



Transportation

PASSENGER HANDLING PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction describes passenger handling procedures for the 919th Special Operations Wing (SOW). It implements AFD 24-1, *Personnel Movement*. It applies to space-required passengers, space-available passengers and to other special types of passengers.

SUMMARY OF REVISIONS

Paragraphs revised: 3, 4.1.1, 5.1, 5.2, 6.1, 7.3, 7.4, 8.1.4, 8.1.4.4, 8.2, 8.3.1, 8.6, 8.8.5.1, 8.9.2, 8.10.3, 8.11.2; Paragraphs deleted: 7.3, 8.2, 8.5; paragraphs added: 8.13.4, 4.2.2.1. An asterisk indicates revisions from the previous edition.

1. TRANSPORTATION AVAILABILITY. The 919 SOW will use its organic airlift capability to transport unit members for authorized missions whenever possible; this includes to/from Unit Training Assemblies (UTA). Seating excess to 919 SOW mission requirements may be released for non-919 SOW space-required airlift and as space-available airlift, but on a strictly non-interference basis with 919 SOW missions.

2. TRANSPORTATION ELIGIBILITY:

2.1. All 919 SOW personnel are eligible to fly as space-required passengers on 919 SOW aircraft used for organic airlift. A passenger is "space-required" as defined by DODR 4515.13, Air Transportation Eligibility, when:

2.1.1. On active duty traveling under official PCS, TDY, or TAD orders.

2.1.2. Traveling to perform inactive duty for training or active duty for training, with or without pay.

2.2. To determine the eligibility of non 919 SOW, space-required and space-available passengers to fly on 919 SOW aircraft, see DODR 4515.13, chapters 2 and 6, respectively. For other types of passengers, see DODR 4515.13, chapters 3 to 5.

Supersedes 919 SOWI 24-101, 3 December 1995.
OPR: 919 OG/CC (Col Richard W. Champion)
Certified by: 919 OG/CC (Col Richard W. Champion)
Editor: 919 MSS/SCBR (TSgt Paciencia R. Hyland)

Pages: 10
Distribution: F: HQ AFRC;10AF/DO



***3. SPACE-AVAILABLE REGISTER.** The 919 Special Operations Wing/Command Post (919 SOW/CP) will maintain a single space-available register for all 919 SOW flights outbound from Duke Field, FL. Any potential non 919 SOW passengers must call the 919 SOW/CP (DSN 875-6701 or commercial (850) 883-6701) to determine space-available travel availability/eligibility and to sign up on the space-available register. The 919 SOW UTA airlift picks up unit members at a civilian fixed base operator (FBO) at both Orlando and MacDill AFB and a space-available register will not be maintained by the FBO; therefore, passengers must call the 919 SOW/CP for travel availability from those locations (this does not apply to 919 SOW unit members who fly on UTA organic airlift). See DODR 4515.13, chapter 6, paragraph 5.

4. TRANSPORTATION ELIGIBILITY DOCUMENTATION. The documentation required to fly on 919 SOW aircraft depends on the passenger's status: military or civilian, space-required or space-available, on orders or on leave, retired or on the active status list, etc.

4.1. Space-Required Passengers. DODR 4515.13, chapter 2, paragraph A.1.a., requires "All Uniformed Services space-required passengers to have in their possession a travel order or transportation authorization published by an approving authority:"

*4.1.1. 919 SOW Members as Space-Required Passengers. Passengers must have a DD Form 2, **Armed Forces of the United States Identification Card** (Red or Green) and one of the following: PCS orders, TDY orders, travel orders, or letter form their supervisor stating knowledge of their intent to travel aboard a government aircraft.

4.1.2. Other Space-Required Passengers. See DODR 4515.13, chapter 2, paragraph A.1.

4.2. Space-Available Passengers. DoD 4515.13-R, Chapter 6, paragraph A.6.6., requires space-available travelers to present required documentation and have it in their possession during travel:

4.2.1. 919 SOW Members as Space-Available Passengers:

4.2.1.1. If on active duty for more than 30 days, passengers must have a DD Form 2 (Green) and a valid, DD Form 988, **Leave Request and Authorization**

4.2.1.2. If on active duty for 30 days or less, passengers must have a DD Form 2 (Red), active duty orders, and a valid DD Form 988.

