OPERATIONAL SUPPORT AIRLIFT
USER GUIDE

Prepared

by

The Joint Operational Support Airlift Center

1 December 2000

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OSA USER'S GUIDE
(1 December 2000)

1. PURPOSE. This guide provides policies and procedures for joint consolidated scheduling of CONUS-based OSA. The Deputy Secretary of Defense has designated the Joint Operational Support Airlift Center (JOSAC), United States Transportation Command (USTC), as the scheduling authority for all CONUS Operational Support Airlift (OSA) missions. USTC shall schedule validated CONUS transportation requests for missions using fixed-wing OSA aircraft, except missions conducted exclusively for aircrew training that prevent the carrying of passengers or cargo or maintenance requirements that prevent the carrying of passengers or cargo. Each Service retains scheduling authority for all OSA OCONUS missions. The Navy Air Logistics Office (NALO), USA Operational Support Airlift Agency (OSAA), HQ USMC and HQ USAF are partners with JOSAC in accomplishing OSA missions.

2. APPLICABILITY and AUTHORITY. Published by USTC J3-OJ (JOSAC), this guide is applicable to all DOD components and governmental agencies requesting or using CONUS OSA. It serves as a reference for JOSAC schedulers, airlift requesters, Service validators, and flying units. It provides detailed instruction and supports established policies as outlined in the following directives:

a. DOD Directive 4500.43 (Operational Support Airlift)
b. DOD Directive 4500.56 (DOD Policy on Use of Government Aircraft and Air Travel)
c. DOD Regulation 4515.13-R (Air Transportation Eligibility)
d. Attachment A, OMB Circular A-126

3. BACKGROUND. The OSA system is operated in peacetime to provide essential readiness training to meet wartime requirements and to meet essential DOD requirements that cannot be satisfied by other means.

4. DEFINITIONS. Terms used in this guide are defined in Appendix A.

5. POLICY.

a. The use of OSA aircraft is restricted to the transport of DOD personnel, government property, other official government passengers, and other passengers or cargo as authorized by DOD directives, regulations, and policies.

b. OSA mission requests are supported based on the Priority Urgency Justification Category (PUJC) code assigned by the Service validator. The Service validator is

accountable for the PUJC code assigned. Per DOD Directive 4500.43, requesting officials (requesters and validators) must keep OSA requests and documentation on file for two years.

c. JOSAC is the scheduling authority for all CONUS OSA missions. Strict adherence to OSA post-mission reporting procedures ensures that OSA aircraft utilization is documented for OSA annual reports to the DOD and Congress. The JOSAC Program Analysis and System Management (PASM) Team is responsible for development, retrieval, and preparation of reports verifying the use of these DOD assets.

d. Flying units, via Service established procedures, shall indicate specific aircraft availability to JOSAC through the Joint Air Logistics Information System (JALIS). Pilot training and maintenance flights (those flights which cannot support passenger and/or cargo movement) are scheduled by the flying unit.

e. Service agencies schedule OCONUS OSA missions. Aircraft supporting OCONUS OSA missions shall be "blocked out" in JALIS (Code "O") prior to the JOSAC scheduling windows (7 days for lifts of eight passengers or less; 14 days for lifts of nine passengers or more) to prevent double booking of aircraft assets. Short-notice OCONUS OSA missions have priority over JOSAC-scheduled CONUS OSA missions. However, OSA aircraft withdrawn from the JOSAC schedule to support Service OCONUS requests will adversely effect the CONUS OSA schedule. All conflicts shall be worked directly with the appropriate JOSAC Branch Chief.

f. OSA assets will be scheduled within the crew day limitations established by Service regulations and standard operating procedures for each type/model/series aircraft.

6. REQUEST PROCESS / SERVICE RESPONSIBILITIES.

a. JALIS USER ACCOUNTS. The following requirements must be met to access JALIS using the JOSAC database:

(1) The user must complete a designated training course. This training is available from USTC's Joint Training Office (JTO), NALO and OSAA. JOSAC will issue a password upon receiving documentation of completed training. Temporary access may be granted in extenuating circumstances (on a case-by-case basis). Contact JOSAC PASM Team at DSN 779-8271 for details.

(2) Accounts must be active. If a user does not access an account for six months, the account will be locked until the user contacts JOSAC PASM. Users who do not maintain contact at least once per year will require formal retraining.

(3) Users may not share passwords. If multiple users are found sharing an account, the account will be cancelled and the user's supervisor(s) will be notified.

(4) Current information on JALIS policies, DOD guidance, training, user access forms, etc., is available at: https://jalisweb.transcom.mil.

b. REQUESTER:

(1) Military personnel and DOD civilian employees with official business travel requirements may request OSA. Requests for airlift must be submitted through the appropriate authorizing official to the Service validator IAW Service-directed procedures. The requesting official or office shall maintain requests for a minimum of two years. DOD Regulation 4515.13-R provides specific guidance for travel eligibility. Priority logistics movement (cargo) requirements are also submitted through the appropriate authorizing official to the Service validator. Submit travel requests for OSA as early as possible via the Service validator. Submit requests for eight or less passengers at least seven days prior to the desired date of travel. Submit requests for nine or more passengers at least 14 days prior to the desired date of travel. Submitting requests in accordance with these windows significantly increases the likelihood of support. NOTE: Except when operational demands dictate otherwise, requesters shall provide scheduling authorities with sufficient advance notice of flight requests (at least three days) and sufficient flexibility in departure or arrival times (at least two hours) to permit efficient employment of aircraft.

