



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 4630.1G

30

23 JUL 1998

NAS OCEANA INSTRUCTION 4630.1G

Subj: PROCEDURES FOR LOGISTICS SUPPORT AIRLIFTS

Ref: (a) OPNAVINST 4660.3

Encl: (1) Passenger Manifest
(2) Cargo Manifest
(3) Flight Advisory
(4) C-9 Cargo Pallet Configuration
(5) C-130 Cargo Pallet Configuration
(6) Certification of Compliance with NAVSUPPUB 505
(7) Hazardous Material Declaration
(8) Acknowledgment of Airlift Coordinating Officer's Responsibility

1. Purpose. To establish the responsibilities and procedures necessary for the safe and expeditious handling of passengers and cargo on logistic support airlifts departing Naval Air Station (NAS) Oceana.

2. Cancellation. NASOCEANAINST 4630.1F. Because of numerous revisions, paragraph markings have been omitted.

3. Discussion. Limited facilities and resources at NAS Oceana require using activities to assign a responsible officer to act as an Airlift Coordinator for each airlift. This instruction lists the responsibilities of Air Operations, Air Terminal personnel and the unit's Airlift Coordinating Officer. Forms and information that are required to be completed by the using activity are contained in enclosures (1) through (8). Tenant squadrons hosting units that utilize NAS Oceana Air Terminal facilities shall ensure this instruction is complied with as part of their host responsibilities.

4. Air Operations Air Terminal Branch

a. On Joint Operational Strategic Air Command (JOSAC) or Naval Air Logistics Office (NALO) confirmation of airlift, Air Terminal personnel shall contact the unit's Airlift Coordinator to provide information required to ensure a smooth and efficient movement. The following material shall be provided to transiting units.

- (1) Blank Passenger Manifest
- (2) Blank Cargo Manifest

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(3) 463L cargo pallets, along with two side nets and one top net per pallet.

(4) Blank Hazardous Material certification.

b. When processing passengers for airlifts, Air Terminal personnel shall ensure:

(1) Unit's passenger manifest has been received at least 24 hours prior to scheduled airlift.

(2) Weigh in of all checked baggage. Baggage and passenger weights shall be posted to the passenger manifest. Per reference (a) baggage, including carry on, shall weigh no more than 40 pounds, unless prior arrangements have been made between the airlift commander and the transiting unit.

(3) Passenger baggage is screened to comply with federal safety regulations. In cases of unit movements, the Airlift Coordinator shall sign and certify that all unit passengers are in compliance with anti-hijacking regulations per reference (a).

(4) Units with less than 10 passengers or space available passengers embarking on designated JOSAC or NALO flights shall be inspected by Air Terminal personnel.

(5) On completion of passenger processing, forward completed copies of manifest, including total weights, to the airlift loadmaster.

c. When processing cargo for airlifts, Air Terminal personnel shall ensure:

(1) Pallets are weighed and tagged and cargo manifest has been received at least 24 hours prior to scheduled airlift.

(2) Weighed pallets are normally stored in coordinating unit's spaces because of Air Terminal's limited facilities. Units shall be responsible for ensuring that processed pallets are not tampered with and no cargo is added. Air Terminal personnel shall pick up cargo pallets and reweigh them at least one hour prior to scheduled airlift.

(3) Inspection on pallets for padlocks is conducted. All boxes on pallets must be accessible by airlift aircrew; therefore units shall remove padlocks to avoid cutting.

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(4) Visual inspection of pallets for proper configuration and possible signs of hazardous materials is conducted. A signed certification of compliance with NAVSUPPUB 505 shall be received at this time from the Airlift Coordinator.

d. The issue of pallets for units attached to NAS Oceana with cargo flights originating at a station other than NAS Oceana shall be handled in the following manner:

(1) Issue pallets from the Air Terminal Branch on a case-by-case basis based on available assets.

(2) Make available forklift services to units for the loading of pallets to be moved off station.

5. User Responsibility

a. The following items shall be delivered to NAS Oceana Air Operations Air Terminal Branch at least 24 hours prior to scheduled airlift:

(1) Passenger manifest, typed in alphabetical order.

(2) Completed and signed cargo manifest.