4.2.1.3. If on inactive duty or not in a duty status, passengers must have a DD Form 2 (Red) and a DD Form 1853, **Verification of Reserve Status for Travel Eligibility**

4.2.2. Other Space-Available Passengers. See DODR 4515.13, chapter 6, paragraph 6.

*4.2.2.1. Retired members of the Air Reserve Component (ARC) must be 60 years and receiving retired pay to be eligible to fly space available.

5. AIRLIFT NON-AVAILABILITY DETERMINATION AUTHORITY:

***5.1. Home Station.** At Duke Field, the 5th or 711th Special Operations Squadron/Director of Operations (SOS/DO) are authorized to determine if space-available passengers can be accommodated on a non-interference basis on the missions. If seat availability or mission requirements will not permit space-available passengers, the DO will pass this determination to the 919 SOW Command Post (919 SOW/CP) and the aircraft commander (AC) as soon as possible. The 919 SOW/CP will notify Eglin AFB Passenger Services, if applicable.

***5.2. Off Station.** The AC is authorized to determine if space-available passengers can be accommodated on a mission a non-interference basis. If seat availability or mission requirements will not permit space-available passengers, the AC will notify the departure base passenger services/base operations, 919 SOW designated manifesting representative (DMR), loadmaster, or senior ranking passenger as soon as possible, and the 919 SOW/CP as soon as practical. The AC will include full justification in the mission report.

6. PASSENGER PROCESSING AND MANIFESTING:

***6.1. Designated Manifesting Representative (DMR).** 919 SOW units will assign/train unit members as designated manifesting representatives (DMRs). The DMRs will process and manifest passengers for UTA airlift at Orlando and MacDill AFB and for other airlift missions, as required. The DMR may be a passenger on the airlift. A primary DMR and at least one alternate DMR will be designated for both Orlando and MacDill AFB, with operations providing the DMRs at one location and maintenance at the other location. In the absence of a DMR, the loadmaster and/or the senior ranking passenger will accomplish the DMR's tasks.

6.2. Processing 919 SOW Unit Members as Space-Required Passengers:

6.2.1. 919 SOW UTA Airlift:

6.2.1.1. Inbound to Duke Field. Unit members will be processed and manifested per this instruction by the 919 SOW DMR, loadmaster, or senior ranking passenger. Report one hour prior to scheduled airlift arrival time on Friday night at Orlando or MacDill AFB. At Orlando International Airport, report to Air Services International FBO (see Atch 1).

6.2.1.2. Outbound from Duke Field. Unit members will be processed and manifested per this OI by the 919 SOW DMR, loadmaster, or senior ranking passenger. Report immediately after release on Sunday afternoon to the Bull Pen in Hangar 3025. Passengers will leave their baggage at the Duke Field Billeting Office no later than (NLT) 1230L Sunday afternoon.

6.2.1.3. The 919 Logistics Support Squadron (LSS) will pick up the baggage at billeting and deliver it to the loadmaster at the airlift aircraft NLT one hour prior to scheduled departure time.

6.2.2. Other 919 SOW Airlift Missions. Unit members will be processed and manifested per this instruction by the 919 SOW DMR, loadmaster, or senior ranking passenger. For TDYs, exercises and contingency operations, reporting times and locations are mission dependent; contact the 919 SOW/CP.

6.3. Processing Non-919 SOW Space-Required and Space-Available Passengers.

6.3.1. 919 SOW UTA Airlift Missions.

6.3.1.1. Inbound to Duke Field. Non-919 SOW passengers will be processed and manifested per this Instruction by the 919 SOW DMR, loadmaster, or senior ranking passenger. Report to Orlando or MacDill AFB NLT one hour prior to scheduled airlift arrival time at each airport. The AC will coordinate with Eglin Base Operations on arrival times, customs and agriculture requirements, and, for duty passengers, ground transportation from Duke Field to Eglin AFB. Brief non-duty passengers that government-furnished ground transportation is not available from Duke Field to Eglin AFB. The AC will notify 919 SOW/CP that non-919 SOW passengers are onboard and include in the mission report that non-919 SOW passengers were transported.