(2) DD Form 2768 (Appendix B) shall be used to request OSA. Requesters are responsible for the accuracy and completeness of all information required by DD Form 2768 for the scheduling of OSA missions. In order to ensure accurate, efficient, and timely scheduling of OSA missions, modifications to the following information found on DD Form 2768 shall be communicated by the requester to the appropriate validation/verification authority.

Block 1. Select Applicable Travel Statement

- Requesters may provide a *preliminary* priority for the requested OSA mission.

Block 2a. PUJC (Priority, Urgency, Justification, Category) Code

- Leave Blank. The appropriate Service Validator shall assign the final PUJC Code.

Block 2b. Complete Mission Description

- Avoid the use of Service acronyms or abbreviations.

Block 2c. Priority 2 Compelling Operational Considerations and Reason Commercial Travel Unacceptable

- All priority 2 requests (except for "required-use" passengers) shall answer the following three questions: 1) What is the compelling operational requirement? 2) Why is commercial transportation unacceptable within a 24-hour period? 3) What is the estimated commercial air cost of this request?

Block 3. Total Number of Passengers

- OSA missions serve multiple customers. Inaccurate passenger requirements adversely effect the efficient use of OSA assets and could create the perception of misuse or abuse.

Block 4. Senior Traveler

- Senior Traveler must be manifested on the OSA mission.

Block 5. Additional Passengers

- Required only for DV Code 7 or higher.
- List additional DVs in rank order.
- All additional DVs shall be listed. Use additional pages if required.

Block 6. Desired Flight Itinerary

- OSA aircraft have dissimilar operating limitations. OSA missions are scheduled IAW these limitations and may preclude landing or departing from a requested ICAO.
- ICAO codes can be found on the JOSAC website or in military/civil/FAA airfield directories.
- A 2-hour window must be given for either requested departure *or* arrival times. The larger the arrival/departure window, the greater the likelihood of OSA support.

Block 7. Cost of Commercial Travel

- Cost should be computed from the nearest commercial airfield to the commercial airfield nearest the desired destination, and may include the additional costs of ground transportation, lodging, per diem, and salary.

Block 8. Cargo Transportation

- Cargo handlers and acceptors are required at the destination airfield.
- Cargo descriptions must include weight, dimensions/cube, class of hazardous cargo, palletized vice soft-packed, and any other unique requirements.

Block 9. Point of Contact

- Point of contact shall *not* be a manifested passenger on the requested airlift.
- 24-hour contact numbers are required. Failure to supply accurate 24-hour contact numbers may result in mission cancellation.

Block 10. Non-DV Passengers

- List as many non-DV passengers as readily identifiable.

Block 11. Remarks/Additional Comments

- Identify any additional requirements not previously addressed.
- Approval authority for non-DOD passengers must be identified in this section. Appropriate approval authority may be found in DOD Regulation 4515.13R.

Block 12. Requester

- Each block shall be completed.

Block 13. Travel Authorizing Official

- Use of OSA shall be authorized IAW DOD Directive 4500.56 Sec E2.4.

Block 14. Senior Traveling Passenger

- Each block shall be completed. Signature may not be delegated.

(3) In addition to the information supplied on the DD Form 2768, the requester shall be responsible for coordinating all ground support customer requirements, i.e. protocol, ground transportation, lodging, baggage handling, etc…

(4) Airlift modification requests shall be coordinated through the Service validator. Modifications cause significant delays to the scheduling process and affect other lifts in the OSA system, the flying unit, and JOSAC schedulers. Keeping modifications to a minimum ensures better support and affords JOSAC schedulers the opportunity to provide greater overall customer service.

(5) Airlift request cancellations shall be coordinated through the Service validator. When a requester cannot contact their Service validator to cancel their airlift request, they may contact JOSAC and have the JOSAC scheduler cancel the airlift request "Code "T" (Army requestors will coordinate this information through the 24-hour OSAA QA Branch who will in turn contact JOSAC). The JOSAC scheduler shall record the name, date, and time of the person canceling the airlift request in the remarks section of the request.

(6) Requesters should contact their validators 48 hours prior to the requested airlift to determine probability of support. At 48 hours prior to execution, JOSAC should have a fairly accurate accounting of what the final schedule will look like. Advance warning of an impending regret gives requestors sufficient time to arrange alternate transportation.

(7) The JOSAC schedule may be accessed via the World Wide Web at https://jalisweb.transcom.mil.

c. AUTHORIZING OFFICIAL:

(1) IAW DOD Directive 4500.56, authorizing officials will review and approve DOD "senior official" (flag officers and equivalent civilian grades) airlift requests to ensure the proper method of transportation is used. The authorizing official shall be senior to the traveler, unless otherwise specifically designated, and is normally a Major Command's chief of staff and cannot be delegated below that level. *The authorizing official determines whether the requester is authorized to travel on OSA aircraft in accordance with DOD Directives 4500.43, 4500.56, and 4515.13R.* After review and signature, the authorizing official forwards all valid OSA requests to the service validator.

