stickle.ctr@afcent.af.mil, DSN: 965-4451

USAFCENT A1 EMAIL: usafcenta1p@afcent.af.mil
USAFCENT A4X EMAIL: usafcentops.ctrlg@afcent.af.mil
USAFCENT A4RA/T EMAIL: usafcenta4rat@afcent.af.mil

HQ AF/A4RE POCs:
MR. FLOYD HARALSON, floyd.haralson@pentagon.af.mil, DSN: 612-4366
CMSGT DENNIS BEOUGHER, dennis.beougher@pentagon.af.mil, DSN: 612-4364

HQ ACC A4RE POC:
Group Email Box: ACC.A4RE.Traffic.Management@langley.af.mil, DSN: 574-2639

HQ PACAF A4RDT POCs:
CMSGT COLLEEN CURL, colleen.curl@hickam.af.mil, DSN: 315-449-8551
Group Email Box: PACAF_A4RDT@hickam.af.mil

USAFCENT A4RA/TT POCs:
CMSGT STEPHEN BUTLER, stephen.butler@ramstein.af.mil, DSN: 314-480-6327
SMSGT ANDRE CAMERON, andre.cameron@ramstein.af.mil, DSN: 314-480-6327
Group Email Box:

HQ AMC A4T POCs:
CMSGT JOHN HOST, john.host@us.af.mil, DSN: 779-2137
Group Email Box: amc.A4TT@scott.af.mil

HQ AFGSC POC:
CMSGT MICHAEL HOLLANDSWORTH, michael.hollandsworth@barksdale.af.mil
DSN: 781-8025
SMSGT MICHAEL LEMOND, michael.lemond@barksdale.af.mil, DSN: 781-9177
MR. DAVID WYNES, david.wynes@barksdale.af.mil, DSN: 781-8025

HQ AFSPC A4RDT POCs:
CMSGT MARTIN MOLINA, martin.molina@barksdale.af.mil, DSN: 692-5347
MSGT JOSEPH PYLE, joseph.pyle@peterson.af.mil, DSN: 692-5343
MSGT ERICK BIRNBAUMER, erick.birnbaumer@peterson.af.mil, DSN: 692-0394

HQ AFMC A4RM POC:
MR. ERIC PLEGER, eric.pleger@wpafb.af.mil, DSN: 787-7310
HQ AETC A4RDT POC:
SMSGT BERNARD REED, bernard.reed@us.af.mil, DSN: 487-3169
MR. RUFUS REED, rufus.reed@us.af.mil, DSN: 487-3388
MR. HARRY REESE, harry.reese@us.af.mil, DSN: 487-3169
Group Email Box: aetc/a4rxt@us.af.mil, DSN: 487-3169

HQ AFRC A4/RX POC:
SMSGT DIRK DANIELSON, dirk.danielson@us.af.mil, DSN: 497-1705

ANG/NGB/A4 POC:
CMSGT KURT UELMEN, DSN: kurt.uelmen@ang.af.mil DSN: 278-7677