

UNITED STATES NAVY AIR TERMINAL PROCEDURES



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OPNAV INSTRUCTION 4660.3B

From: Chief of Naval Operations

Subj: UNITED STATES NAVY AIR TERMINAL PROCEDURES

Ref: See appendix A

1. Purpose. To establish procedural guidance and standards for the operation of U.S. Navy (USN) shore installations providing air terminal services to support airlift scheduled, per reference (a). Major changes to this revision excludes the United States Marine Corps facilities and vessels providing air terminal services; deletes "QUICKTRANS"; adds appropriate gender requirements for pat down; and updates the lost baggage records management. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4660.3A.

3. Discussion

a. An air terminal is defined in reference (b) as a facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of airlift aircraft and the in-transit processing of air traffic. The airfield may or may not also be designated an aerial port and include loading or unloading support.

b. USN airlifts may receive air terminal support at Air Mobility Command (AMC) aerial port facilities (reference (b)); air terminals of another Military Service; commercial or civil airports; or at other military aviation activities.

c. The operation of a USN air terminal requires adherence to a number of directives, established practices, and knowledge of air transportation capabilities and requirements. This instruction establishes a single comprehensive source of uniform procedures and information to provide direction and to ensure the safe and efficient flow of air traffic.

4. Scope and Applicability

a. This instruction is applicable to all USN shore installations where air terminal passenger or cargo services, or both, are provided but not applicable to tactical airlift operations ashore.

b. USN installations designated as AMC aerial ports in reference (c) will use appropriate Air Force or AMC operating directives to provide air terminal services and conduct operations.

5. Action

a. Installation commanding officers of installations providing air terminal services, as discussed here, will use this instruction as the basic source of reference for this function. An air terminal officer will be designated to manage air terminal functions. Assignments may be as a primary or collateral duty to an officer, enlisted Service member or civilian consistent with the anticipated volume of traffic and appropriateness to the location or mission of the command.

b. The scheduling authority will arrange for air terminal services required at civilian airfields, per reference (a).

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON)/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/Assistant for Administration, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Shore Readiness Division (OPNAV N46) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms and Information Management Control. Forms mandated by this instruction are listed in appendix B. Reporting requirements are contained in chapter 5.



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OPNAVINST 4660.3B
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Releasability and distribution:

This instruction is cleared for public release and is available electronic only, via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni>

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CHAPTER 1

INTRODUCTION

1. General. This instruction provides basic guidance in the operation of a USN air terminal facility to support air logistics movements scheduled and flown per reference (a), and to support non-tactical airlift operations to a vessel.

2. Facilities. Each air terminal, according to local capabilities, should include, at least, the items listed in subparagraphs 2a through 2f.

a. Designated space to process anticipated passenger loads, including a waiting area, scales, sterile area for screened passengers, and a sterile area for inspected baggage.

b. Designated secure area sufficient for expected general, classified or sensitive, munitions, and hazardous cargo.

c. Ground support equipment for anticipated aircraft loads, including cargo and baggage carts, and passenger ramps.

d. Passenger inspection devices either permanent or handheld.

e. A schedule board to show flight number, aircraft type, destination, origins, arrival or departure times, load, space available, and other pertinent information.

f. Local facility information board showing local transportation schedules; location and hours of operation for exchange, mess, recreation, and medical facilities; and other pertinent information for passenger comfort and convenience.

3. Air Terminal Officer

a. The air terminal officer duties may be primary or collateral as the level of operations allows.

b. The air terminal officer will:

(1) implement aircraft movements and load priorities per reference (d);

(2) arrange for servicing, maintenance, meals, and supplies for transiting aircraft;

(3) arrange for crewmember ground transportation, billeting and messing;

(4) ensure security and custody of cargo, mail, classified material, small arms and guard mail;

(5) establish procedures for handling very important persons (VIP) (chapter 3, paragraph 2);

(6) maintain a secure area and procedures for lost and found baggage and astray cargo;

(7) train terminal personnel;

(8) ensure cargo, baggage, and passenger loading is performed under the supervision of the aircraft commander or a designated representative;

(9) ensure aircraft security for remote parking areas;

(10) enforce health, agriculture, and customs clearance;

(11) maintain a current reference library; and

(12) notify each consignor and consignee on status of shipment (shipped, arrived, lost, etc.).

4. Air Terminal Reference Library. References in appendix A and pertinent local instructions will be maintained and readily accessible to terminal personnel.

5. Quarantine, Disinsectization, and Customs

a. Requirements for preventing the introduction and spreading of diseases to humans, plants and animals, and other items of health or agricultural importance are in reference (e).

b. DoD customs policy, procedures, and responsibilities are in reference (d).

c. Liaison and working relationships with local and Federal Government officials responsible for clearances will be established and maintained by the air terminal personnel.

d. Aircraft proceeding to foreign ports will be governed by requirements of the destination country, per reference (f).

6. Scheduled Operations

a. Schedules and ground times are established by the appropriate scheduling authority in the flight advisory. A departure from the blocks more than 15 minutes later than scheduled is considered a delay.

b. Delays, estimated revised times, and reason(s) for the delay will be reported to the scheduling authority by the aircraft commander as soon as possible. Modified flight advisories must be issued for significant delays (2 hours or more).

c. Modification to the flight advisory schedule or lift priority may only be made by the scheduling authority.