6.3.1.2. Outbound from Duke Field. Non-919 SOW passengers will be processed and manifested per this Instruction by the 919 SOW DMR, loadmaster, or senior ranking passenger. Report to Duke Field NLT one hour prior to scheduled departure time. Passengers must be briefed that the flight will terminate at a civilian fixed-base operator (FBO) and that government-furnished ground transportation will not be available.

6.3.1.3. Missions Other Than from/to Duke Field. The AC will notify the departure base passenger services/base operations whether seats are/are not available, as soon as practical. Comply with this Instruction and departure base procedures for processing passengers. The AC will include in the mission report that non 919 SOW passengers were transported.

6.3.2. Other 919 SOW Airlift Missions.

6.3.2.1. Inbound to Duke Field. The AC will notify the departure base passenger services/base operations whether seats are/are not available, as soon as practical. Comply with this Instruction and departure base procedures for processing authorized passengers. Brief non-duty passengers that government-furnished ground transportation is not available from Duke Field to Eglin AFB. The AC will coordinate with Eglin Base Operations on arrival times, customs and agriculture requirements, and, for duty passengers, ground transportation from Duke Field to Eglin AFB. The AC will notify the 919 SOW/CP that non-919 SOW passengers are onboard and include in the mission report that non-919 SOW passengers were transported.

6.3.2.2. Outbound from Duke Field. Same as 6.3.1.2.

6.3.2.3. Missions Other Than from/to Duke Field. Same as 6.3.1.2.

7. UNIT ORGANIC AIRLIFT ROSTER AND TRANSPORTATION AUTHORIZATION DOCUMENTATION:

7.1. Each 919 SOW unit orderly room will maintain a current roster of unit members that live outside the local area and who plan to regularly utilize organic airlift for travel to/from Duke Field for UTA. The rosters will not be used for passenger manifesting. The rosters will be used by 919 OSS/DOO and 919 SOW/CP for organic airlift planning (both inbound and outbound) prior to UTAs. The Special Order will fulfill the transportation authorization documentation requirement found in DODR 4515.13, Chapter 2, paragraph A.1.a.

7.2. The rosters will include name, rank, SSAN, point of origin/return, expiration date of travel authorization (Indefinite or DOS), and whether the member will normally fly on UTA airlift.

***7.3.** Each 919 SOW unit orderly room will update the rosters to account for gains/losses after each UTA and send a copy to the 919 OG/OGD NLT 1200L the Tuesday after UTA.

***7.4.** The Operational Duty Officer (ODO) will ensure each passenger has a copy of the Order in the Mission Folder.

8. RESPONSIBILITIES:

8.1. 919th Special Operations Wing/Command Post (919 SOW/CP) will:

8.1.1. Field all passenger questions regarding 919 SOW airlift missions, including, but not limited to: travel eligibility, airlift schedules, documentation requirements, baggage allowances, dress code, etc.

8.1.2. Maintain a single space-available register (for all 919 SOW-assigned flying squadrons) for all flights outbound from Duke Field and all inbound UTA flights.

8.1.3. If Eglin AFB Passenger Services (96 TRANS/LGTR) notifies the 919 SOW/CP that space-available passengers desire to fly on 919 SOW airlift, the CP will notify the 5 SOS and/or 711 SOS Operations Centers (CPO). When a determination is made whether or not the passengers can be accommodated (the SOS/DO is the determination authority), the CPOs will notify the CP, who will in turn notify Eglin AFB Passenger Services.

8.1.4. Direct Passenger Reporting. If reporting instructions for a specific flight is non-standard, the 919 SOW/CP will notify Eglin AFB Passenger Services, 5/711 SOS/CPOs, passengers, and/or 919 SOW DMR at Orlando, as soon as possible. For UTA airlift outbound to Orlando or Tampa, brief passengers that the flight will terminate at a civilian FBO and that government-furnished ground transportation will not be available. Brief inbound non-duty passengers that government-furnished ground transportation is not available from Duke Field to Eglin AFB.