(3) Completed and signed copy of Acknowledgment of Airlift Coordinator's Responsibilities.

b. All air cargo shall be staged and palletized in each respective squadron's hangar spaces 24 hours prior to scheduled airlift. The following applies:

(1) All cruise boxes shall be unlocked for inspection by aircraft loadmaster. All classified materials shall be locked and an assigned person, with access, shall be standing by.

(2) All main mounts and nose gear shall have no more than 25 pounds of air pressure for shipment and have certification tags on valve stems.

(3) All oil/hydraulic bowzers, F-level and similar equipment shall be purged and cleaned for air shipment.

(4) The following items shall not be shipped unless authorized by higher authority: Flammables, explosives, ammunition, magnetrons, radioactive materials, aerosol cans, narcotics or controlled substances, hazardous or semi-safe cargo.

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c. All passengers shall muster at least two hours prior to scheduled departure time and remain in the immediate area until boarding.

d. Squadrons are responsible for coordinating box lunches with the Galley.

e. Using activities shall assign a cleaning detail to report to the Air Terminal Supervisor at least 15 minutes prior to departure.

f. Using activities shall provide one baggage handler for every 25 persons.

g. Using activities shall be responsible for the replacement of pallets and nets issued for cargo flights originating off station.

6. Airlift Coordinator Responsibilities. Immediately prior to boarding of passengers, the Airlift Coordinator shall inspect passengers for unauthorized weapons and hand baggage for explosive devices that could be used in a hijacking attempt. In case of unit movements, the Airlift Coordinator shall sign and certify that all unit passengers are in compliance with anti-hijacking regulations per reference (a). The procedure for accomplishing this operation is:

a. Brief passengers that the inspection is required by higher authority and it is being conducted for their own safety. In order to expedite the process, one inspector shall be assigned for each 10 passengers. All passengers shall have a valid identification card in their possession.

b. The use of well known squadron senior Petty Officers should preclude any problems. However, if an individual should object to the inspection or is found to hold a device not authorized, the unit's Commanding Officer and the NAS Oceana Security Department shall be notified at once. The entire inspection procedure should be conducted in a courteous and highly professional manner.

c. Have passengers open their own hand-carried articles. A quick and thorough inspection is required. Walk-through magnetometer and hand transfriskers are available for spot checks. Ask passengers to open or remove their coats so a check can be made for unusual bulges on their person. Should this occur, ask the individual to remove the item for inspection.

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d. On completion of the inspection, passengers shall be directed to board the aircraft without further delay. The using activity's Airlift Coordinator is responsible for ensuring that personnel boarding the aircraft match the passenger manifest. The aircraft commander or Air Terminal personnel are authorized to direct the entire procedure to be repeated if the inspection was improperly performed.

7. Full cooperation by the using activity in accomplishing these inspection procedures as outlined will ensure minimum inconvenience to passengers. Prior planning by all concerned will prevent costly ground delays of fleet direct support aircraft.

8. Air Terminal personnel shall supervise the entire boarding procedure. Forward difficulties encountered and suggestions for improvement of procedures used to the Air Operations Officer via the Air Terminal Supervisor or Air Terminal suggestion box.


S. E. BENSON

Distribution:

NASOCEANAINST 5216.1R

Lists I (11, 15, 19, 30 and OOL only), II, III (42E1, 42J1, 42L1, 42L2 AND 42XX only), IV