7. Aircraft Accident. Records for transport aircraft involved in an accident, including passenger and cargo manifests, next of kin and weight and balance information must be immediately sealed and held for safekeeping. The information may be released only by authority of the installation commanding officer.

CHAPTER 2

TERMINAL SECURITY

1. General

a. Policy. USN policy is to prevent entry of unauthorized weapons, firearms, and explosives into the Defense Transportation System. To standardize security and procedures, USN air terminals will use the Transportation Security Administration (TSA) policies and procedures as a baseline as defined in the TSA Web site, <https://www.tsa.gov>.

b. Passenger Vigilance. Terminal security is achieved through constant vigilance. Personnel must be alert to suspicious situations, passengers, baggage or cargo that violate security regulations.

c. Passenger Anti-hijack Inspection

(1) Inspection and security measures cover all personnel boarding an aircraft, including those not processed or loaded directly through the terminal, per paragraph 2 below.

(2) Screen all individuals entering the sterile or gate area using scanning equipment (e.g., magnetometers, trace explosive detection equipment, hand-held magnetometers), where equipped. The air terminal manager may exempt personnel per paragraph 2 below. Individuals who activate the walk-through metal detector twice must be screened using a hand-held metal detector. If hand-held metal detectors are inoperable and other detection devices are not available, passengers must submit to a visual check. Security personnel of the same gender as the passenger must perform a pat down if continued magnetometer or wand measures inconclusive.

d. Acceptance of Checked Baggage. Passenger service personnel must not load checked baggage without screening with X-ray or trace detecting scanners. If scanning equipment is not available, hand carried and checked baggage will be physically screened.

e. Hand Carried Baggage. Terminal personnel will X-ray or visually inspect all hand carried baggage in the presence of the owner at the time of entry at the sterile or gate area and honor passenger requests to have their hand-carried items inspected visually in lieu of X-ray. Laptops and video cameras must be removed from their cases. Should the X-ray machine operator determine that a bag contains a questionable item, they should request the owner of the bag open it for further inspection. At terminals where detection equipment is not available, all carry-on baggage will be visually inspected.

f. Prohibited Items. Passengers will be advised that objects identified by the TSA as prohibited in the cabin of an aircraft must be secured in their checked luggage or confiscated.

The listing of prohibited or restricted items can be found in the TSA Web site, <https://www.tsa.gov>, “Travel Tips” and “What Can I Bring?”

2. Passenger Inspection Policy

a. All personnel, baggage, and personal effects are subject to inspection, except for the situations listed in the following subparagraphs 2a(1) through 2a(5).

(1) VIPs, properly identified, on official business.

(2) Federal Bureau of Investigation, Secret Service, Naval Criminal Investigative Service, Air Force Office of Special Investigation, and U.S. Army Criminal Investigation Command agents supporting an airlift movement; properly identified.

(3) Crew members, properly identified.

(4) Escorts, couriers, and guards when properly designated and identified.

(5) Aeromedical evacuation patients and attendants when processed per chapter 7, paragraph 2.

b. Combatants will be inspected in a separate marshalling area. They are authorized to carry unloaded weapons aboard military or commercially contracted aircraft. Ammunition is the responsibility of the troop commander and will normally be loaded so that it is not readily accessible from the passenger compartment (exception: airborne or air-land assault contingencies or exercises). Close supervision by either troop commander or liaison officers must be established to ensure security while en route.

c. Security police should be readily available for immediate response to emergency calls.

3. Scanning Equipment

a. Scanning equipment (e.g., magnetometers, trace explosives detection equipment, handheld magnetometers, X-ray machines) is used to detect unauthorized materials on individuals and within their baggage before entering the sterile area.

b. If a single point of entry is maintained, scanning equipment, where available, will be located at the single point of entry to ensure persons, baggage, or other items entering the terminal are screened.

c. At equipped, non-single point of entry terminals, scanning equipment will be available to ensure passengers and their carry-on items are screened prior to entering the departure gate. Checked baggage will be screened at check-in, or in the baggage build-up area.

d. The air terminal officer is responsible for general upkeep and routine servicing of the metal detecting equipment per the operating manual. If the local calibration laboratory is unable to maintain the X-ray equipment, contract maintenance will be used. Calibrate all magnetometers per manufacturers' instructions. Test each device, at a minimum, weekly. Record the date and time and whether the machine operated satisfactorily. Maintain this record for at least 90 days. Each unit assigned an X-ray machine will maintain a copy of the prescribed operator's manual and maintenance log.

e. Passenger terminal personnel, including contractors, will operate metal detecting devices and X-ray equipment. Personnel selected to operate or adjust metal detecting and X-ray equipment must receive operating procedure training before achieving fully qualified status.

f. Qualified operators must be available during passenger terminal operating hours.