8.1.4.1. Standard 919 SOW Passenger Reporting, Outbound from Duke Field, FL.

8.1.4.1.1. UTA. Passengers will leave their baggage at the Duke Field Billeting Office no later than (NLT) 1230L Sunday afternoon. Report to the Bull Pen in Hangar 3025 immediately after release on Sunday afternoon.

8.1.4.1.2. Other 919 SOW Airlift Missions. For TDYs, exercises and contingency operations, report times and locations are mission dependent; contact the 919 SOW/CP.

8.1.4.2. Standard Non-919 SOW Passenger Reporting, Outbound from Duke Field, FL. Report to the 5 SOS Operations Center (Bldg 3107) or the 711 SOS Operations Center (Bldg 3078), as directed by the 919 SOW/CP, NLT one hour prior to scheduled departure time. Passengers may then be directed to the Bull Pen in Hangar 3025, if necessary.

NOTE: This is for non 919 SOW passengers only.

8.1.4.3. Standard UTA Passenger Reporting, Inbound to Duke Field from Orlando, FL. Report to Air Services International FBO at the Orlando International Airport NLT one hour prior to the scheduled airlift arrival time. See Atch 1.

*8.1.4.4. Standard UTA Passenger Reporting, Inbound to Duke Field from Tampa, FL. Report to Base Operations at MacDill AFB NLT one hour prior to the scheduled airlift arrival time. See Atch 2.

***8.2. 919th Operations Group/Current Operations (919 OSS/DOO) will:**

*8.2.1. Provide the 919 SOW/CP with the number of excess seats available for non 919 SOW space-required airlift and space-available airlift, as soon as the information is determined.

8.3. 919th Maintenance Squadron (919 MXS) will:

*8.3.1. Designate a primary, and at least one alternate, DMR for either Orlando or MacDill AFB.

NOTE: The locations will be specified in a separate Letter of Agreement between the 5 SOS/CC, the 711 SOS/CC, and the 919 MXS/CC.

*8.3.2. At home station, configure the aircraft with the required number of seats.

*8.3.3. Ensure a sufficient quantity of passenger ear protectors and airsickness bags are onboard for the planned mission(s).

***8.5. 919th Medical Squadron (919 Med SQ) will:** Provide 919 MS crew chiefs with sufficient quantities of passenger ear protectors for all local and off-station missions.

***8.6. 5 SOS/Director of Operations (5 SOS/DO) and 711 SOS/DO will:** Determine if non-919 SOW space-required and space-available passengers can be accommodated on a mission non-interference basis (see paragraph 5.1.). Notify the CPO of the determination.

***8.7. 5 SOS/Operations Centers (5 SOS/CPO) Operations Duty Officer (ODO) and 711 SOS/CPO ODO will:**

*8.7.1. Ensure each unit member flying on UTA airlift has a copy of the Special Order in the Mission Folder.

*8.7.2. Direct reporting passengers to the Bull Pen in Hanger 3025, if necessary.

*8.7.3. Notify the 919 SOW/CP of the determination of availability of space-R and space-A accommodations.

***8.8. Military Passenger Service Personnel, 919 SOW designated manifesting representative (DMR), no loadmaster will:**

NOTE: If the above personnel are not available and/or passengers will board via an engine-running onload, the senior ranking passenger will accomplish paragraph 8.9.

*8.8.1. Check passengers identification card (DD Form 2) and transportation authorization (see paragraph 4).

*8.8.2. Manifest all passengers on DD Form 2131.

*8.8.3. Ensure passengers are not carrying any prohibited items, to include unauthorized firearms (this may be done by interrogation, or with a metal-detection device, or by physical search). Document this on DD Form 2131, section 6.

*8.8.4. Brief passengers IAW applicable directives.

*8.8.5. Maintain Passenger Control. Maintain passenger control at all times after processing; passengers must be sequestered and monitored/escorted after manifesting and prior to boarding the aircraft. Monitoring/escorting may be performed by the departure base passenger services personnel, the 919 SOW DMR, a member of the airlift aircrew, or the senior ranking passenger. Notify the AC who is in charge of passenger control.

