

**8 March 1999**

**Transportation**

**UNIT TRAINING ASSEMBLY AIRLIFT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements and extends the guidance of AFRPD 24-1, *Personnel Movement*. It establishes a Unit Training Assembly (UTA) Airlift Program for the 440 Airlift Wing, General Mitchell IAP-ARS Wisconsin. It outlines responsibilities and provides guidance in the organization and content of the UTA Airlift Program. The purpose of the 440 AW UTA Airlift is to provide aircrew training and transportation for wing members located throughout Wisconsin and Upper Michigan for scheduled UTAs at General Mitchell IAP-ARS, Wisconsin. The airlift is currently scheduled for Friday evening (pickup) and Sunday afternoon (return) of each UTA. The provisions of this instruction apply to all units located on General Mitchell IAP ARS WI.

**1. General Information:**

1.1. Airlift Schedule:

1.1.1. The itinerary for the airlift is as follows (all times are approximations):

<u>ARRIVE</u>	<u>STATION</u>	<u>DEPART</u>
		FRIDAY (PICKUP)
Originate	MKE	1800L(Central Time)
1955L(Eastern Time)	SAW	2010L
1940L(Central Time)	CWA	1950L
2010L	GRB	2020L
2035L	OSH	2050L
2115L	MKE	Terminate
		SUNDAY (UTA)

Originate	MKE	1615L(Central Time)
1635L	OSH	1650L
1705L	GRB	1720L
1750L	CWA	1805L
1935L(Eastern Time)	SAW	1950L
1945L(Central Time)	MKE	Terminate

1.2. Engines Running On/Off-load (ERO) stops are authorized provided the published restrictions are adhered to. (MCR 55-130, Vol. 2, Chap 2 )

1.2.1. It is up to each individual to ensure awareness for safety is demonstrated at all times, during enplaning and deplaning.

1.3. All passengers are reminded of regulations and prohibitions that apply to weapons, hazardous materials, and intoxicated passengers on commercial airlines, also apply to the 440 AW aircraft. (see **Attachment 3**)

1.3.1. Dress appearance regulations will also be enforced.

1.3.1.1. AFI 36-2903/ AMC Supplement, Dress and Personal Appearance of Air Force Personnel, allows passengers to wear civilian attire during the airlift.

1.3.1.2. Passengers are reminded to dress appropriately including proper footwear.

1.3.1.3. Passengers will not be allowed to board while wearing a combination of the uniform and civilian attire.

## 2. Airlift Cancellations or Delays:

2.1. Occasionally, inclement weather or mechanical problems may cause a cancellation or delay of the UTA airlift. It is the member's individual responsibility to verify whether or not the airlift is still scheduled for a particular UTA at his or her location.

2.1.1. Contact 95 Airlift Squadron Operations to determine if the airlift is still scheduled.

2.2. Personnel are reminded the cancellation of the airlift does not automatically relieve the individual of the responsibility of contacting their unit of assignment.

2.2.1. As the airlift is a service to reservists, its cancellation does not warrant an automatic excusable from UTA attendance. The individual's respective unit will determine whether or not there are sufficient grounds to excuse or reschedule the UTA due to unavailability of airlift.

2.3. There may be an extremely rare occasion where weather/aircraft maintenance problems occur during the course of a UTA and may force a cancellation/delay in the return airlift.

2.3.1. Affected members will be billeted if this occurs, but not in pay status if the delay extends to the next day.

2.3.2. Members may wish to have alternate car pool arrangements for this eventuality.

## 3. Procedures for New Members Who Ride the UTA Airlift:

3.1. Passengers who have been selected by recruiting personnel to ride the UTA airlift should have a letter issued to them by the 440 AW Recruiting Office before the Friday pickup time of the UTA to be used as a boarding pass.

3.1.1. This letter will also be used as a boarding pass on Sunday for the return trip.

3.2. This letter will include the following items as a minimum:

3.2.1. This letter is the new member's boarding pass. "DO NOT DESTROY IT."

3.2.2. The location where the new member is scheduled for pick up.

3.2.3. The new member must be at the pickup point at least 30 minutes prior to pickup time. (Refer to the Airlift Schedule, Para. 1.1.2.)

3.2.4. The new member must present photo identification card (driver's license), in addition to their letter, in order to manifest for the UTA airlift.

3.2.5. The new member needs to be comfortably dressed, wearing the following items:

3.2.5.1. Flat-soled shoes. Do not wear high-heeled shoes.

3.2.5.2. Pants or slacks only. Do not wear skirts, shorts or dresses.

3.2.5.3. A comfortable shirt. Do not wear tank tops, halter tops or cut-off sleeve shirts.

3.3. The recruiting office must also notify the 95 Airlift Squadron Current Operations by 1400 on the Friday before the UTA with the identification of all new members to be picked up.