4. Illegal Arms and Ammunition

a. Illegal arms and ammunition must not be transported aboard USN or contract aircraft. If those illegal items are found, they must be confiscated and turned over to security for disposition.

b. Illegal items are specifically listed and described in the TSA Web site, <https://www.tsa.gov>. They include (generally):

- (1) modified shotguns or weapons made from shotguns;
- (2) modified rifles or weapons made from rifles;
- (3) machine guns or similar automatic weapons;
- (4) destructive devices (e.g., bombs, grenades, rockets);
- (5) firearm silencers;
- (6) incendiary devices (personal survival gear may be exempted by the aircraft commander);
- (7) tear gas, mace, and other noxious gases (personal protection devices may be carried if properly packaged and authorized by the aircraft commander);
- (8) explosives; and
- (9) undeclared ammunition.

c. Passengers will be advised that inspections are required for their own safety and that all weapons must be declared at check-in. Passengers failing to cooperate will be referred to the security police.

5. Legal Arms and Ammunition

a. All legal firearms, ammunition, and other weapons declared at check-in must be placed in checked baggage. Passengers will complete a certificate of ownership (triplicate), which may be produced locally (sample per attachment 2-1 on page 2-7). Distribution will be made per subparagraphs 5a(1) through 5a(3) below.

(1) One copy to aircrew (flight attendant or load master).

(2) One copy to destination station (attached to manifest).

(3) One copy to originating station file with manifest.

b. The passenger manifest must be annotated with the letter “W” next to the passenger’s name to alert the aircrew and down line stations. Each manifest must contain the following certification, signed and dated by the loading supervisor (figure 2-1).

STATEMENT
I certify that a check of passengers
and baggage was made and that no
explosive devices, unauthorized weapons
or ammunition were found. Owners of
checked weapons are identified on the
manifest by the letter “W”.
NAME AND TITLE DATE

Figure 2-1

6. Carriage of Loaded Firearms Aboard Aircraft

a. Authorized personnel listed in the following subparagraphs 6a(1) through 6a(6) are authorized to carry loaded firearms aboard military or commercially contracted aircraft.

(1) State Department couriers identified by diplomatic passport and order endorsement.

(2) Defense Courier Service (DCS) couriers possessing valid identification while performing duties as security guards under orders and identified to the terminal by the scheduling authority.

(3) Other couriers and guards for continuous en route armed surveillance (requires proper order endorsement).

(4) Prisoner guards.

(5) Troops under contingency (e.g., exercise, combat or civil disturbance circumstances).

(6) Federal Bureau of Investigation, Naval Criminal Investigative Service, Air Force Office of Special Investigation, U.S. Army Criminal Investigation Command, and Secret Service agents under official orders (provided a copy of these orders will be personally delivered to aircraft commander upon boarding).

b. Except for those personnel listed above in subparagraphs 6a(1) through 6a(6), weapons must be surrendered to aircrew while airborne.

7. Prisoners

a. Prisoners must be accompanied by guard (armed if the situation demands).

b. Advance coordination should arrange for processing away from terminal area and loading directly from security vehicle(s).

c. Aircraft commander will be kept informed of prisoner loads; en route security police will also be advised.

d. Prisoners will be handcuffed when boarding and offloading. They will remain handcuffed until after take off and on offloading until clear of terminal area.

e. Boarding should be assisted by local security police.

f. Other passengers should not be loaded until weapons are secured and guards and prisoners seated.

g. Dependents, when necessary to be transported on aircraft with prisoners, must be seated separate from prisoners.

8. Stowaways

a. A “stowaway” is any person who boards or attempts to board an aircraft for travel without proper authorization and manifesting.

b. Flight crew or air terminal personnel will inspect aircraft prior to loading in order to detect the presence of stowaways.

c. Apprehension and follow-on action is the responsibility of the security police. Terminal personnel, upon discovering a stowaway, must immediately advise security police and must not take further action to load passengers until the matter has been resolved.

9. Signs. Each terminal will prominently display one or more warning signs that comply with the specifications and content of subparagraphs 9a and 9b.

a. Specifications

- (1) 1/8" aluminum or other suitable material.
- (2) White background with blue lettering.
- (3) Size consistent with easy visibility in the terminal area.

b. Content (Verbatim). "ABOARD AN AIRCRAFT IT IS A FEDERAL CRIME TO:"

- (1) seize an aircraft by threat, force or violence;
- (2) stowaway;
- (3) carry concealed weapons;
- (4) transport concealed explosives;
- (5) interfere with crewmembers;
- (6) possess, use or transfer narcotic drugs, including marijuana; and
- (7) conceal or convey false information on the above acts.

10. Identity Screening. To ensure all passengers traveling on DoD-owned and DoD-contracted aircraft are afforded the utmost aviation security safeguards, passenger manifest generating locations will ensure that all space available passengers undergo mandatory identity screening prior to boarding aircraft. This process will screen travelers following DoD passenger identity screening business rules and TSA guidelines. Detailed background information on the TSA program can be found at <http://www.gpo.gov/fdsys/pkg/FR-2008-10-28/html/E8-25432.htm>.