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PASSENGER MANIFEST

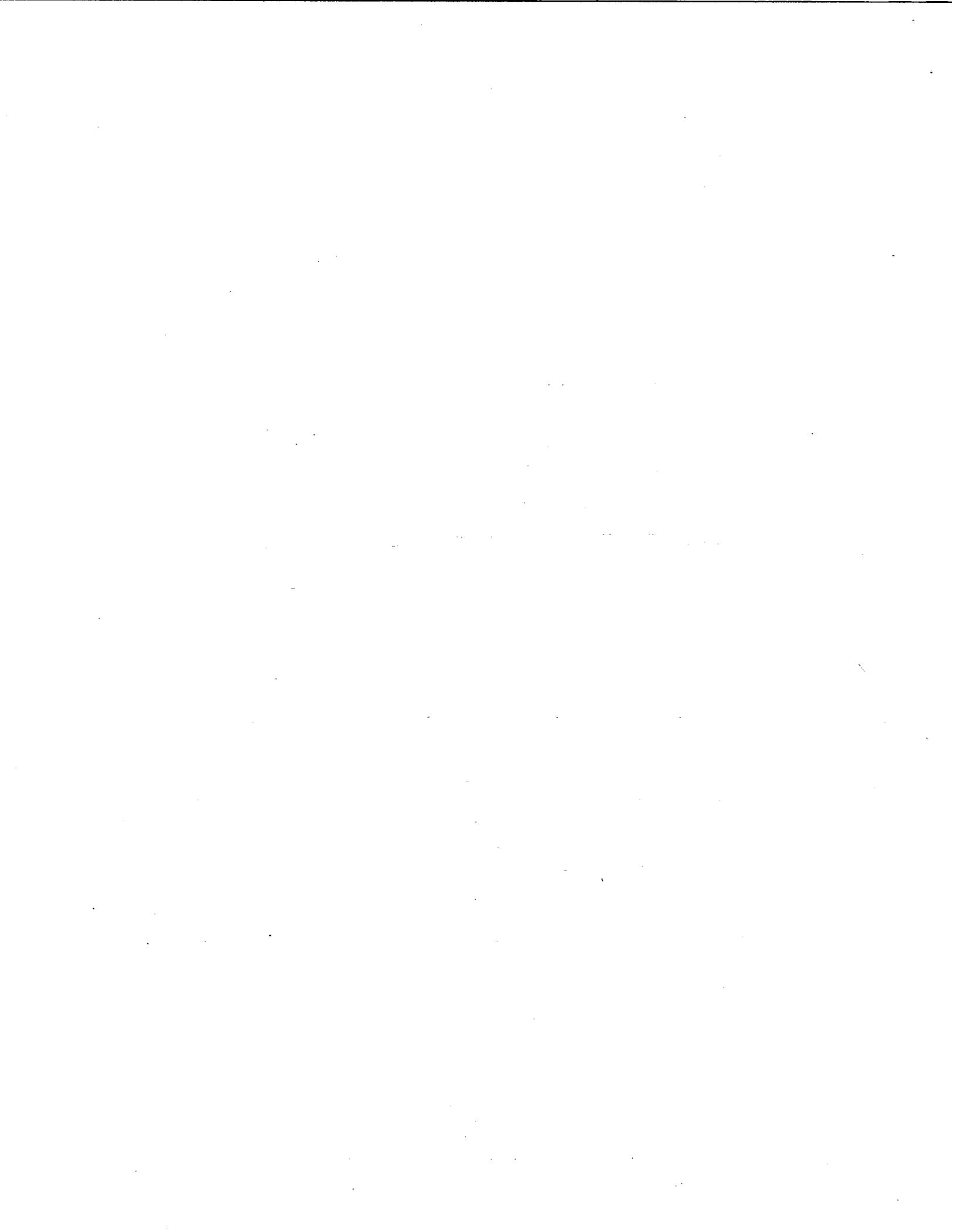
LANTFLT 4650/1 (9/68)

S/N 0103-LF-640-5010

SQUADRON	STATION	TYPE A/C	BUNO	FLT. NO.	SPACES AVAILABLE
SIGNATURE (PLANE ORDERLY)		DATE (GCT)	ETD	DEPARTED FROM	
SIGNATURE (AIR TRANSPORTATION RESERVATIONIST)		DESTINATION		VIA	
BOND	PASSENGERS	DATE			

NO.	TYPE PRIORITY AND SERVICE	NAME	RANK/RATE	FILE/SERVICE NO.	DUTY STATION	FINAL DESTINATION	IN-FLT BAGGAGE		TOTAL WEIGHT
							MEALS	PCS/TG NO.	
1									
2									
3									
4									
5									
6									
7									
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23 JUL 1998

