

## MILITARY AIR PASSENGER/CARGO REQUEST

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

### 1. SELECT APPLICABLE TRAVEL STATEMENT:

	<b>PRIORITY 1</b>	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.
	<b>PRIORITY 2</b>	"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.
	<b>PRIORITY 3</b>	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 <b>must</b> 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
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### 3. TOTAL NUMBER OF PAX

c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE
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### 4. SENIOR TRAVELER

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
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### 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) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(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
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### 8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)

a. CARGO DESCRIPTION			
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	d. TOTAL WEIGHT	e. TOTAL CUBIC FEET

### e. SPECIAL HANDLING REQUIREMENTS (Explain)

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9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>	d. AFTER HOURS <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
10. NON-DV PASSENGERS				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS				
12. REQUESTER				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE
h. PLAIN LANGUAGE ADDRESS <i>(PLAD)</i>				
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>				
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>		f. SIGNATURE		g. DATE