*8.8.5.1. At Duke Field, passengers may be sequestered in a briefing room in either flying squadron or in the Bull Pen in Hangar 3025. Government ground transportation (or an escort, if walking) will be provided from the waiting area to the aircraft.

*8.8.5.2. At other locations, passengers will be sequestered in the departure base's passenger services waiting area. If no waiting area is available, the AC may designate any appropriate area (such as an office, briefing room, outdoor area, etc.) as the sequestered waiting area.

*8.8.5.3. Once processed, if the sequestered status of any passenger is violated, that passenger must be reprocessed per this Instruction.

*8.8.5.4. Perform a roll call of all passengers on the manifest immediately prior to boarding the aircraft. This may be accomplished immediately prior to leaving the sequestered waiting area if passenger control is maintained per this Instruction.

***8.9. 919 SOW DMR or loadmaster will:**

NOTE: If the above personnel are not available and/or passengers will board via an engine-running onload, the senior ranking passenger will accomplish paragraph 8.10.

*8.9.1. Not allow any passenger to board any 919 SOW aircraft unless they are properly processed and manifested.

*8.9.2. Obtain/retain one copy of the manifest. Leave a copy of the manifest at the departure base passenger services, base operations or FBO. At Orlando International Airport, leave a copy at Air Services International and at MacDill AFB, leave a copy at Base Operations.

***8.10. Loadmasters will:**

*8.10.1 Ensure, if applicable, the senior ranking passenger delivers the manifest.

NOTE: If the senior ranking passenger delivers the manifest to the loadmaster, he/she will certify to the loadmaster that all passengers are properly manifested/processed, that passenger control was maintained, and that a copy of the manifest was left at the departure base.

*8.10.2. Brief all passengers on normal and emergency procedures.

*8.10.3. Ensure adequate drinking water, oxygen, ditching gear, etc., is onboard the aircraft, IAW applicable 11-series instructions.

*8.10.4. Ensure that sufficient passenger ear protection and airsickness bags are on the aircraft.

*8.10.5. Ensure interphone contact is maintained with the AC at all times while passengers are on board.

*8.10.6. Away from home station, configure the aircraft with the required number of seats.

8.11. Aircraft Commanders (AC) will:

*8.11.1. Ensure paragraphs 8.10. to 8.11. are complied with.

*8.11.2. Be familiar with preferred routing to/from Orlando and MacDill AFB.

*8.11.3. Be familiar with the parking plan at Orlando and MacDill AFB (see Atch's 1 and 2).

*8.11.4. For off-station missions, determine if space-available passengers can be accommodated on a mission non-interference basis (see paragraph 5.2.).

*8.11.5. Notify 919 SOW/CP when non-919 SOW passengers are onboard and include in the mission report that non-919 SOW passengers were transported.

*8.11.6. Coordinate with Eglin Base Operations on arrival times, customs and agriculture requirements, and, for duty passengers, ground transportation to Eglin AFB from Duke Field.

***8.12. Senior Ranking Passengers will:**

*8.12.1. If Military Passenger Service Personnel, 919 SOW DMR, or loadmaster is not available, and/or passengers will board via an engine-running onload, accomplish paragraphs 8.10. and 8.11.

*8.12.2. Deliver the passenger manifest to the loadmaster, if applicable.

NOTE: If the senior ranking passenger delivers the manifest to the loadmaster, he/she will certify to the loadmaster that all passengers are properly manifested/processed, that passenger control was maintained, and that a copy of the manifest was left at the departure base.

***8.13. 919 SOW members will:**

*8.13.1. Members who intend to use unit organic airlift for travel to/from UTA must sign up on the Unit Organic Airlift Roster in their unit orderly room. This must be updated if your need for regularly scheduled UTA airlift changes.

*8.13.2. Call their unit orderly room NLT 1200L the Wednesday prior to each UTA, if they plan to utilize UTA organic airlift.

NOTE: Regardless of UTA duty status, unit members must call your unit orderly room to fly on the UTA airlift. No call = no fly.

*8.13.3. Leave your baggage at the Duke Field Billeting Office NLT 1230L Sunday afternoon of UTA.

*8.13.4. DO not approach the aircraft when engines are running unless cleared in by the loadmaster.