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M-T-V

U N C L A S S I F I E D

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 OAAUZYUW RHCUAAA4574 1631957-UUUU--RUCOMAS.
 ZNR UUUUU
 O P 121957Z JUN 98 PSN 429261I24
 FM USTRANSCOM SCOTT AFB IL//J3-OJ//
 TO RULYSCC/FLELOGSUPPRON FIVE SIX
 RHDJAAA/89OSS ANDREWS AFB MD//OSA/OTM//
 RUEKJCS/JOINT STAFF WASHINGTON DC//TRVL-DIRM/TRVL-DOM//
 RUCOPAT/NAS NORFOLK VA//34/CO/COMM/ODO/OPS/XO/30A//
 RUDJABH/NETC NEWPORT RI//39//
 RUCUBBB/USSTRATCOM COMMAND CENTER OFFUTT AFB NE//J3611//
 RUCOPAQ/NAVTRANS SUPPCEN NORFOLK VA//05/051/053//
 RHDJAAA/89APS ANDREWS AFB MD//TROO/TROP//
 RUCOPAR/NAVAIRTERM NORFOLK VA//05/051/051.1/053//
 INFO RULYSCC/COMSUBGRU TWO//N1/N10/00//
 RUCOMAS/NAS OCEANA VA//OPS//
 RUCTPOA/CNET PENSACOLA FL//N2/N5/N7/T24/T25/00/002/003//
 RULSGMQ/NTC GREAT LAKES IL//00/00E//
 RUCULAN/55WG OFFUTT AFB NE//CCP//
 RHDJAAA/89AW ANDREWS AFB MD//CCP//
 RUEACNP/BUPERS WASHINGTON DC//41/42/43/432/44/PERS-00D/00/00D//
 RUDJABF/NAVWARCOL NEWPORT RI//OO/2321//
 RUCULAN/55TRNS OFFUTT AFB NE//LGTTAP//
 RUCUSTR/USCINCSTRAT OFFUTT AFB NE
 RUCUOPS/55OSS BASE OPERATIONS OFFUTT AFB NE//OSAA//

BT

UNCLAS //D04500//

MSGID/FLIGHT ADVISORY/JOSAC/16 0839/JUN/MOD/02//
 AMPN/SUBJ: FLIGHT ADVISORY/C9B/FLT KGC 543/MOD 02/16 JUN 98 //
 REF/A/RMG/NALO/101440Z JUN98/16 0727/NOTAL//
 RMKS/1. VR-56/OPERATE MSN: KGC184543/SECO: D ← DESIGNATES CARGO AND PALLET CONFIGURATION.
 BOTH ZULU AND LOCAL TIMES ARE SHOWN:

LEG	ETA	Z (L)	ICAO PLACE	ETD	Z (L)	LIFTS	APAX	ACARGO
/00/	ORIG		/KNGU/NORFOLK/	160833	(160433)	/	/ 90/	0/
/01/	160915	(160515)	/KADW/ANDREWS/	161000	(160600)	/A	/ 36/	0/
/02/	161254	(160754)	/KOFF/OFFUTT /	161339	(160839)	/	/ 90/	0/
/03/	161627	(161227)	/KNGU/NORFOLK/	170848	(170448)	/	/ 90/	0/
/04/	170930	(170530)	/KADW/ANDREWS/	171015	(170615)	/B	/ 45/	0/
/05/	171057	(170657)	/KNGU/NORFOLK/	171709	(171309)	/	/ 90/	0/
/06/	171815	(171415)	/KPVD/THEO.F./	171900	(171500)	/C	/ 25/	0/
/07/	172124	(171624)	/KUGN/WAUKEGA/	172209	(171709)	/	/ 90/	0/
/08/	180009	(172009)	/KNGU/NORFOLK/	TERM		/	/ 0/	0/

2. LIFT SECTION

:A/UNIT:JOINT STAF/UIC:FFBMP0/ORIG:ANDREWS AF/DEST:OFFUTT AFB/
 REQ:JOINT STAF/REQ DTG:0111300598A /PAX: 54/BAG: 2160/
 CARGO: 0/CARGO CUBE:/PUJC:26AA/
 REQ COORD:TSGT HOLLINGS, DSN 225-4919/
 DEP COORD:CAPT MERCURIO, DSN 224-6659/
 :B/UNIT:JOINT STAF/UIC:FFBMP0/ORIG:ANDREWS AF/DEST:NORFOLK NA/
 REQ:JOINT STAF/REQ DTG:0111300598C /PAX: 45/BAG: 1800/
 CARGO: 0/CARGO CUBE:/PUJC:26AA/
 REQ COORD:TSGT HOLLINGS, DSN 225-4919/
 DEP COORD:CAPT MERCURIO, DSN 224-6659/

