

MILITARY AIR PASSENGER / CARGO REQUEST

INSTRUCTIONS:

- This airlift request form should be completed by the travel party and submitted to the senior traveler's airlift validation office. If multiple destinations are required, a separate form must be completed and validated for each destination. **Do not enter CLASSIFIED information on this form.**
- All times should be entered in Zulu time, also known as GMT. (<http://www.navy.mil/navydata/questions/zulutime.html>)
- The International Civil Aviation Organization (ICAO) code for your airfield can be found at <https://www.airnav.com/airports/>
- Travel windows should be specified from the earliest available time of departure to the latest possible time of arrival. The travel window should be sufficient to travel from origin to destination with reasonable (+/- 2 hour) flexibility in departure and / or arrival times.
- Cost comparisons between commercial and military airlift is done by the scheduling activity.
- This form must be kept on record with the validation office for three years from the date of validation.
- See DoDI 4500.43 and DoDD 4500.56 for the regulatory guidance related to Operational Support Airlift.
- **Due to the nature of Operational Support Airlift (OSA), OSA travel will always be more cost effective than commercial travel.**

1. TRAVEL REQUIREMENTS

a. DEPARTURE ICAO	b. EARLIEST AVAILABLE DEPARTURE IN ZULU TIME (EX: 15 NOV 2016 @ 1500Z)	c. ARRIVAL ICAO	d. LATEST POSSIBLE ARRIVAL IN ZULU TIME (EX: 16 NOV 2016 @ 0100Z)	e. LEG X OF Y
				_____ OF _____

2. PURPOSE OF TRAVEL

a. COMPLETE PURPOSE OF TRAVEL	
b. COMPELLING OPERATIONAL CONSIDERATIONS (Note: Only required if requesting elevated priority)	
c. TOTAL NUMBER OF PASSENGERS	d. TOTAL CARGO WEIGHT

3. COST OF COMMERCIAL TRAVEL (Only costs incurred between travel origin and destination for this leg)

a. TRANSPORTATION COST	b. HOTEL COST	c. PER DIEM COST	d. COST PER PASSENGER	e. TOTAL COST

4. TRAVEL POINTS OF CONTACT (Must provide 24 hour contact in case of delay or cancellation)

a. PREFERRED REQUEST COORDINATOR			
NAME (Last, First, Middle Initial)	GRADE / RANK	DUTY / 24 HOUR PHONE	EMAIL
b. DEPARTURE COORDINATOR (Must be different from the arrival coordinator)			
NAME (Last, First, Middle Initial)	GRADE / RANK	DUTY / 24 HOUR PHONE	EMAIL
c. ARRIVAL COORDINATOR (Must be different from the departure coordinator)			
NAME (Last, First, Middle Initial)	GRADE / RANK	DUTY / 24 HOUR PHONE	EMAIL

5. PASSENGER INFORMATION

a. SENIOR TRAVELER			
NAME (Last, First, Middle Initial)	GRADE / RANK	DUTY TITLE	BRANCH OF SERVICE
b. ADDITIONAL TRAVELERS (Note: Required only for O-6 / GS-15 or higher)			
NAME (Last, First, Middle Initial)	GRADE / RANK	DUTY TITLE	BRANCH OF SERVICE

If additional space is needed, enter remaining travelers in the Additional Remarks section (7).

6. CARGO INFORMATION *(Cargo acceptors and handlers are required at the cargo origin and destination)*

a. CARGO DESCRIPTION

b. SPECIAL HANDLING INSTRUCTIONS

c. HAZMAT *(Yes/No)*

d. LARGEST ITEM DIMENSIONS

e. HEAVIEST ITEM WEIGHT

f. TOTAL CUBIC FEET

7. ADDITIONAL REMARKS / COMMENTS**8. TRAVEL AUTHORIZATION**a. SENIOR TRAVELER *(Signature may not be delegated)*NAME *(Last, First, Middle Initial)*

GRADE / RANK

DUTY TITLE

OFFICE SYMBOL

DUTY TELEPHONE

SIGNATURE

DATE

b. AUTHORIZING OFFICIAL *(As appointed by Service)*NAME *(Last, First, Middle Initial)*

GRADE / RANK

DUTY TITLE

OFFICE SYMBOL

DUTY TELEPHONE

SIGNATURE

DATE

9. VALIDATION USE ONLY

a. PRIORITIZATION

PRIORITY 1

Forces engaged in combat, contingency or peace keeping operations as directed by National Command Authority or lifesaving purposes

PRIORITY 2

Required-use or compelling operational considerations making commercial transportation unacceptable

PRIORITY 3

Official business airlift validated to be more cost-effective than commercial air travel when supported by OSA aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions

ASSIGNED PUJC

b. VALIDATED BY

NAME *(Last, First, Middle Initial)*

GRADE / RANK

DUTY TITLE

OFFICE SYMBOL

DUTY TELEPHONE

SIGNATURE

DATE