(2) All other requests for OSA by passengers eligible for air transportation under DOD Regulation 4515.13-R shall be authorized through existing standard procedures.

d. VALIDATOR:

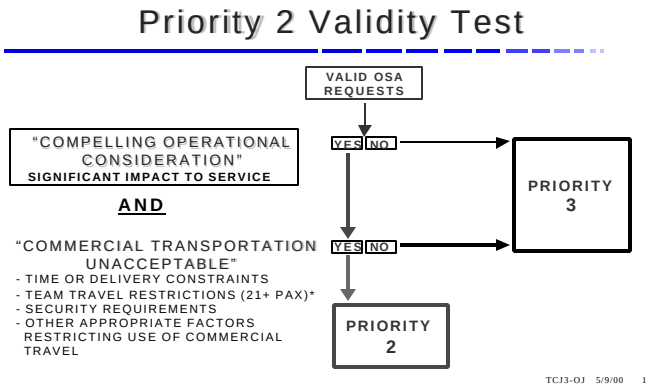
(1) The validator receives OSA mission requests and assigns the *appropriate* PUJC (Appendix C) based upon the information provided by the requester and unit authorizing official. In some cases, assignment of the PUJC may be accomplished by an official other than a Service validator IAW each of the Service's regulations and policies. *The Service validator (and the authorizing official in the case of DOD senior travelers) is accountable for the PUJC assigned*. This function is critical, as the scheduling of OSA assets is based upon the PUJC. Figure 1 below may be used as a guide in determining the PUJC of a specific request. A Priority 2 request requires three components:

(a) Compelling operational considerations: The airlift request must have some *significant* Service impact. Routine meetings, training, and discretionary speaking engagements are not "compelling".

(b) Commercial transportation unacceptable: The DOD standard being within a 24-hour period per DOD Directive 4500.43. Priority 2 requests are the exception, not the norm in DOD OSA travel.

(c) Commercial cost comparison: Equivalent commercial travel costs will be documented based on rules found in DOD Directive 4500.43 and OMB Circular A-126.

Figure 1



As defined in DOD 4500.9-R, dated March 1998

(2) The validator will ensure all travel requirements are understood and communicated to JOSAC in the proper format. JOSAC will return incomplete requests to the service validator. Submit requests not later than *7 days prior to day of travel* for small lifts of

eight passengers or less, and *14 days prior to day of travel* for large lifts of nine or more passengers. *All requests must clearly identify the purpose of travel in the first line of the remarks.* Priority 2 requests also require a complete mission description as well as a specific remark stating why commercial travel is unacceptable.

(a) All Priority 2 and Priority 3 OSA requests submitted to JOSAC within 72 hours of travel are considered late requests. When a Service validator submits a late request, he shall ensure the request data is appropriately entered in JALIS *and make immediate telephone contact* with JOSAC schedulers (Army validators will make immediate telephone contact with the OSAA QA Branch who will, in turn, contact JOSAC for direct coordination).

(b) JOSAC shall automatically regret **(**Code Z**)** all Priority 2 or Priority 3 requests submitted into JALIS after 1400 hours (CST) for next-day travel if the requests are not appropriately entered into JALIS and telephonically coordinated with JOSAC. JOSAC normally does not satisfy a new Priority 3 mission outside of normal business hours (Monday - Friday, 0730 - 1630 CST). Exceptions to this policy require Branch/Team Chief or higher level approval.

(3) Priority 3 missions by definition need to be as cost effective as possible to justify use of the aircraft. JOSAC combines Priority 3 missions with other Priority 2 and 3 missions to maximize the cost-effective use of OSA assets. For Priority 3 requests, the Service validator shall ensure that a commercial cost estimate is in the remarks section. Cost comparisons are computed using the criteria outlined in Appendix D. When calculating commercial costs, include any and all associated traveler costs; ground transportation, time/salary considerations, additional billeting requirements, and any other incidental costs that would be incurred by using commercial transportation. The validator shall ensure the requestor has provided the commercial cost estimate in the remarks section of the request form for all Priority 3 missions.

(4) The validator does not determine the relative cost effectiveness of an OSA request; *this is the responsibility of JOSAC*. JOSAC can often combine lifts to make missions more cost effective.

(5) The validator will ensure that OSA requests provide the widest possible range in departure and/or arrival times to allow JOSAC the flexibility to consolidate missions and use the OSA fleet as effectively as possible. *A minimum 2-hour arrival or departure window is required* per DOD Directive 4500.43 for all requests, including Priority 2, except when operational demands dictate otherwise. Increasing the window of available departure and arrival times will improve a customer's opportunity to be supported. Requests not providing a scheduling window must sufficiently explain the operational demands in the “remarks” section.

(6) The validator is responsible for accurately submitting airlift requests. Last-minute changes to requirements may affect airlift support due to aircraft and crew limitations. JOSAC support is available 24-hours-a-day, including weekends and holidays**.** JOSAC will provide support notification to the validator via electronic means (e-mail, JALIS, or JOSAC website).

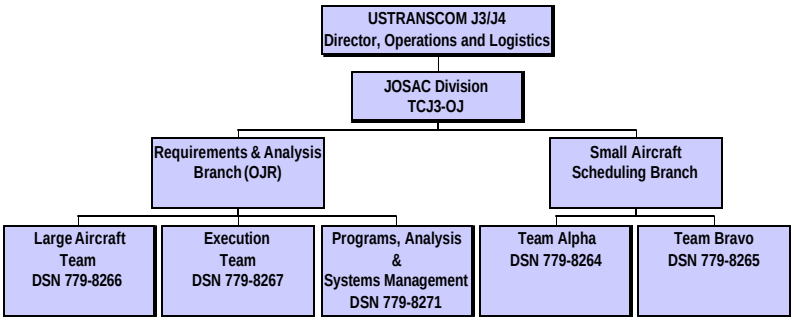
(7) The validator shall provide support notification to the requester (i.e., support, regret, or modifications).