121957Z JUN 98

U N C L A S S I F I E D

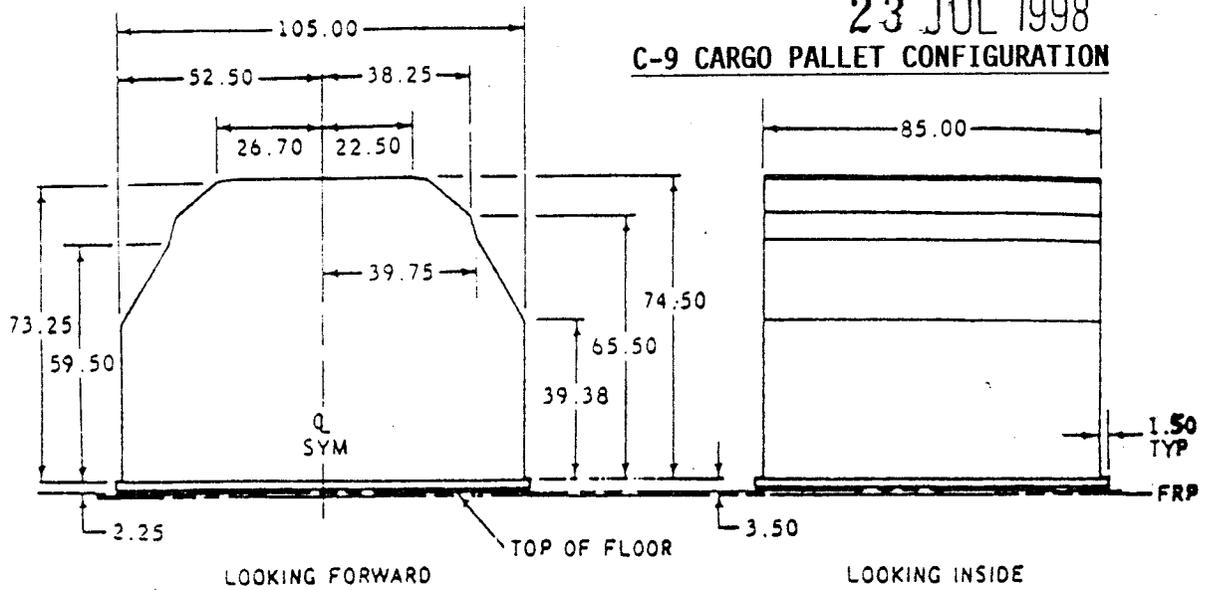
Pg 1

Enclosure (3)



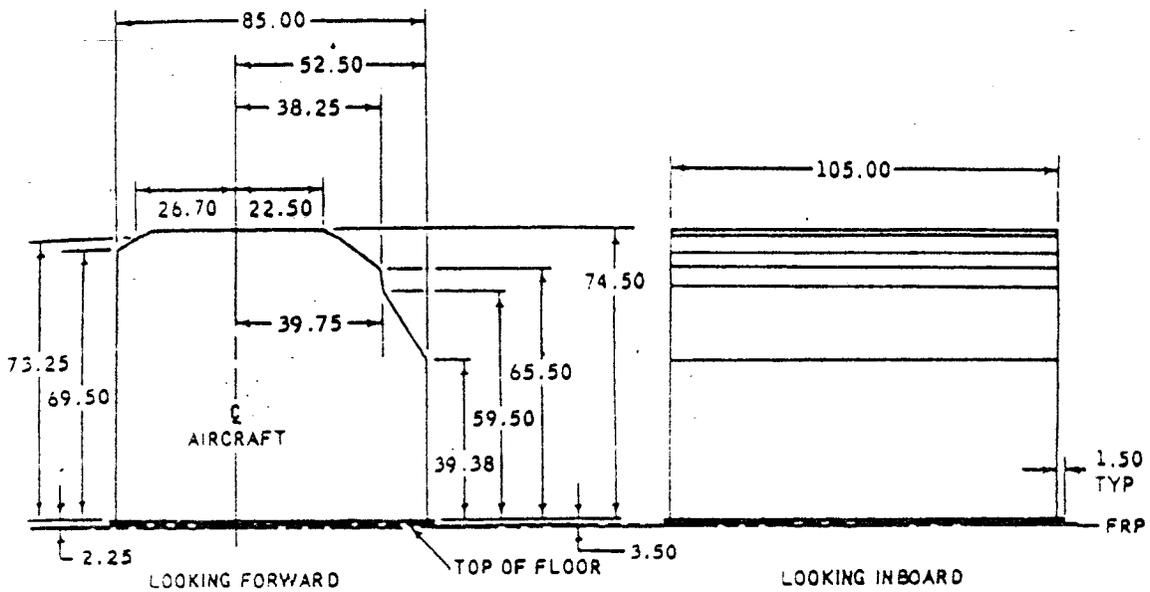
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C-9 CARGO PALLET CONFIGURATION