3.3.1. The recruiting office may present a copy of a DD Form 2131 Passenger Manifest, to the 95 Airlift Squadron Current Operations section. (**Attachment 1**)

3.3.1.1. The Recruiting office will use the remarks section of the form to write the location of the pickup point of the individual.

3.3.2. Another method that may be utilized is to e-mail the 95 Airlift Squadron's Current Operations center, with a list of new members, their Social Security numbers, and their pickup locations.

3.3.3. This will ensure passengers under their charge will be picked up in the event a letter cannot reach the individual member in time.

#### 4. Procedures for Friday Pickup of the UTA Airlift:

4.1. Passengers riding the airlift should report to their pickup location no later than 30 minutes before their scheduled pickup time with a proper Department of Defense (DOD) identification card (i.e., DD Form 2 (Reserve), **Geneva Conventions Identification Card**, for reserve members).

4.2. The senior ranking person will be the troop commander for each location.

4.3. The troop commander is responsible for the implementation of this instruction and management of the station airlift continuity binder.

4.3.1. Each station airlift continuity binder will contain:

4.3.1.1. A copy of this instruction.

4.3.1.2. Sufficient copies of DD Form 2131.

4.3.1.3. Instructions for completing required forms.

4.3.1.4. Point of contact telephone numbers.

4.4. The troop commander for that location will manifest the personnel on a DD Form 2131 using the member's valid DOD identification card (reference example in station airlift continuity binder for clarification).

4.5. Passengers who do not have a valid DOD identification card will have a letter from the 440 AW Recruiting Office, along with a photo identification card, to use as a boarding pass.

4.5.1. When manifesting these passengers, write "NEW MEMBER" in the remarks column of the DD Form 2131.

4.6. Passengers who do not present the proper identification when manifesting, will not be permitted to ride the airlift.

4.7. Space available (Space-A) travel is authorized on the UTA airlift. (see Attachment 2)

4.7.1. Passengers who travel in space-available status must present proper identification for manifesting as specified in DOD 4515-13, Air Transportation Eligibility, November 1994.

4.8. The troop commander is responsible for ensuring all personnel understand and adhere to the rules of space available travel. (see Attachment 3)

4.9. Upon arrival of the aircraft, the troop commander will ensure no passenger approaches the aircraft until directed by the aircraft loadmaster.

4.9.1. Upon a visual signal from the loadmaster, the troop commander will be the first person to board the aircraft and present a copy of the manifest to the loadmaster.

4.9.2. When directed by the loadmaster, the remaining passengers will board the aircraft in single file, in an orderly fashion, and in-groups of approximately ten passengers at one time. This will avoid congestion at the aircraft crew door during ERO operations.

**5. Procedures for Sunday Return Leg of UTA Airlift:**

5.1. The Sunday airlift procedures will concur with the 440 AW UTA Training Bulletin.

5.2. Passengers will follow the aircrew member's instructions regarding the ERO procedures at the individual member's final destination.

PAUL R. COOPER, Brig Gen, USAFR  
Commander

**Attachment 1**

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2131 - PASSENGER MANIFEST**

**A1.1.** Two accurate and complete copies of this form are required. One copy will be presented to the aircraft loadmaster, at boarding time. The other copy will be placed in the blue folder within this binder, to remain as the station copy. The station copy is used as an official reference document for identification purposes, in the event of an aircraft mishap.

**A1.2.** Destroy last month's copy of the DD Form 2131 and replace it with the current copy.

**A1.3.** The acting troop commander must check to ensure each passenger has a valid ID card or a letter from the 440th Recruiting office.

**A1.4.** Fill in the DD Form 2131 using the following information:

A1.4.1. Block 1 MISSION NUMBER: UTA Airlift.

A1.4.2. Block 2 AIRCRAFT: C-130.

A1.4.3. Block 3 POINT/POE: Current Location.

A1.4.4. Block 4 DESTINATION: GMIAP-ARS (KMKE).

A1.4.5. Block 5a LINE NO: Start with NO. "1".

A1.4.6. Block 5b GRADE: Grade of passenger.

A1.4.7. Block 5c NAME/SSAN: Name and LAST four of their SSN on the manifest.

A1.4.8. Block 5d CHECKED BAGGAGE: Leave blank.

A1.4.9. Block 5e PAX WEIGHT: Print actual weight for each passenger.

A1.4.10. Block 5f REMARKS: Write passengers unit of assignment. If the person is a new member with a letter from Recruiting, write "NEW MEMBER" in this section.

A1.4.11. Block 5g: Fill in total weight of all passengers under PAX WEIGHT.

A1.4.12. Block 6a. DATE: Current date.

A1.4.13. Block 6b. PRINTED NAME/GRADE: Print your name and grade.

A1.4.14. Block 6c. SIGNATURE: Sign with your payroll signature.

