



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4630.4C
3KH
06 AUG 1996

STATION ORDER 4630.4C

From: Commanding Officer
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR AIR FREIGHT AND
PASSENGER SERVICE

Ref: (a) OPNAVINST 4660.3
(b) OPNAVINST 4630.27A
(c) MCO 4630.16C
(d) MCO 4630.6D
(e) MCO P4030.19F

1. Purpose. To establish the responsibilities for the Administration and Operation of the Air Freight and Passenger Service Section.
2. Cancellation. StaO 4630.4B.
3. Mission. To provide terminal service for all passengers, baggage and cargo either inbound or outbound.
4. General. The normal hours of operation for the Air Freight Section will be from 0730 to 1630 daily at the Passenger Terminal, Building 151. At 1630, the Air Freight Crew may secure to quarters leaving a current recall phone number with the Flight Clearance Section, with an expected response time of one hour.
5. Passenger Manifests
 - a. Passenger manifests will be filled out whenever an aircraft is carrying passengers. The manifest will be made out in duplicate, with one copy being retained for one year, and the original going to the aircraft crew chief. Paragraph 3.5 of reference (a) gives additional guidance about the manifesting of passengers.

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b. As directed by reference (a), the Air Freight Clerk will actively screen all passengers for travel documents. Each passenger will fill out a Next of Kin Record and Privacy Act Statement. There will be no manifesting of passengers over the telephone. Passengers will not manifest earlier than 48 hours or later than one hour prior to published estimated/scheduled time of departures (ETD). References (a) through (d) address categories of personnel eligible for travel and travel authority requirements for all Department of Defense (DoD) passenger terminals. Listed below are the categories of personnel and type travel authority necessary for transportation aboard DoD-owned or DoD-controlled aircraft as listed in references (a) through (d):

(1) Active Duty Military will present Orders, Leave Papers, or a Special Liberty Authorization Chit.

(2) Civilians authorized to travel will present Orders.

(3) Retirees will present a valid DD Form 2 (Gray or Blue) identification card.

6. Passenger Priority. Passenger priority is governed by references (a) and (d). The priorities are as follows:

- a. Emergency Leave.
- b. PCS/TAD Orders.
- c. Returning from Emergency Leave.
- d. Space Available.

7. Baggage/Cargo

a. Cargo and baggage will be loaded safely and handled with care. Cargo will be weighed, marked and secured properly. Any cargo coming into Air Freight should be clearly marked for a squadron or unit with Point of Contact. The

Air Freight personnel will attempt to notify the point of contact that the cargo is in and ready for pickup.

b. Small amounts of cargo must be presented to Air Freight personnel a minimum of one hour prior to the ETD of the flight for which it is intended. Any hazardous material will be identified and properly packed for air shipment per the instructions contained in reference (e). Air Freight personnel will not accept freight unless it is properly documented and labeled.

c. Larger amounts of cargo shall have the Joint Inspection completed and staged at the Air Freight Section (Bldg 151) a minimum of 24 hours prior to ETD.

8. Operation of Equipment

a. Equipment operators must be trained and certified in accordance with current instructions.

b. Terminal personnel must be knowledgeable of the loading requirements and capacity of each type of transport aircraft.

c. All freight must be weighed and documented for proper accountability. Hazardous materials must be given special handling and attention.

d. All personnel will operate vehicles safely and carefully around all aircraft.

9. Commercial Charter Flights

a. Air Freight personnel will accomplish the offload/onload of baggage, unless the mission calls for commercial contractors to perform that duty.

b. No passengers will be allowed inside the cargo hold of the aircraft unless they are part of the working party for baggage handling.

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10. C-12 Flight

a. Air Freight personnel will accomplish the offload/onload of baggage and cargo with the assistance of the aircraft crew chief, if assigned.

b. Passengers will be manifested in accordance with paragraph 5 above.

11. Personnel

a. The NCOIC, Air Freight, will ensure that the personnel of Air Freight have the equipment and knowledge to meet the needs of the Air Freight/Passenger Terminal. The NCOIC will ensure the Air Freight personnel are licensed to operate all equipment necessary to load and unload the cargo aircraft. The NCOIC will also ensure that all Air Freight personnel are trained in the use of 463L pallets, nets and other tie-down devices.

b. Air Freight personnel will manifest, brief, load, and unload passengers and cargo. Air Freight personnel will manifest passengers in accordance with paragraph 5 above. Air Freight personnel will ensure that no unauthorized passengers or cargo goes aboard DoD-owned or DoD-controlled aircraft.

12. Special Assignment Airlift Mission (SAAM)

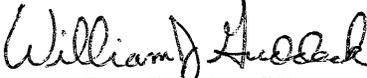
a. It is imperative that liaison with the Air Freight Section be made well in advance of the scheduled SAAM flight to ensure appropriate processing for manifests, passengers and baggage. Two copies of the passenger manifest and load plans will be provided to the Air Freight Section for historical file purposes.

b. The Air Freight personnel can provide assistance and guidance to ensure the smooth and orderly processing of passengers for all SAAM flights.

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c. Personnel desiring Space Available transportation on a SAAM flight will report to the Passenger Terminal a minimum of two hours prior to the scheduled flight for possible manifesting. Coordination between the using unit, the air crew, and the Air Freight personnel to ascertain the availability of seats will be accomplished before any manifesting is completed. Using unit commanders are encouraged to provide any excess seats consonant with mission requirements.

13. Concurrence. The Commanding Officers of MAG-13, 1st LAAM Bn, MACS-7, MWSS-371, VMFT-401, MAWTS-1, and CSSD-16 concur in and make this directive applicable to all 3rd and 4th MAW units located at MCAS Yuma.


W. J. GUDDECK
By direction

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