(8) The validator will notify JOSAC immediately when a requester cancels their request (Army validators will also call the 24-hour OSAA QA Branch to coordinate this information).

(9) Validators must monitor the status of their requests in JALIS. If a request has not been supported, and is no longer required, validators will cancel the request "Code T." If the airlift request is supported, and is no longer required, contact JOSAC so that the mission can be "unsatisfied." After the JOSAC schedulers have "unsatisfied" the airlift request, validators will cancel the airlift request "Code T."

(10) According to DOD directives, validators must keep all OSA requests and supporting documentation on file for 2 years.

7. JOSAC OPERATIONS



a. JOSAC is a Joint Service division under the USTRANSCOM Director of Operations and Logistics (TCJ3/J4). JOSAC is comprised of two branches. The first is the Small Aircraft Scheduling Branch, comprised of two teams scheduling lifts of eight passengers or less. The second is the Requirements and Analysis Branch, comprised of three teams: a Large Aircraft Team that schedules nine passengers or more, an Execution Team (current operations), and a Program Analysis and System Management Team.

b. JOSAC will schedule all available CONUS OSA aircraft to support requests received through JALIS. In scheduling requests, JOSAC will consider priority codes assigned by

the Service validator, the most efficient asset available to conduct the mission, cost effectiveness and any unique requirements associated with the request.

c. The scheduling window for small lifts is between 7 and 4 days prior to mission execution. Large lifts are scheduled between 14 and 8 days prior to execution. At the 7- and 14-day points respectively, each team begins to match the Priority 2 and "cost effective" requests with available aircraft. Priority 3 requests that match other Priority 2 missions will also be scheduled at the earliest opportunity. At the 4- and 8-day points respectively, any remaining aircraft are scheduled to fly the most cost-effective "unsatisfied" requests.

d. JOSAC will modify scheduled missions to meet changes submitted by the requester only when these modifications do not negatively impact other scheduled missions. For modifications occurring more than one day prior to travel, notification will be to the validator and flying unit via JALIS. If modifications occur the day prior to or on the day of travel, JOSAC will immediately notify and telephonically confirm those changes with the validator and flying units.

e. USCINCTRANS, through JOSAC, provides the DOD's Semi-Annual Senior Federal Travelers Report to the General Services Administration (GSA) per DOD Directive 4500.56. If requested, JOSAC will assist DOD agencies in obtaining scheduling data necessary to produce Service-unique reports.

f. JOSAC has the capability to flight follow missions using the FAA Enhanced Traffic Management System (ETMS). The ETMS is a real-time FAA feed that displays the actual location, departure/arrival points, ground speed, altitude, route of flight, and flight plan of filed missions. If an aircraft requires in-flight divert to facilitate mission accomplishment, JOSAC will coordinate with the unit per Service specific procedures to determine constraints. JOSAC will then call the Air Route Traffic Control Center (ARTCC) directly and have the sector controller pass a message to the crew. To aid in the tracking of flights, flying units are *required* to use static call signs for OSA missions.

(1) Air Force units will use "JOSA" followed by the last three digits of the JALIS mission number (i.e. "JOSA699")

(2) Army units will use "PAT" followed by the last three digits of the JALIS mission number (i.e. "PAT699")

(3) Marine units will use assigned call signs followed by the last three digits of the JALIS mission number (i.e. "LOBO699")

(4) Navy units will use assigned call signs followed by the last three digits of the JALIS mission number (i.e. "JV699")

8. FLYING UNIT:

a. Flying units are ultimately responsible for the safe conduct of OSA missions. Flying units shall communicate and resolve any safety concerns prior to executing OSA missions.

b. Flying units obtain and print the flight advisory (FADV) from the JALIS server. Optimally, the flying unit will receive notification of a mission 10 days prior for large aircraft and 4 days prior to execution for small aircraft. However, requests may be received inside the scheduling windows; therefore, *units must query JALIS daily* for new missions and any recent modifications. The JALIS server will have the most current information available. In the event that JALIS is inoperative, the unit *must* contact JOSAC to verify missions prior to execution.

c. The flying unit is responsible for directly coordinating with the supported customer POCs prior to the mission. This customer service policy is highly praised by DOD passengers across all of the services. Changes which do not affect follow-on lifts, next-day aircraft availability, crew duty limits or changes in times of *no more than one hour* can be coordinated between the flying unit and passengers. These types of changes do not require JOSAC coordination or a modification to the flight advisory. Flying units will note any and all changes in the Logistics Flight record (LFR). *All substantive mission changes--changes in departure or arrival ICAOs and/or passenger changes involving anyone in the grade of O-6 or above (or civilian equivalent)--must be modified through a validator and JOSAC*. JOSAC does not contact the departure/arrival POC's unless a problem occurs during the mission or the validator cannot be contacted. When the POC notifies the flying unit of significant changes, the POC must also notify the validator *immediately*.