CARGO CLEARANCE _____ 2.0 INCHES
 PALLET _____ MILITARY 88 X 108
 VOLUME _____ 345.50 CU. FT.

(For use with C-9B SECO C, E, H)
 Load Profile - 88 x 108-Inch Pallets



AISLE _____ 24.0 INCHES
 CARGO CLEARANCE _____ 2.0 INCH
 PALLET _____ MILITARY 88 X 108
 VOLUME _____ 359.26 CU. FT.

(For use with C-9B SECO G)

Load Profile - 88 x 108-inch Pallets (Passenger/Cargo Configuration)

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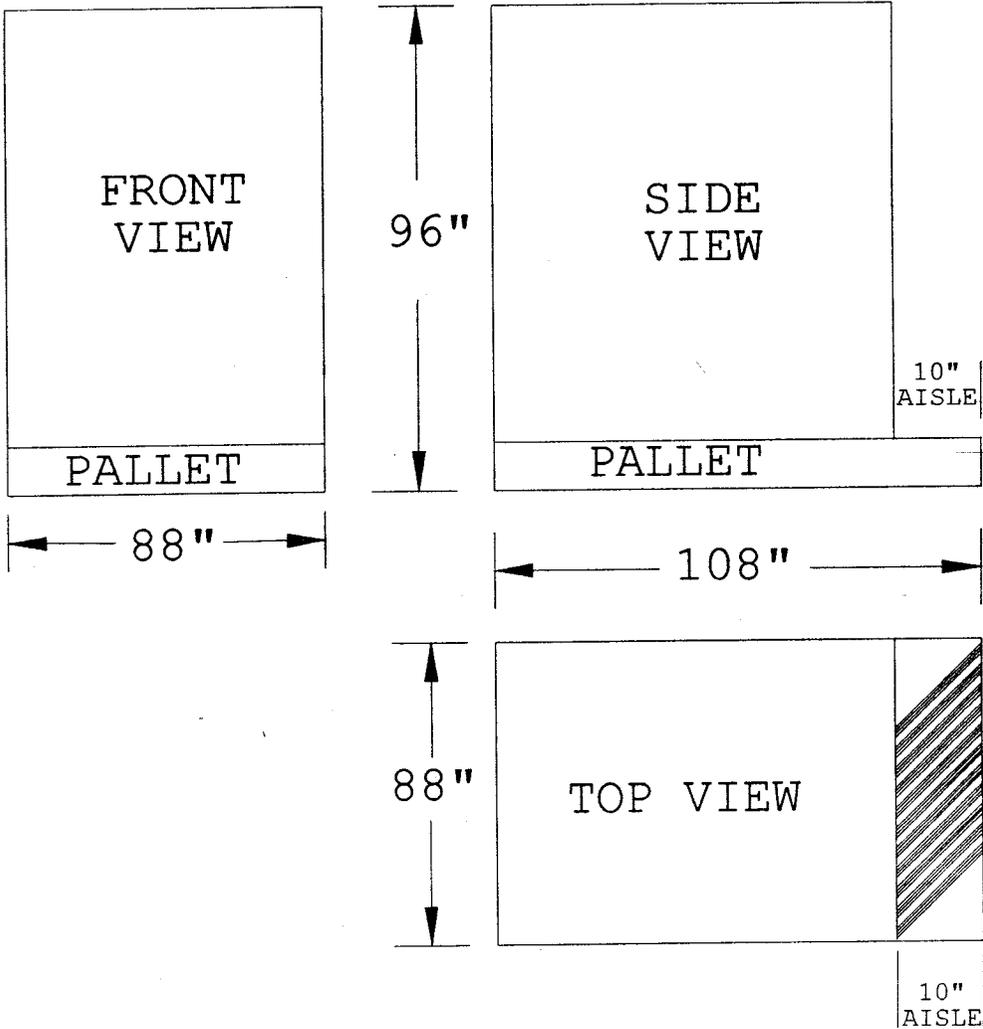
C-130 CARGO PALLET DIAGRAM