PASSENGERS AND BAGGAGE ARE SUBJECT TO SEARCH
AS A CONDITION OF TRAVEL

SAMPLE CERTIFICATE OF OWNERSHIP FOR LEGAL WEAPONS, FIREARMS, AND
AMMUNITION

CERTIFICATE OF OWNERSHIP

I, _____
(Print Name, Grade, Service, and DoD identification number) certify that I am the legal owner
of the following described weapons for which I am requesting transportation as checked
baggage:

MANUFACTURER:

(1) _____

(2) _____

CALIBER or GAUGE:(1) _____

(2) _____

SERIAL NUMBER:(1) _____

(2) _____

(3) _____

(Signature of Owner)

CHAPTER 3

PASSENGERS

1. General

- a. Local passenger handling procedures will prioritize comfort and convenience, consistent with safety, volume, and capability.
- b. Eligibility and priority for travel must be per reference (d). Official orders or authority, and applicable identification must be presented.
- c. Traffic requiring reimbursement (revenue or non-DoD) will be processed by the scheduling authority per reference (d).
- d. Space available travel will be per reference (d).
- e. Passengers must not be transported on flights where such transportation is prohibited per references (b) and (g).

2. VIPs. Military (O-6 and above), U.S. Government civilians (GS-15 and above), or persons including those in the private sector deserving special attention, are VIPs. VIPs should be afforded special consideration in processing, waiting, baggage handling, and embarking or disembarking.

3. Appearance and Conduct

- a. Uniforms and grooming will be per Service directives.
- b. Working uniforms (khakis, fatigues, flight suits, etc.) will only be worn by working parties with prior approval of the scheduling agency or as authorized on the flight advisory.
- c. Conduct must be per published directives. Group movements will be supervised by a designated officer or petty officer.

4. Reporting Time and Check-in

- a. Reporting time will be a minimum of 1 hour prior to the scheduled departure time or:
 - (1) as directed in the flight advisory;
 - (2) as directed by reporting unit's commanding officer in coordination with the air terminal officer; or

(3) in sufficient time to allow all passengers to be manifested 30 minutes prior to the scheduled departure time.

b. The air terminal officer will report late or non-arriving passengers by message to the scheduling agency and to the individual's unit commanding officer.

c. Passenger information will be displayed in conspicuous areas near the terminal entrance with local check-in procedures.

5. Manifesting

a. Passenger manifesting is required on all DoD-owned and controlled aircraft. Passenger manifesting systems and procedures must facilitate compliance with section 41113 of Title 49, U.S. Code, Aviation Disaster Family Assistance Act, by requiring the collection of identifying and emergency contact information called for in part 243 of Title 14, Code of Federal Regulations, Passenger Manifest Information.

b. For passenger manifesting not using an automated system, DD Form 2131 Passenger Manifest must be used.

c. For complete manifesting requirements, see reference (b), chapter 103N.

6. Passenger Handling. Passenger handling must include, but not be restricted to, those items below in subparagraphs 6a through 6e.

a. Passenger Check-in. See paragraph 4.

b. Baggage Handling. See chapter 4.

c. Terminal Briefing. Terminal briefing must include (items marked with "*" are optional):

(1) flight designator (flight number);

(2) type of aircraft; *

(3) location of aircraft (departure gate);

(4) aircraft commander's name; *

(5) time flight will depart;

(6) in-flight meal information (see paragraph 7);

- (7) smoking restrictions on ramp and on aircraft;
- (8) time flight will be boarded;
- (9) where and how to assemble;
- (10) prohibited item information; and
- (11) any other information pertinent to the flight.

d. Flight Arrival or Departure Announcements

(1) A flight arrival announcement (at time of landing) will contain specific information for personnel awaiting passengers.

(2) A passenger information announcement will be made to familiarize arriving passengers with local procedures.

(3) Departure announcements will include appropriate information in subparagraph 6c above at departure time.

e. Passenger Loading Procedure with the Order of Boarding

(1) VIPs (paragraph 2) and Blue Barks - human remain escorts (chapter 7, subparagraph 5h) may board at their option, either first or last with seats reserved.

(2) Dependents and sponsors of VIPs as defined in subparagraph 2.

(3) Officers and U.S. Government civilian equivalents below the rank of USN captain (O-6 or GS-15).

(4) Enlisted personnel.

7. In-Flight Meals

a. Navy Food Service (NAVSUP N423) policy provides for the issue or sale of in-flight meals and beverages to aircrew personnel and passengers embarked in DoD aircraft, per reference (b).

b. Terminal personnel will:

- (1) determine the eligibility of passengers to receive in-flight meals,

(2) process in-flight meal or beverage requests and collect money, and

(3) procure and issue in-flight meals.

c. In-flight meal requests with payment will be submitted to terminal personnel as soon as requirements are known. Request for 10 or more in-flight meals will be submitted a minimum of 24 hours prior to requested delivery time.

CHAPTER 4

BAGGAGE

1. General

- a. Passenger baggage includes all luggage, personal effects, or packages belonging to passengers.
- b. Accompanied baggage is passenger baggage loaded on the same aircraft as the passenger.
- c. Unaccompanied baggage is passenger baggage not loaded on the same aircraft as the passenger. Unaccompanied baggage is treated as cargo per chapter 5, paragraph 8.