d. The JOSAC Execution Team exists to facilitate OSA mission accomplishment. Flying units/aircrews shall notify the execution desk (1-800-256-7609, DSN 779-8267 or Comm (618) 229-8267) of all significant delays i.e. aircraft maintenance, weather, late passengers, changes of routing, number of passengers, or any changes that impact the mission. JOSAC will coordinate with the aircrew and POCs to find the best solution to the problem. The JOSAC execution desk is manned 24-hours-a-day by both a duty officer and scheduler.

e. For CONUS OSA RON missions, aircrews shall contact the JOSAC execution desk upon completing the final leg of the day. Aircrews shall report aircraft status, lodging phone number, and planned start-time of crew rest. Additionally, aircrews will check in before departure on the next day's mission for possible updates/changes.

f. Flying units are responsible for all flight planning and preparation to include PPRs, weather briefs, computer flight plans, and high-density airport reservations. To obtain,

cancel, or confirm reservations at high-density airports such as Kennedy, O'Hare, La Guardia, and Los Angeles use the Automated Voice Airport Reservation System (AVARS). AVARS also has an option to change aircraft tail numbers. Access AVARS by calling 1-800-FAA-1212 from a touch-tone telephone. JOSAC must be notified immediately if a slot cannot be obtained by the flying unit. Flying units will coordinate operations into airfields with the requestor. Changes to scheduled missions, such as operating hour restrictions requiring the use of a proximity airfield, will be coordinated with JOSAC.

g. Flying units schedule local training flights in accordance with Service directives. A 26PX mission is designed to provide aircrew wartime readiness training when passengers/cargo can be carried, but none have been scheduled on the mission. *JOSAC is the sole scheduling authority for "26PX" missions*. The 26PX is considered to have a complete crew duty day, sufficient flying hours, etc. during the scheduled flight period. 26PX mission requests outside the day of execution will be submitted through normal Service procedures. 26PX missions required on the day of flight will be submitted directly to JOSAC execution. If JOSAC receives a late request or modification, it may assign a customer to the 26PX. 26PX missions are not to be used for personal or unit convenience. Such use is potentially misappropriation of a government aircraft and jeopardizes the existence of these Service wartime assets. For example, unit members attending conferences, sleigh rides transporting space available passengers home for holiday leave, simulator training, unit visits, unit commander support, are violations of the DOD Directives Note: When a 26PX request is submitted into JALIS, the request must include at least 1 pound of cargo. If the request is submitted with 0 passengers and 0 pounds of cargo, the request will automatically indicate that it is satisfied.

h. In order to satisfy the DOD directive requiring data collection, the flying unit shall complete the Logistics Flight Record (LFR) in JALIS, *NLT the next duty day following the completion on an OSA mission*. The LFR is the only factual data to support the use and existence of these valuable DOD wartime assets. LFR submissions are critical to the OSA program and validate its use to Congress.

i. The flying unit will complete an Aviation Exception Report (AER) with the Logistics Flight Record anytime a flight is delayed more than 30 minutes, a lift is not performed as scheduled, or when facilities or services were inadequate. An AER will also be submitted to document a difference in passenger numbers from those scheduled, e.g., five passengers scheduled on a mission and only two passengers arrive for the flight. If significant deviations occur, aviators should contact the JOSAC execution desk immediately to report the discrepancy/problem and follow-up with the AER.

j. *An accurate aircraft status is absolutely key to JOSAC scheduling.* As a minimum, units shall update aircraft status daily and shall update the status immediately anytime there is a change. Additionally, units must forecast aircraft status out to 7 days for small aircraft

and 14 days for large aircraft. When flying units make aircraft available in JALIS, they become the Service's "contract" with the OSA system. The flying unit's vigilant update of aircraft status in JALIS is *crucial* to the efficient scheduling of OSA.

k. Airfield commanders should disseminate Space-A travel information. Space-A travel arrangements are made through airfield passenger terminals, or base operations. By exception, arrangements may be made with the flying unit, or directly with the pilot where base operations/passenger terminal facilities do not exist. JOSAC facilitates this by providing scheduling information to airfields via the World Wide Web at https://jalisweb.transcom.mil.

l. Flying units retain full responsibility for planning and programming their flying hour program. Units anticipating changes to their flying hour program shall notify JOSAC.

m. JOSAC is assigned the UHF frequency 251.925 MHz for use by flying units to communicate between aircraft. JOSAC has no ground-to-air communications capability.

Appendix A

Definitions

1. Alert aircraft: Aircraft that are in a "BRAVO" status for use on Priority 1 Global Patient Movement Requirements Center (GPMRC) missions or in support of high priority missions that have been effected by maintenance, weather, or other unplanned circumstances.

2. ANG: Air National Guard

3. ARNG: Army National Guard.

4. Authorizing Official: IAW DOD Directive 4500.56, authorizing officials will review and approve DOD senior official MilAir requests to ensure the proper method of air transportation is used.

5. Aviation Exception Report (AER): A report submitted at the end of a mission anytime there was a delay of more than 30 minutes, a change in a senior passenger (O-6 or above), a lift not performed as scheduled, or when facilities or services were inadequate.

6. Bravo status: An aircraft and crew capable of launch within 2 hours (CONUS), or 3 hours (OCONUS), after notification.

7. CONUS: Continental United States including the 48 contiguous states and the District of Columbia.

8. Date Time Group (DTG): The date that the validator inputs with a request and is used to identify that request. It should correspond with the actual date time stamp (DTS) of submission.