*8.13.5. Process and manifest IAW this instruction.

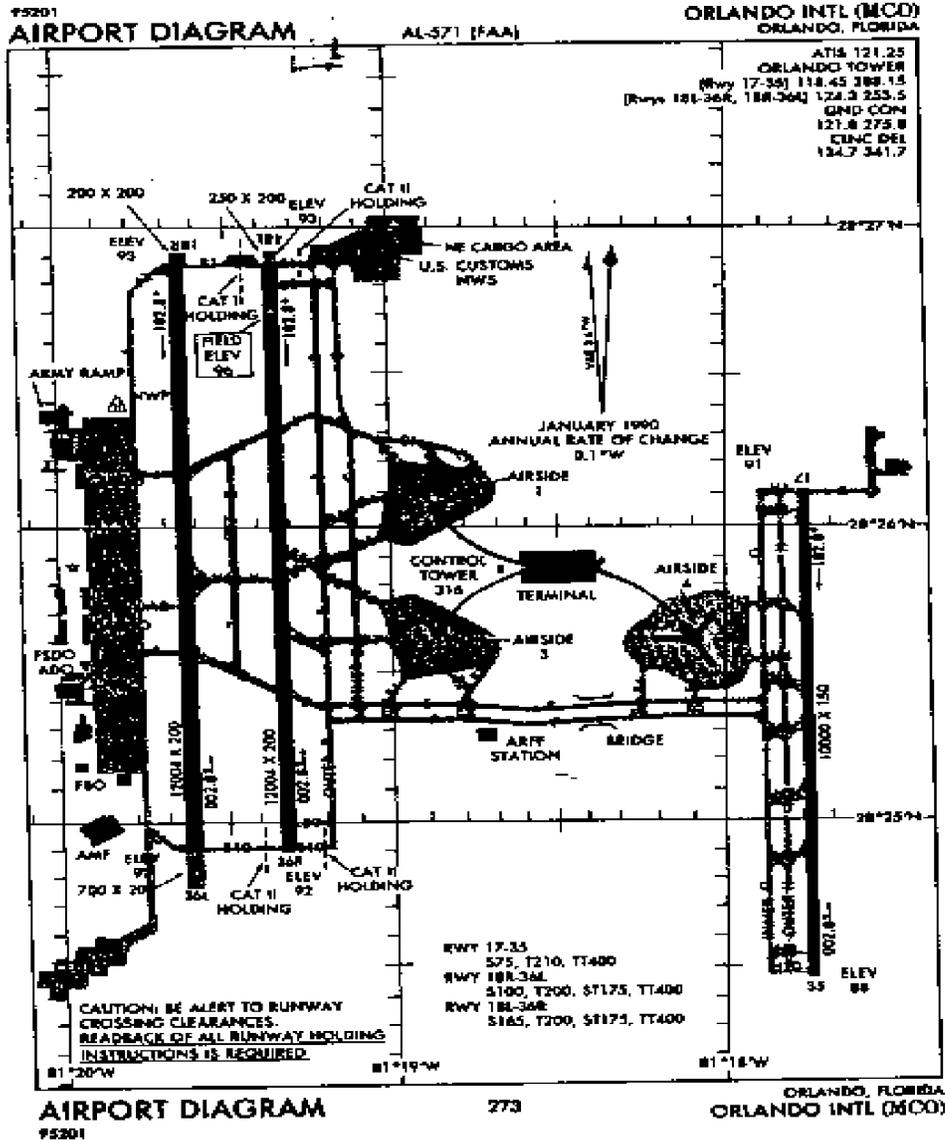
*8.13.6. Have a current DD Form 1853, Authentication of Reserve Status for Travel Eligibility if you plan to travel Space available on any DoD aircraft. This form must be presented when signing up on the space available travel register. DD Form 1853 can be obtained from unit orderly rooms (DD Form 1853 can only be authorized for a maximum of 6 months).

NOTE: DD Form 1853 does not apply to UTA airlift.

JACK W. BLAIR, JR., Colonel, USAFR
Commander

Attachments:
Orlando International Airport

ORLANDO INTERNATIONAL AIRPORT



Orlando International Airport – Air Services International FBO