2. Weight and Size Restrictions

- a. Free baggage allowance on AMC flights is two checked pieces not to exceed 70 pounds each or 62 linear inches (the sum of the length plus the width plus the height) each. A single item exceeding 70 pounds or 62 linear inches, or both, will be counted as two pieces.
- b. Baggage in excess of 70 pounds will be accepted if authorized by flight advisory, or if aircraft load permits. Such baggage will be treated as unaccompanied baggage.
- c. Baggage weight and number of pieces will be shown opposite the owner's name on the manifest.
- d. Each passenger is permitted to hand carry one article (e.g., small luggage, garment bag, backpack) and one personal item (e.g., cosmetic case, purse, briefcase, small box, package) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization. Hand-carried items will be no larger than 45 linear inches and must fit under the passenger's seat, or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in.

(1) The use of a measuring box is encouraged to ensure that carry-on baggage is within limitations.

(2) Use of a "carry-on" baggage tag will ensure that passengers board only with that baggage presented at check-in.

3. Checked Baggage

a. Checked baggage will include all baggage not hand carried aboard the aircraft. It will be surrendered to terminal personnel at check-in and stored in a secure area after inspection per paragraph 4 below.

b. Baggage must be personally checked by each passenger unless a special provision has been made (e.g., VIPs, Blue Bark human remain escorts, group or unit movements, or medical patients).

c. All checked baggage must have a baggage tag with name, rank and rate, destination terminal, and destination address.

d. VIP and Blue Bark human remain escorts (per chapter 7, subparagraph 5h) and emergency leave baggage should be separately identified.

4. Inspection. Passenger baggage will be inspected either visually or electronically using the TSA guidelines located at <https://www.tsa.gov/travel/security-screening/whatcanibring/all>.

5. Loading and Unloading

a. Baggage will be segregated at check-in according to the offloading destination. Color coded baggage tags should be used to assist this process.

b. VIP and Blue Bark human remain escorts or emergency leave baggage will be loaded on aircraft last, and offloaded first at destination.

c. Baggage will be loaded under the supervision of the flight crew and stowed to facilitate offloading at intermediate stations.

d. Baggage will be delivered promptly to the passengers at destination upon surrender of their baggage claim stub(s). If the claim stub has been lost, baggage will be delivered to the passenger upon confirmation of proper identification and signature of receipt. The signed receipt will be filed with the flight records.

e. If a passenger fails to board the aircraft, his or her baggage will be removed (in the interest of security).

6. Loss and Damage Claims

a. All claims for lost or damaged baggage will be filed by the passenger per chapter II of the Manual of the Judge Advocate General. Terminal personnel should assist where possible in completing the proper forms.

- b. A record of claims and case history of each will be maintained.
- c. Each passenger claim must be supported by a valid claim check.
- d. Records of lost baggage returned to the owner must be supported by a signed receipt.

7. Lost Baggage

- a. When lost baggage has been reported, air terminal personnel will:

- (1) conduct a search of the facility area and aircraft;
 - (2) telephone or send a tracer message, or both, to the originating and en route stations where baggage may have been lost (include passenger's name, DoD identification number, rank and rate, baggage description, flight number, originating station, and destination);

- (3) reply to any tracer messages within 24 hours;

- (4) aid passengers in submitting claims and completing forms;

- (5) after 30 days, notify the passenger when tracer efforts have not found lost baggage;

and

- (6) furnish a statement to the passenger when it is evident that the baggage was lost while in the custody of the air terminal facility or in transit.

- b. Unclaimed found baggage is baggage unclaimed 1 hour after flight arrival, or found in the terminal area, or baggage that is clearly separated from its owner. Security must be notified of such baggage and will handle such baggage following current security procedures.

- c. Lost baggage records will be distributed as per subparagraphs 7c(1) and 7c(2) below.

- (1) Original Copy. Retain copies of all correspondence and list of contents furnished by owner for terminal files.

- (2) Duplicate Copy. Forward to the passenger reporting loss.

8. Prohibited Articles

- a. Air terminal personnel will take appropriate precautions to see that prohibited articles are not placed aboard aircraft.

- b. Prohibited articles of baggage are listed in the TSA Web site, <https://www.tsa.gov>.

- c. A list of prohibited items must be prominently displayed at the baggage check-in area.
- d. The aircraft commander retains final authority to refuse any article they deem hazardous or unsafe.

CHAPTER 5

CARGO

1. General

- a. Cargo eligibility and priority for transport on DoD aircraft must be per reference (d).
- b. Cargo to be transported must be properly documented and labeled per references (b) and (d).
- c. Precise weights and appropriate records must be maintained.
- d. Palletized cargo must be weighed and pallet weights must be listed on the cargo manifest and weights must be prominently displayed on each pallet.
- e. The air terminal personnel are responsible for ensuring all cargo is properly packaged and palletized for the aircraft on which it is to be carried.
- f. For air movement under direction of reference (b), part III (Mobility Movement), air terminal personnel will coordinate the use of DD Form 2133 Joint Airlift Inspection Record/Checklist to document that all cargo has been declared and properly prepared for airlift.

