

MILITARY AIR PASSENGER/CARGO REQUEST

NOTE: Keep this data on file for two years after submission date.

DTG: _____

PREPARED BY: _____

FROM: _____

THRU: _____ **Routing:** J3/DIV G3 > Army G3 > SAO (non CAB IDT/AT) or J3/G3 > DIV G3 > CAB (CAB IDT/AT)

THRU: _____ **Is mission in support of TXMF: Y/N** (If no, provide detailed explanation in Block 9; reimbursement may be required IAW NG PAM 95-5)

TO: _____ **Non tactical:** commercial air service available at pickup and drop off locations

TO: _____ **Tactical:** heliport, PZ/LZ field location, or no commercial air service available

1. TYPE ACFT (FW/RW) _____ (Place a FW for fixed wing or a RW for helicopter)

2. SELECT APPLICABLE TRAVEL STATEMENT Place an X in the appropriate box (normally Priority 3)

NON TACTICAL REQUESTS ONLY	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed by National Command Authorities (NCA), <u>or</u> for emergency lifesaving purposes.
	PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DOD Directive 4500.43.
	PRIORITY 3	Official business travel which when consolidated with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DOD Directive 4500.43.

3. PURPOSE OF TRAVEL

NON TACTICAL REQUESTS ONLY	a. PUJC Code	b. Complete Mission Description:
	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL NOT ACCEPTABLE:	
	d. THE COMMERCIAL AIR SCHEDULE WAS CHECKED AND FOUND UNACCEPTABLE IN THIS 24 HOUR WINDOW DUE TO:	
	e. THE COMMERCIAL AIR COST TO THIS DESTINATION IS \$ _____	

4. LEG INFORMATION

	LEG A	LEG B	LEG C	LEG D
NUMBER OF PAX				
DEP AIRPORT/ PZ GRID				
LOCAL TIME/ DATE				
ARR AIRPORT/ LZ GRID				
LOCAL TIME/ DATE				

5. TRAVELER MANIFEST (List senior federal traveler first, then by rank. Use continuation page for more travelers, if needed.)

PAX #	RANK	LAST NAME, FIRST, MI	WEIGHT	SSN (LAST FOUR)	UNIT/AGENCY	DUTY STATUS (mil/tech/fed/state/civ)	INDICATE LEGS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

6. COST OF COMMERCIAL TRAVEL (Non-Tactical only, include <i>transportation, additional per diem, lost time, etc.</i>)					
a. LEG A	b. LEG B	c. LEG C	d. LEG D	e. TIMES NO. PASSENGERS	f. EQUALS TOTAL COST
7. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield)					
a. CARGO DESCRIPTION (list description and estimated weight of personal baggage carried on board)					
b. LARGEST ITEM DIMENSIONS		c. HEAVIEST ITEM DIMENSIONS/WEIGHT		d. TOTAL WEIGHT	e. TOTAL CUBIC FEET
f. Special Handling Requirements (Explain)					
8. POINT OF CONTACT (Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))					
	a. NAME (Last, First, Middle Initial)	b. GRADE	c. DUTY PHONE (Commercial / DSN)		d. AFTER HOURS (Commercial)
Departure					
Arrival					
9. ADDITIONAL INFORMATION					
a. If mission is in support of agency outside TXMF, list agency and provide justification:					
b. Reimbursable Cost Estimate for outside agency support (for office use only): _____					
c. If civilian passengers listed in Block 5, verify eligibility requirements with SAO and IAW NG PAM 95-5, Table C-1 and DOD 4515.13-R.					
d. Remarks:					
10. REQUESTER					
a. NAME (Last, First, Middle Initial)		b. GRADE	c. DUTY TITLE		d. OFFICE SYMBOL
e. DUTY TELEPHONE (Commercial / DSN)		f. SIGNATURE			g. DATE
11. SENIOR TRAVELING PASSENGER (Signature may not be delegated)					
a. NAME (Last, First, Middle Initial)		b. GRADE	c. DUTY TITLE		d. OFFICE SYMBOL
e. DUTY TELEPHONE (Commercial / DSN)		f. SIGNATURE			g. DATE
12. VALIDATOR (TAG or Appointed on Orders by TAG)					
a. NAME (Last, First, Middle Initial)		b. GRADE	c. DUTY TITLE		d. OFFICE SYMBOL
e. DUTY TELEPHONE (Commercial / DSN)		f. SIGNATURE			g. DATE
13. AUTHORIZING OFFICIAL (TAG for ALL General Officer flights) (Senior Traveler's Supervisor for Other flights)					
a. NAME (Last, First, Middle Initial)		b. GRADE	c. DUTY TITLE		d. OFFICE SYMBOL
e. DUTY TELEPHONE (Commercial / DSN)		f. SIGNATURE			g. DATE

5. TRAVELER MANIFEST (List senior federal traveler first, then by rank. Use continuation page for more travelers, if needed.)

PAX #	RANK	LAST NAME, FIRST, MI	WEIGHT	SSN LAST FOUR	UNIT/ AGENCY	DUTY STATUS (mil/tech/fed/state/civ)	INDICATE LEGS
11							
12							
13							
14							
15							
16							
17							
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