

NALO NAVY AND MARINE CORPS PASSENGER/CARGO AIRLIFT REQUEST

1. REQUESTING COMMAND'S INFORMATION: (NOTE: cannot input request without)

a. UIC	b. COMMAND NAME:	c. PLAIN LANGUAGE ADDRESS (PLAD):
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2. SELECT APPLICABLE TRAVEL STATEMENT:

PRIORITY 1	(Emergency) 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) Required use airlift or airlift requirements with compelling operations considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.
PRIORITY 3	(Cost Effective/Space Available) Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft.

3. PURPOSE OF TRAVEL:

a. PUJC CODE (FOR NALO USE ONLY)	b. COMPLETE MISSION DESCRIPTION:
c. TOTAL # OF PAX	d. PRIORITY 1 & 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE:

4. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME DD/TIME/MM/YYYY (ZULU) <i>(example: 24 0900 09 1992)</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME DD/TIME/MM/YYYY (ZULU) <i>(example: 24 1500 09 1992)</i>
(1) LIFT A				
(2) LIFT B				
(3) LIFT C				

5. COST OF COMMERCIAL TRAVEL: (Transportation, additional per diem, lost time, etc.)

a. LIFT A	b. LIFT B	c. LIFT C	d. TIMES NO. OF PASSENGERS:	e. TOTAL COST:
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6. SENIOR TRAVELER: (Required one per 121 passengers)

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

7. 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

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

a. CARGO DESCRIPTION AND SPECIAL HANDLING REQUIREMENTS:			
b. HAZMAT CARGO: (YES/NO)	c. LARGEST ITEM DIMENSIONS: (inches)	d. HEAVIEST ITEM DIMENSIONS/WEIGHT: (lbs)	e. TOTAL WEIGHT: (lbs)

10. REMARKS/ADDITIONAL COMMENTS:					
11. POINT OF CONTACT: <i>(Must be able to contact individuals 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. CONTACT PHONE # <i>(DSN/Commercial)</i>		d. CONTACT EMAIL <i>(.MIL, .EDU, .GOV)</i>
(1) DEPARTURE			24HR		
			WORK		
(2) ARRIVAL			24HR		
			WORK		
12. SENIOR TRAVELING PASSENGER: <i>(Signature only required for O-6 and Above Senior Passengers)</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
13. REQUESTER:					
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. DUTY TITLE		d. OFFICE SYMBOL
e. CONTACT PHONE # <i>(DSN/Commercial)</i>		f. SIGNATURE			g. DATE
24HR					
WORK					
14. TRAVEL AUTHORIZING OFFICIAL: <i>(As appointed by Service) (Shall be CO/XO/OIC)</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