**A1.5.** If there are any questions, see the example provided or ask the loadmaster upon aircraft arrival.

**Attachment 2****MILITARY TRAVEL IN SPACE AVAILABLE STATUS****A2.1. REQUIREMENTS:**

- A2.1.1. Active Duty:
- A2.1.2. DD Form 2 (green ID card).
- A2.1.3. Travel orders, leave or pass authorization.
- A2.1.4. Report/Check-In 3 hours prior to takeoff.

**A2.2. Active Reservists and Retired Reservist not 60 years old.**

- A2.2.1. DD Form 2 (red ID card). \*Retired Reservist -Letter of Eligibility until receipt of new DD Form 2 (red ID card).
- A2.2.2. Completed DD Form 1853.
- A2.2.3. Report/Check-In 3 hours prior to takeoff.

**A2.3. ROTC Cadets:**

- A2.3.1. DD Form 2 (red ID card).
- A2.3.2. Completed DD Form 1853.
- A2.3.3. Report/Check-In 3 hours prior to takeoff.

**A2.4. Retired Military - (Including Retired Reservist 60 +).**

- A2.4.1. DD Form 2 (gray/blue ID card).
- A2.4.2. Report/Check-In 3 hours prior to takeoff.

**A2.5. Dependents of Active Duty/Retired Personnel:**

- A2.5.1. DD Form 1173, (ID card).
- A2.5.2. Must accompany sponsor.
- A2.5.3. Report/Check-In 3 hours prior to takeoff.

**A2.6. Disabled Veterans, in their own right, must be a retiree to travel Space A.**

**A2.7. Eligibility:** Active duty military may travel worldwide. Dependents of active duty personnel are not allowed to travel Space-A within CONUS unless they are manifested on the same aircraft to an overseas destination. Reservists are authorized Space-A travel to Alaska, Hawaii, Puerto Rico, the US Virgin Islands, Guam, American Samoa, and within the CONUS. Dependents of reservists are **NOT** authorized to travel in Space-A status. Cadets are authorized Space-A travel to Alaska, Hawaii, Puerto Rico, the US Virgin Islands, Guam, American Samoa, and within the CONUS. Dependents of cadets are **NOT** authorized to travel in Space A status. Retired military may travel worldwide. Dependents of retired personnel are **NOT** allowed to travel Space-A within CONUS unless they are manifested on the same aircraft to an

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overseas destination. Dependents of retired/active duty personnel are **NOT** allowed to travel Space-A within CONUS unless they are manifested on the same aircraft to an overseas destination.

**Attachment 3****SPACE A PASSENGER BRIEFING GUIDE**

**A3.1.** Space Available Travel is a privilege, not an entitlement. Space A travel is a program authorizing eligible passengers to travel on DOD aircraft when seats are available. Space A travel is allowed on a nonmission interference basis only.

**A3.2.** Manifesting is on a first-come first-serve basis. Sign-up requirements vary from base to base. Upon reaching your destination, check with Base Operations for on going or return flight procedures.

**A3.3. CONDITIONS OF TRAVEL:**

A3.3.1. There is not guaranteed space for any traveler. The Department of Defense is not obligated to continue an individual's travel or return him/her to point of origin. Travelers shall have sufficient personal funds to purchase onward or return commercial transportation or lodging. Space available travel shall not be used for personal gain, for a business enterprise or outside employment.

A3.3.2. **DRESS:** When military uniform is worn, it will be in accordance with the agency's governing uniform regulations. When civilian attire is worn, it shall be in good taste and not conflict with accepted attire in overseas country of destination, transit, or departure.

A3.3.3. **CONDUCT:** Under no circumstances shall a passenger be accepted for transportation or be permitted to board an aircraft if they are unruly, under the influence of alcohol or narcotics, may create a hazard to the safety of the aircraft or passengers, or is a disruptive influence.

**A3.4. PROHIBITED ITEMS:** The following items may not be transported under any circumstances:

A3.4.1. Switchblade knives, incendiary devices, tear gas or mace, gunpowder, cartridges or primers, butane fuel canister, automatic weapons, shotguns, and rifles.

A3.4.2. It is a federal crime to carry any unauthorized weapon or explosive device on board the aircraft. If you have a weapon or explosive device, declare it now.

A3.4.3. Flashbulbs are prohibited in checked baggage, but may be hand carried. You may hand carry a camera, but flash attachments of any type, (bulbs, cubes, strobes, etc.,) cannot be used on the aircraft. The aircraft loadmaster will provide specific instruction on use of electronic, battery-operated equipment onboard the aircraft.

A3.4.4. You cannot ship alcoholic beverages in checked baggage, but may hand carry up to one gallon of these beverages, unless the DOD Foreign Clearance Guide states otherwise. It does not matter if the container has been opened, but you cannot drink these beverages on the aircraft. Individuals who are obviously intoxicated will not be permitted on board.

A3.4.5. You may not ship or carry illegal drugs, hallucinogens, or other items prohibited by U.S. Custom's regulations.

A3.4.6. Once the security search is completed, you may not leave until you are escorted to the aircraft.

A3.4.7. Does everyone understand what has just been read to you?