2. Acceptance of Cargo

- a. Custody of cargo after acceptance at the origin terminal, until delivery at final destination, is the responsibility of air terminal personnel, except while aboard the aircraft or if no storage facility is available.
- b. Cargo should not be accepted more than 48 hours in advance of scheduled departure.
 - (1) Space available cargo should not be accepted until it is confirmed by the aircraft commander that the load can be accomplished.
 - (2) Deviation from the acceptance time frames may be made only with prior permission from the air terminal officer, contingent upon adequate storage space.
- c. Terminal personnel must not accept responsibility for packaging, labeling, and documenting cargo for shipment. The shipping activity will be requested to correct packaging, labeling, and documentation errors.
- d. Cargo listed in paragraph 11 must not be accepted.

3. Documentation

a. Cargo must be properly documented and accompanied by DD Form 1384 Transportation Control and Movement Document, or DD Form 1385 Cargo Manifest, completed per reference (b).

b. All cargo must be properly labeled using DD Form 1387 Military Shipment Label (OMB 0704-0188) as illustrated in reference (b).

c. Cargo identified as hazardous, classified, bonded, or requiring special handling as directed by the shipper or reference (c), require completion of DD Form 1387-2 Special Handling Data Certification, per reference (b).

4. Records

a. Air terminal personnel will, upon accepting custody, return a signed copy of a DD Form 1384, supply issue document or manifest to the shipping activity or his or her agent.

b. Loading air terminal personnel will obtain signed copy or copies of the DD Form 1384 and manifest from the aircraft commander or a designated crewmember.

c. Destination air terminal personnel will accept cargo from the aircraft commander by signing the DD Form 1384 or manifest.

d. The agent receiving the cargo at final destination will sign the DD Form 1384 or manifest.

e. All records (DD Form 1384, etc.) must remain on file for 90 days.

5. Special Cargo. Special cargo includes nuclear weapons, hazardous, classified, and bonded cargo, and other cargo requiring special handling by shipper or per reference (h).

a. Nuclear Weapons Cargo

(1) Reference (h) prescribes handling procedures and takes precedence over conflicting directives.

(2) Appointed couriers of transferring or receiving commands are responsible for safety, physical security, loading, and unloading.

b. Hazardous Cargo

(1) Hazardous cargo is defined in reference (g).

(2) Hazardous cargo may be loaded and transported on DoD aircraft per reference (g). air terminal officer or aircraft commanders will ensure full compliance with its provisions.

(3) Requirements for hazardous cargo movement include:

(a) medical air evacuation flights must not be used;

(b) operational necessity exists to justify airlift;

(c) qualified personnel have determined the materials are packaged and labeled per reference (g) and Title 49, Code of Federal Regulation;

(d) passengers must not be carried unless authorized by reference (g);

(e) DD Form 1384 or DD Form 1385, DD Form 1387-2, and load messages must indicate the hazardous nature and special handling instructions, if any; and

(f) when cargo is toxic, irritating, or corrosive, all personnel must be briefed on precautions and emergency handling procedures in addition to having appropriate and approved personal protective equipment in their possession.

(4) The aircraft commander, or a designated representative, must be consulted prior to loading hazardous cargo. The commander must be briefed by qualified personnel on properties of the hazardous material and any special safety precautions and emergency procedures that may be required. The aircraft commander will sign a DD 1387-2 or statement acknowledging hazardous cargo aboard and its location.

(5) Sealed containers and tanks or reservoirs must meet specification for air transportability per reference (g).

(6) Built up tires must be deflated.

c. Classified Cargo

(1) Classified cargo must be handled per reference (b).

(2) Flight crews must not be required to accept custody of classified matter or cargo.

(3) Load messages must identify classified cargo shipments.

d. Bonded or Valuable or Pilferable Cargo. Hand-to-hand receipts must be employed to transfer custody (e.g., watches, chronometers, narcotics, alcohol). The manifest must clearly identify the cargo, including its location in the aircraft.

e. DCS Material

- (1) DCS material must be scheduled for movement per reference (i).
- (2) Procedures for handling DCS material and designation of couriers are contained in reference (i).
- (3) Movement of DCS material must be coordinated with the nearest DCS station.

f. Etiologic Agents or Biomedical Materials. The definition of and procedures for the safe shipment of this category of cargo is contained on the Centers for Disease Control and Prevention Web site, <https://www.cdc.gov/vaccines/pubs/surv-manual/appx/appendix24-etiological-agent.pdf>.

6. Loading and Offloading

a. Terminal facility personnel are responsible for loading and offloading aircraft transiting their facility. The aircraft commander, or a designated representative, is responsible for supervision of loading, unloading, tie-down, and in-flight security of all cargo loaded aboard the aircraft.

b. Terminal facility personnel will receive adequate training in cargo operations as outlined in subparagraphs 6b(1) through 6b(3).

- (1) Safety and health precautions.
- (2) Gross weight, compartment, and deck load limitations as prescribed in Naval Air Training and Operating Procedures Standardization.
- (3) Equipment operation in the vicinity of aircraft.

c. The scheduling authority will provide air terminal personnel with an aircraft cargo loading handbook and special instructions including those listed in subparagraphs 6c(1) through 6c(3).

- (1) Special procedures and precautions.
- (2) Weight and compartment limitations.
- (3) Packaging instructions (e.g., cargo in C-40 aircraft baggage compartment).

d. At stations or airports where no terminal facilities exist, the shipper or receiver is responsible for coordinating material handling equipment for loading and offloading aircraft under supervision of the flight crew.

e. If higher priority cargo necessitates offloading of cargo at an intermediate station, the facility involved will notify the affected cargo's point(s) of contact and scheduling authority, which will assume responsibility for rescheduling the movement of the cargo.