9. Date Time Stamp (DTS): A computer stamp of the actual DTG that the request was input.

10. DOD Directive 4500.43: "Operational Support Airlift"

11. DOD Directive 4500.56: "DOD Policy on the Use of Government Aircraft and Air Travel"

12. DOD Regulation 4515.13R: "Air Transportation Eligibility"

13. JOSAC: Joint Operational Support Airlift Center

14. Large Aircraft: Aircraft carrying nine passengers or more. For example: C-22, C-20, C-9, C-26, C-23.

15. Logistics Flight Record (LFR): An end of mission report which captures actual times and flight hours; also known as a post-mission report.

16. NALO: Navy Air Logistics Office.

17. NOTAM: Notice to Airmen

18. OCONUS Missions: Any mission departing to or originating from anywhere outside the boundaries of the 48 contiguous United States.

19. OMB Circular A-126: "Improving the Management and Use of Government Aircraft".

20. OSAA: Operational Support Airlift Agency.

21. OSACOM: US Army Operational Support Airlift Command.

22. Point of Contact (POC): Individual available to answer questions regarding specific aspects of a lift. A 24-hour contact number for this individual must be provided.

    - Unit: A name provided by each flying unit to JOSAC as a 24 hour point of contact that can be reached immediately and has approval authority for mission changes and commitment to JOSAC taskings.

    - Requester: The person completing and submitting the DD Form 2768.

    - Departure Coordinator: An individual who can answer questions relating to a lift's departure requirements and can make decisions relating to changes and delays. This person must be available on the day of departure and must *not* be a passenger on the lift.

    - Arrival Coordinator: An individual who can answer questions relating to a lift's arrival requirements and can make decisions relating to changes and delays. This person must be available on the day of arrival and must *not* be a passenger on the lift.

23. PPR: Prior Permission Required. An airfield has a requirement to coordinate landings and takeoffs before granting arrival permission.

24. Senior Officials: Any authorized passenger having a DV code of 6 or higher.

25. Small Aircraft: Aircraft carrying eight passengers or less. For example: C-12, C-21, UC-35, and C-38.

26. USAR: US Army Reserve.

27. Validator: Designee of a DOD component responsible for validating, assigning priorities, and providing final approval of documented airlift requests for submission to JOSAC for scheduling.

Appendix B – DD Form 2768

MILITARY AIR PASSENGER/CARGO REQUEST

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

1. SELECT APPLICABLE TRAVEL STATEMENT:

	PRIORITY 1	**Direct support of operational forces** engaged in combat **or** contingency peace-keeping operations directed NCA, **or** for emergency lifesaving purposes.
	PRIORITY 2	**"Required use"** travel **or** 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 by JOSAC 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.

2. PURPOSE OF TRAVEL

a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION

3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE

4. SENIOR TRAVELER

a. NAME *(Last, First, Middle Initial)*	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

5. ADDITIONAL PASSENGERS *(Note: Required only for DV 7 or higher)*

a. NAME *(Last, First, Middle Initial)*	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

6. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) *(Example: 25/1200 DEC 98 (1400))*	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) *(Example: 25/1200 DEC 98 (1400))*
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				

7. COST OF COMMERCIAL TRAVEL *(Transportation, additional per diem, lost time, etc.)*

a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST

8. CARGO TRANSPORTATION *(Cargo acceptors and handlers are required at destination airfield.)*

a. CARGO DESCRIPTION

b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET

e. SPECIAL HANDLING REQUIREMENTS *(Explain)*

DD FORM 2768, MAR 1998 (EG)

Designed using Perform Pro, WHS/DIOR, Mar 98

9. 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 *(DSN/Commercial)*	d. AFTER HOURS *(DSN/Commercial)*
(1) DEPARTURE				
(2) ARRIVAL				

10. NON-DV PASSENGERS			
a. NAME *(Last, First, Middle Initial)*	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE

11. REMARKS/ADDITIONAL COMMENTS

12. REQUESTER			
a. NAME *(Last, First, Middle Initial)*	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE *(DSN/Commercial)*	f. SIGNATURE		g. DATE
h. PLAIN LANGUAGE ADDRESS *(PLAD)*			

13. TRAVEL AUTHORIZING OFFICIAL *(As appointed by Service)*			
a. NAME *(Last, First, Middle Initial)*	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE *(DSN/Commercial)*	f. SIGNATURE		g. DATE

14. 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 *(DSN/Commercial)*	f. SIGNATURE		g. DATE

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Appendix C

PUJC Codes

PRIORITY Codes:

Priority 1 - Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

Priority 2 - Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

Priority 3 - Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

URGENCY Codes:

Urgency 1 - (Combat) Airlift of personnel or materiel in direct support of, or alerted for support of operational forces engaged in general war or national contingency operations.

Urgency 2 - (Lifesaving or Operational) Airlift of personnel or materiel in direct support of lifesaving operations or operations or operational forces deployed or preparing for mobilization.

Urgency 3 - (Humanitarian) Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

Urgency 4 - (Critical) Airlift of personnel or materiel which, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

Urgency 5 - (Priority) Airlift of personnel or materiel not fulfilling a higher urgency, but which would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation with other request would not adversely affect the unit requirements.

Urgency 6 - (Routine) Airlift of personnel or materiel scheduled as part of an organization's daily/weekly routine or travel that is qualified on a cost effective basis but does not meet the

requirements of a higher urgency code. Changes or consolidation with other requests would not affect unit requirements.