SPECIFICATIONS

MAXIMUM WEIGHT: 8000 LBS
MAXIMUM HEIGHT: 96 INCHES *
MAXIMUM WIDTH: 88 INCHES
MAXIMUM LENGTH: 98 INCHES

* NOTE: MAXIMUM HEIGHT OF PALLET ON RAMP IS 60 INCHES.

PALLET DIAGRAMS





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CERTIFICATION OF COMPLIANCE WITH NAVSUPPUB 505

I CERTIFY I AM FAMILIAR WITH THE PROVISIONS STATED IN NAVSUPPUB 505 RELATING TO SHIPPING HAZARDOUS CARGO, AND THAT THE CARGO SHIPPED BY THIS UNIT HAS BEEN INSPECTED AND PACKAGED IN COMPLIANCE WITH THAT PUBLICATION.

(NAME)

(UNIT)

(FLIGHT NUMBER)

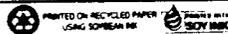
INSTRUCTIONS:

THIS FORM SHALL BE COMPLETED PRIOR TO LOADING CARGO ABOARD ALL AIRCRAFT. IT IS TO BE SIGNED BY THE COORDINATOR OR BY THE SENIOR PERSON PRESENT ATTACHED TO THE SHIPPING UNIT.

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

(Provide at least two copies to the airline) 23 JUL 1998

Shipper	Air Waybill No. Page of Pages Shipper's Reference Number <i>(optional)</i>										
Consignee											
Two completed and signed copies of this Declaration must be handed to the operator											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">TRANSPORT DETAILS</th> </tr> <tr> <td style="width:60%;"> This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i> </td> <td style="width:40%;"> Airport of Departure </td> </tr> <tr> <td> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="width:50%; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table> </td> <td></td> </tr> <tr> <td colspan="2"> Airport of Destination: </td> </tr> </table>	TRANSPORT DETAILS		This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="width:50%; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY		Airport of Destination:		<p>WARNING</p> <p>Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.</p> <p>Shipment type: <i>(delete non-applicable)</i> <input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE </p>
TRANSPORT DETAILS											
This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">PASSENGER AND CARGO AIRCRAFT</td> <td style="width:50%; text-align: center;">CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY									
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY										
Airport of Destination:											
NATURE AND QUANTITY OF DANGEROUS GOODS <i>(see Subsections 6.6 and 8.1 of IATA Dangerous Goods Regulations)</i>											
Dangerous Goods Identification											
Proper Shipping Name	Class or Division	UN or ID No.	Packing Group	Subsidiary Risk	Quantity and Type of packing	Packing Inst.	Authorization				
Additional Handling Information											
I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.						Name/Title of Signatory Place and Date Signature <i>(see warning above)</i>					





NASOCEANAINST 4630.1G

23 JUL 1998

Date

From: Airlift Coordinating Officer _____, for
Unit _____ (Printed Name)

To: Air Operations Officer, Naval Air Station Oceana

Subj: ACKNOWLEDGEMENT OF AIRLIFT COORDINATING OFFICERS
RESPONSIBILITIES.

Ref: (a) NASOCEANAINST 4630.1G

1. Per reference (a), I certify that:

a. All main mounts and nose gear have been deflated and valve stems contain certification tags.

b. There are no flammables, explosives, ammunition, magnetrons, radioactive materials, aerosol cans, narcotics, controlled substances, hazardous or semi-safe cargo included in this shipment, unless otherwise authorized by higher authority.

c. All oil/hydraulic bowsers, F-level, hydraulic jacks and similar equipment have been purged and cleaned for air shipment.

2. In the case of my absence, I will assign an assistant coordinator and inform the Air Operations, Air Terminal Supervisor.

3. I acknowledge that either I or my assistant will be available for consultation throughout the entire evolution.

4. I acknowledge responsibility for providing a working party to ensure cleanliness in and around air terminal facilities upon airlift departure.

(Coordinating Officer's signature)

Enclosure (8)