7. Manifest

a. All cargo loaded must be listed on a cargo manifest.

b. Copies of the manifest must be available for each station at which cargo will be offloaded. Per reference (b), the manifest must include items listed in subparagraphs 7b(1) through 7b(6).

(1) Cargo weight.

(2) Cargo priority.

(3) Cargo bin location.

(4) Documents attached per reference (h).

(5) Transportation control number for each shipment, per reference (b).

(6) Consignee and destination of cargo.

c. At stations or airports where no terminal facility exists, shippers are responsible for manifest preparation.

8. Unaccompanied Baggage

a. Unaccompanied baggage, as described in chapter 4, paragraph 1, must be treated as cargo, except that it must be expedited as much as possible.

b. At destination, the air terminal officer is responsible to notify the owner or deliver the baggage as appropriate.

9. Combination Passenger and Cargo Operation. Passenger and cargo combinations may be transported on DON aircraft, if loaded per applicable aircraft Naval Air Training and Operating Procedures Standardization, unless the cargo aboard precludes the carriage of passengers.

10. Lost or Damaged Cargo

a. Lost Cargo

(1) The facility first noting a loss will initiate tracer action. All tracer messages must be answered within 24 hours. Tracing must continue until all means of recovery are exhausted.

(2) Cargo which has been misrouted must be rerouted on the first available flight.

(3) If cargo is not located within 72 hours after tracer action is initiated:

(a) the facility first noting a loss will coordinate and advise required activities, per reference (b), by message that tracer action has failed; and

(b) all activities involved will initiate investigations.

(4) When cargo has been located, notify all involved activities. Forward a copy of the investigative reports to the scheduling authority, consignor, and consignee.

(5) If cargo is not located within 30 days, the investigative report must be forwarded with a DD Form 361 Transportation Discrepancy Report (TDR), per reference (b).

b. Damaged Cargo

(1) Cargo damaged in transport while in the custody of the terminal or DON aircraft must be repacked and forwarded as required by shipping instruction.

(2) If high priority cargo is damaged, shipper and consignee must be advised by message.

(3) The facility noting the damage will investigate and submit a report of circumstances on the DD Form 361, per reference (b).

11. Prohibited Cargo

a. Any cargo prohibited by references (g) and (h), or that falls into the categories listed in subparagraphs 11a(1) through 11a(3), must not be carried on DON aircraft.

(1) All animals other than domesticated pets (i.e., cats and dogs).

(2) Radioactive material, unless shipped per paragraph 5.

(3) Etiological agents or biomedical materials, unless shipped per reference (g).

b. The aircraft commander retains final authority to refuse any cargo that he or she feels will affect the safety of the flight.

CHAPTER 6

MAIL

1. General

a. Mail may be carried in USN aircraft per applicable directives and postal regulations. Questions should be referred to the nearest military postal facility.

b. U.S. Mail must not be transported by USN aircraft from point to point within the United States or between the United States and its possessions or territories where it parallels facilities of the U.S. Postal Service. Deviations from this policy must be authorized by the Deputy Chief of Naval Operations for Fleet Readiness and Logistics (CNO N4).

c. U.S. military mail may be transported via USN aircraft outside the continental United States (CONUS).

2. Priorities

a. Priority 1. Letter mail or priority packages.

b. Priority 2

(1) Military official mail.

(2) Second, third and fourth class mail marked military official mail.

(3) Space available mail.

(4) Parcel air lift.

c. Priority 3. All other mail.

3. Mail Handling

a. Space Allocation. Allocation of space for mail on USN airlift is controlled by the authorized scheduling agency.

b. U.S. Mail

(1) Military post office mail must be handled per reference (j).

(2) The air terminal officer or their agent will assume custody of mail if properly manifested and packaged, per U.S. Postal regulations and DoD directives.

(3) The loading and unloading of mail is the responsibility of the air terminal personnel. Mail must be treated as cargo.

(4) Documentation and records as required by pertinent directives must accompany mail and must be receipted for by authorized personnel. Proper records will be maintained by shipping and receiving activities.

4. Guard Mail

a. Mail concerned with the operation and administration of USN organic airlift may be transported as guard mail.

b. Guard mail must be stamped with the date, time, unit of origin, transfer, and destination. It will be pouched by the unit of origin and receipted for as necessary.

5. Lost or Damaged Mail. Must be reported immediately to the nearest postal authority for disposition. The situation also will be documented per chapter 5, paragraph 10.

6. Prohibitions. Postal Service laws and regulations and appropriate DoD directives prohibit the carrying of stamped, franked, plain letters, and packets by individuals or flight crews (guard mail is excepted). An individual flight crew member is subject to fine and possibly imprisonment for carrying a private letter or packet(s) considered as mail for an individual.