JUSTIFICATION Codes:

A - Administrative
B - Civil Works
C - Recruiting / Retention
D - Medical Support
E - Emergencies
F - Fleet Support (General)
G - Special Weapons / Components Movement
H - Seabee Support
I - Special Warfare Unit Support
J - Research
K - Morale / Displaced Homeport Visit / USO Tours / R&R / etc.
L - Coast Guard Support
M - ROTC
N - Reserves
O - Joint Staff / OSD Staff Support
P - Training
Q - Materiel (Use Standard Cargo Codes in place of Category Codes when using this Justification Code)
R - Maintenance
S - Drug Enforcement / Task Force
T - Mobilization / Demobilization
U - CVAM Tasking
V-Y (Unused)
Z - Other Support (Provide explanation in remarks section)

CATEGORY Codes:

A - Meetings / Conferences (Including authorized spouse travel)
B - Ceremonies
C - Goodwill/Foreign Dignitaries (Including authorized spouse travel)
D - Inspections / Investigations / Courts / Boards / Hearings / etc.
E - Legislative Affairs / Public Affairs
F - Fleet Support (Deployed Unit at Sea)
G - Fleet Support (Deployed Unit Ashore)
H - Fleet Support (Ship Load out for Deployment)
I - Fleet Support (Ship Off load from Redeployment)

J - Unit Deployment / Redeployment (Other than Ship)
K - Fleet Support (Other)
L - Educators / Military Academies
M - Performers / Bands / Choirs / Drill Teams / etc.
N - Research and Development
O - DOD Contractors / Technician Support
P - Consultations and Appointments (Medical/Dental/Surgical)
Q - Marine Research
R - Wartime
S - Exercise
T - Unit Training (Active Units)
U - Unit Training (Reserve Components)
V - Test Flights
W - Readiness Training
X - Aviator Training
Y - Ferry Flight (Aircraft or Aircrew)
Z - Other (Provide explanation in remarks section)
1 - Evacuation of Aircraft
2 - Evacuation of Personnel
3 - Aeromedical Evacuation (MEDEVAC)
4 - Other Evacuation
5 - Search and Rescue
6 - Medical Support (Organ/Tissue/Blood Transfers)
7 - Graves Registration / Body Removal
8 - Emergency Ordnance Disposal (EOD)
9 - Disaster Relief / Other Crisis Relief

*NOTE: Only the above listed codes are authorized for use when submitting requests to the JOSAC for support. If individual Services desire more detailed explanations of Justification or Category, additional information can be provided in the remarks section of the request form.

CARGO Codes: (to be used in conjunction with justification code Q)

A - Mail
B - Aircraft Spare Parts
C - Avionics Spare Parts
D - Aircraft Engines
E - Electronic Parts
F - Test Equipment
G - Ground Support Equipment
H - Video Equipment
I - Medical Equipment
J - Organizational Equipment

K - Maintenance Equipment / Tools
L - POL Products (ENSURE Packaging Requirements are met)
M - Explosives (ENSURE Transportation Requirements are met)
N - Weapons (ENSURE Transportation Requirements are met)
O - Weapon Systems Parts
P - Missiles (ENSURE Transportation Requirements are met)
Q - Chemicals (ENSURE Transportation Requirements are met)
R - Subsistence
S - Musical Instruments
T - Human Remains
U - Not Mission Capable - Supply (NMCS) items
V - Not Mission Capable - Maintenance (NMCS) Items
W - Other Aviation Cargo
X - Other General Cargo
Y - Hazardous Cargo

Appendix D

OMB Circular A-126, Attachment A

ACCOUNTING FOR AIRCRAFT COSTS

The costs associated with agency aircraft programs must be accumulated to: (1) justify the use of government aircraft in lieu of commercially available aircraft, and the use of one government aircraft in lieu of another; (2) recover the costs of operating government aircraft when appropriate; (3) determine the cost effectiveness of various aspects of agency aircraft programs; and (4) conduct the cost comparisons required by OMB Circular No. A-76 to justify in-house operation of government aircraft versus procurement of commercially available aircraft services. To accomplish these purposes, agencies must accumulate their aircraft program costs into the Standard Aircraft Program Cost Elements defined in Attachment B. The remainder of this Attachment presents guidance for accomplishing each of these purposes.

Justify Use of Aircraft

The cost comparison to justify the use of a government aircraft for a proposed trip under Section 8.a.(ii) of this Circular should be made prior to authorizing the use of the aircraft for that trip. Agencies that propose to use their aircraft to support recurring travel between locations are encouraged to develop standard trip cost justification schedules. These schedules would summarize the projected costs of using one or more specific types of agency aircraft to travel between selected locations as compared to using commercial aircraft (including charter) or airline service between those locations. Comparative costs for varying passenger loads would also be shown. Agencies that chose to use this approach would be able to see at a glance the minimum number of official travelers needed to justify the use of a particular aircraft or aircraft type for a trip between locations on the schedule. Agencies that are not able to use such schedules are required to do a cost justification on a case by case basis.

To make the cost comparisons necessary to justify the use of a government aircraft, the agency must compare the actual cost of using a government aircraft to the cost of using a commercial aircraft (including charter) or airline service. The actual cost of using a government aircraft is either: (a) the amount that the agency will be charged by the organization that provides the aircraft, (b), if the agency operates its own aircraft, the variable cost of using the aircraft; or (c), if the agency is not charged for the use of an aircraft owned by another agency, the variable cost of using the aircraft as reported to it by the owning agency.