CHAPTER 7

PATIENTS OR HUMAN REMAINS

1. General

- a. Aeromedical evacuation will be performed only by units specifically assigned an aeromedical evacuation mission, except where a commander and the senior medical officer determine the medical urgency is such that time involved in securing aeromedical evacuation service will likely endanger the life, or limb, or cause a serious complication resulting in permanent loss of function by the patient.
- b. DON aircraft used for medical evacuation (MEDEVAC) must strictly adhere to reference (a).
- c. Prolonged delays must be reported to the nearest medical facility for appropriate actions.
- d. The aircraft commander is the final authority for the refusal of a patient if they feel the patient's or flight's safety is jeopardized.

2. Classification and Screening of Patients

- a. Classification and screening of passengers are described in reference (k) and controlled by the medical facility coordinating the evacuation.
- b. Medical facility commanders will ensure compliance with chapter 2 relating to security, and will do so via certification of a signed document to be retained by the air terminal officer who is attesting to the performed inspection (see chapter 2, paragraph 2).

3. MEDEVAC Baggage

- a. MEDEVAC patients are authorized the standard baggage allowance per chapter 4 and reference (k).
- b. Medical attendants are authorized additional baggage as required for special medical kits or equipment.

4. Documentation

- a. The patient's location in the aircraft must be identified on the passenger manifest.
- b. DD Form 600 Patient's Baggage Tag, must be used in lieu of normal baggage tags.

c. Air evacuation flight advisories should normally be issued by the scheduling agency. All departures must be per reference (k).

5. Transportation of Deceased by USN Aircraft. Reference (l) must be adhered to for the transportation of deceased. The nearest medical facility must be consulted to ensure that proper procedures are followed.

a. Government Air. Per reference (l), Government air transportation is not authorized in CONUS, except for cremated remains. Any deviations must be approved by CNO N4.

b. Outside CONUS. Per reference (l), Government air is normally used to transfer remains:

- (1) between two points outside CONUS;
- (2) from a point outside CONUS to CONUS point of entry; or
- (3) from a point inside CONUS to a point outside CONUS.

c. Commercial Air. When Government travel outside CONUS would cause undue delay for transportation described in subparagraph 5b, commercial air transportation is authorized.

d. "9-8b" Remains of Persons Dying of Contagious Disease. In all localities, the same diseases are not always classified as communicable or contagious after embalming. Consult with civil health authorities to determine transportation requirements if there are any doubts. Consult reference (b) for additional requirements.

e. "9-8d" Disinterred Remains. Disinterred remains will be enclosed per local board of health regulations. A transfer case may be substituted for the casket in transporting remains from outside CONUS to a U.S. port of entry. Special permission of health authorities must be obtained before remains may be disinterred or transported to another locality.

f. Cremated Remains. Cremated remains may be hand carried on USN aircraft on a space available basis if escort is eligible for travel, per reference (d). Boarding priority is immediately below emergency leave passengers.

g. Movement of Remains. Remains will be transported to destination as expeditiously as possible. Once embarked, remains would be removed short of destination only under extreme circumstances.

(1) Remains will be transported on cargo flights when possible.

(2) If remains are transported in a passenger compartment, the passengers must be informed.

h. Escort of Remains. The escort will be permitted to accompany remains whenever possible.

(1) If the escort is unable to accompany the remains, he or she will be routed to arrive at same time or prior to arrival of the remains.

(2) Only special escorts (per reference (k)) may be assigned from points outside CONUS to points within CONUS.

i. Dependent Transportation

(1) Transportation of dependents of deceased military personnel must be per references (d) and (l).

(2) The term “BLUE BARK” must be used on load message to indicate the transportation of dependents of recently deceased personnel.

APPENDIX A
REFERENCES

- (a) OPNAVINST 4631.2E
- (b) DTR 4500.9-R, Defense Transportation Regulation, date varies by parts
- (c) AMC-CNIC MOA Memorandum of Agreement between Air Mobility Command and Commander, Navy Installations Command, 1 March 2016
- (d) DoD Instruction 4515.13 of 22 January 2016
- (e) OPNAVINST 6210.2A
- (f) DoD Foreign Clearance Guide
- (g) NAVSUP Pub 505
- (h) OPNAVINST 5530.14E
- (i) DoD Instruction 5200.33 of 30 June 2011
- (j) DoD 4525.6-M, Department of Defense Postal Manual, 15 August 2002
- (k) AFI 48-307V1, En Route Care and Aeromedical Evacuation Medical Operations
- (l) NAVMEDCOMINST 5360.1

APPENDIX B
FORMS

1. The forms listed in subparagraphs 1a through 1g are available for download from the DoD Forms Management Program Web site: <http://www.esd.whs.mil/Directives/forms/>.
 - a. DD Form 361 Transportation Discrepancy Report.
 - b. DD Form 1384 Transportation Control and Movement Document.
 - c. DD Form 1385 Cargo Manifest.
 - d. DD Form 1387 Military Shipment Label (assigned OMB 0704-0188)
 - e. DD Form 1387-2 Special Handling and Data Certification.
 - f. DD Form 2131 Passenger Manifest.
 - g. DD Form 2133 Joint Airlift Inspection Record/Checklist.
2. DD Form 600 Patient's Baggage Tag, S/N 0102-LF-000-6000, is available for order on Naval Forms Online at <https://forms.documentservices.dla.mil/order/>.