Agencies should develop a variable cost rate for each aircraft or aircraft type (i.e., make and model) in their inventories before the beginning of each fiscal year. These rates should be developed as follows:

1. Accumulate or allocate to the aircraft or aircraft type all historical costs (for the previous 12 months) grouped under the variable cost category defined in Attachment B. These costs should be obtained from the agency's accounting system.

2. Adjust the historical variable costs from Step 1 for inflation and for any known upcoming cost changes to project the new variable cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Divide the total projected variable costs of the aircraft or aircraft type by the projected annual flying hours for the aircraft or aircraft type to compute the projected variable cost or usage rate (per flying hour).

To compute the variable cost of using an agency's own aircraft for a proposed trip, multiply the variable cost rate computed in Step 3 (above) by the estimated number of flying hours for the trip. The number of flying hours should include all time required to position the aircraft to begin the trip and to return the aircraft to its normal base of operations, if no follow-on trip is scheduled. If a follow-on trip requires any reposition-ing time, it should be charged with that time. If one aircraft mission (i.e., a series of flights scheduled sequentially) supports multiple trips, the use of the aircraft for the total mission may be justified by comparing the actual cost of the entire mission to the commercial aircraft (including charter) or airline costs for all the component trips.

The cost of using commercial airline or aircraft services for the purpose of justifying the use of government aircraft must:

1. Be the current government contract fare or price or the lowest fare or price known to be available for the trip(s) in question;

2. Include, as appropriate, any differences in the costs of any additional ground or air travel, per diem and miscellaneous travel (e.g., taxis, parking, etc.), and lost employees' work time (computed at gross hourly costs to the government, including benefits) between the two options; and

3. Only include costs associated with passengers on official business. Costs associated with passengers traveling "space available" may not be used in the cost comparison.

Recover Cost of Operation

Under the Economy Act of 1932, as amended, (31 U.S.C.S. 1535), and various acts appropriating funds or establishing working funds to operate aircraft, agencies are required to recover the costs of operating their aircraft for use by other agencies, other governments (e.g.,

state, local, or foreign), or non-official travelers. Depending on the statutory authorities under which its aircraft were obtained or are operated, an agency may use either of two methods for establishing the rates charged for using its aircraft: (1) the full cost recovery rate or (2), the variable cost recovery rate. The full cost recovery rate for an aircraft is the sum of the variable and fixed cost rates for that aircraft. The computation of the variable cost rate for an aircraft or aircraft type is described under the previous paragraph "Justify Use of Aircraft." The fixed cost rate for an aircraft or aircraft type is computed as follows:

1. Accumulate from the agency's accounting system the fixed costs listed in Attachment B that are directly attributable to the aircraft or aircraft type (e.g. crew costs-fixed, maintenance costs-fixed, and aircraft lease-fixed).

2. Adjust the historical fixed costs from Step 1 for inflation and for any known upcoming cost changes to project the new fixed cost total. The inflation and escalation factors used must conform to OMB Circular No. A-76.

3. Add to the adjusted historical fixed costs amounts representing self-insurance costs and the annual depreciation or replacement costs, as described in Attachment B.

4. Allocate operations and administrative overhead costs to the aircraft or aircraft type based on the percentage of total aircraft program flying hours attributable to that aircraft or aircraft type.

5. Compute a fixed cost recovery rate for the aircraft or aircraft type by dividing the sum of the projected directly attributable fixed costs (from Step 3) and the allocated fixed costs (from Step 4) by the annual flying hours projected for the aircraft or aircraft type.

To compute the full cost of using a government aircraft for a trip, add the variable cost rate for the aircraft or aircraft type to the corresponding fixed cost rate (computed in Step 5 above) and multiply the result by the estimated number of flying hours for the trip using the proposed aircraft.

The variable cost recovery rate for an aircraft or aircraft type is the same as the variable cost or usage rate described under the previous paragraph "Justify Use of Aircraft." If an agency decides to base the charge for using its aircraft solely on this rate, it must recover the fixed costs of those aircraft separately from the appropriation which supports the mission for which the procurement of the aircraft was justified. In such cases, the fixed cost recovery rate may be expressed on an annual, monthly or flying hour basis.

Determine Aircraft Program Cost Effectiveness

Although cost data are not the only measures of the effectiveness of an agency's aircraft program, they can be very useful in identifying opportunities to reduce aircraft operational costs. These opportunities might include changing maintenance practices, purchasing fuel at lower costs, and the replacement of old, inefficient aircraft with aircraft that are more fuel efficient and have lower operations and maintenance costs.

The most common measures used to evaluate the cost effectiveness of various aspects of an aircraft program are expressed as the cost per flying hour or per passenger mile for certain types of aircraft costs. These measures may be developed using the Standard Aircraft Cost Elements and include, but are not limited to: maintenance costs/flying hour, fuel and other fluids cost/flying hour, accident repair costs/flying hour (or per aircraft), and variable cost/passenger mile.

The Administrator of General Services should coordinate the development of specific cost effectiveness measures with an interagency aircraft policy working group.

Justify In-House Operation

OMB Circular No. A-76, "Performance of Commercial Activities," requires Federal agencies to conduct cost comparisons of commercial activities they operate and, where appropriate, to determine the most economical way to perform the work -- whether by private commercial source or using in-house government resources. The guidelines for conducting these cost comparisons are presented in the Supplement to the Circular.