

OPERATIONS

OPERATIONAL SUPPORT AIRLIFT (OSA) PROCEDURES

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*OPR: TCJ3-J (Lt Col Gerstenecker)**Approved by: Maj Gen Robert T. Dail, TCJ3, USA**Pages: 19**Distribution: e-publishing*

This instruction provides policies and procedures for joint consolidated scheduling of Continental United States (CONUS)-based operational support airlift (OSA). The Deputy Secretary of Defense has designated the Joint Operational Support Airlift Center (JOSAC), United States Transportation Command (USTRANSCOM), as the scheduling authority for all CONUS OSA missions. USTRANSCOM shall schedule validated CONUS transportation requests for OSA missions using fixed-wing aircraft, except for missions conducted exclusively for maintenance requirements or aircrew training that prevents carrying passengers or cargo. Each Service retains scheduling authority for all Outside CONUS (OCONUS) OSA missions. The Navy Air Logistics Office (NALO), USA Operational Support Airlift Agency (OSAA), Headquarter United States Marine Corps, and Headquarters United States Air Force are partners with JOSAC in accomplishing OSA missions.

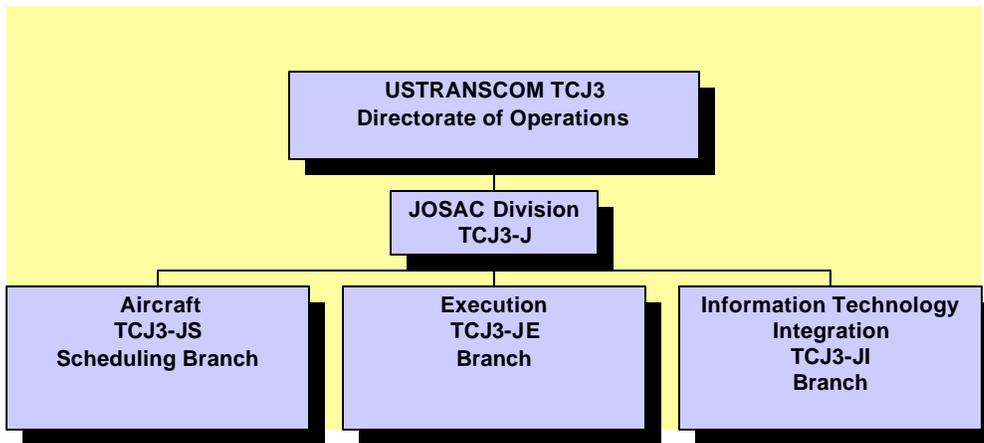
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1. References and Supporting Information. References, related publications, abbreviations, acronyms, and terms used in this instruction are listed in Attachment 1.

2. Applicability and Authority. Published by USTRANSCOM, this instruction is applicable to all Department of Defense (DOD) components and governmental agencies requesting or utilizing CONUS OSA. It provides guidance and procedures to (and serves as a reference for) JOSAC schedulers, airlift requesters, Service validators/verifiers, and flying units. It implements DOD Directive (DODD) 4500.43, "Operational Support Airlift" and supports established higher headquarters directives listed in Attachment 1. The Operational Support Airlift User's Guide, dated 1 May 2004, further refines JOSAC policies and procedures and can be accessed on the JOSAC web page, <https://josac.transcom.mil>.

3. Background. In peacetime, the OSA system is operated in a manner that provides essential readiness training to meet wartime requirements. During periods of war, the OSA system provides airlift as required to support wartime efforts. Airlift is provided to DOD requesters using the priority system identified in DOD Directive 4500.43, “Operational Support Airlift” Section E.2.3 (Appendix C). OSA is normally used to meet essential DOD requirements that cannot be satisfied by other means (see DOD Directive 4500.56, “DOD Policy on the Use of Government Aircraft and Air Travel” (Enclosure 3). JOSAC uses the Joint Air Logistics Information System (JALIS) to schedule OSA airlift requests. JALIS is an unclassified tool used to input, verify, validate, schedule, and document airlift requests, as well as to capture post-mission data at the unit level. All CONUS OSA missions shall be entered into JALIS.

4. JOSAC Operations.



4.1. JOSAC Organization. JOSAC is a joint Service division under the USTRANSCOM Directorate of Operations (TCJ3). It is comprised of three branches: Scheduling Branch, comprised of teams responsible for scheduling lifts for Service-validated requests; 24-hour Execution Branch, responsible for resolving mission-day scheduling issues that arise due to maintenance, weather, requirement changes, etc.; and Information Technology (IT)/Integration Branch, responsible for collecting and analyzing historical data and providing systems support.

4.2. Scheduling Philosophy. JOSAC is the scheduling authority for all CONUS OSA missions and has responsibility of providing its DOD customers with the best support possible utilizing Service-provided air assets. To alleviate perceptions of misuse, strengthen a commitment toward wartime training, and to maximize OSA fleet efficiency, aircraft will be assigned based on mission requirements. JOSAC will consider priority codes assigned by the Service validator, regardless of traveler’s grade, rank, or position. Additionally, efficiencies are gained when low-priority airlift requests are combined to minimize empty seats and deadhead legs.

4.3. Historical Flight Records. Commander, USTRANSCOM, through JOSAC, provides the Semi-Annual Senior Federal Travelers Report to the Office of the Secretary of Defense per

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DOD Directive 4500.56. If requested, JOSAC will assist the Services in obtaining scheduling data necessary to produce Service-unique reports.

4.4. Flight Following. JOSAC Execution Branch has the capability to flight-follow missions using the Federal Aviation Agency (FAA) Enhanced Traffic Management System (ETMS). ETMS is a real-time FAA feed that displays actual location, departure and arrival points, ground speed, altitude, route of flight, and flight plans of filed missions. If a mission requires in-flight diversion to facilitate mission accomplishment, JOSAC will coordinate with the unit per Service-specific procedures to determine constraints

5. Policy and Procedures.

5.1 OSA Eligibility. The use of OSA aircraft is restricted to the transport of DOD personnel, government property, other official government passengers, and passengers or cargo as authorized by DOD established policy. The governing directive is DOD Directive 4515.13-R, "Air Transportation Eligibility."

5.2. Request Priorities. OSA mission requests are supported based on the Priority Urgency Justification Category (PUJC) codes assigned by the Service validator. The Service validator is accountable for the PUJC code assigned. Per DOD Directive 4500.43 and Office of Management and Budget (OMB) Circular 126, requesting officials (requesters and validators) must maintain OSA requests and documentation for 2 years.

5.3. Unified OSA Scheduling Agency. JOSAC is the scheduling authority for all CONUS OSA missions transporting passengers or cargo. Strict adherence to OSA post-mission reporting procedures ensures OSA aircraft utilization is documented for OSA semi-annual reports to Congress and DOD. The JOSAC IT Integration Branch is responsible for developing, retrieving, and preparing reports used to verify use of these DOD assets.

5.4. Aircraft Availability. Flying units, via Service-established procedures, shall indicate specific aircraft availability to JOSAC through JALIS. When a unit identifies an aircraft as available for scheduling, this implies not only is the aircraft available to complete an assigned mission during the period of availability, but also the availability of required aircrew and associated support personnel. Units and JOSAC will refer issues concerning aircraft availability to the respective Service OSA agency for resolution.

5.5. OCONUS OSA Scheduling. OCONUS scheduling of OSA aircraft is a Service function. Service-designated agencies receive same-Service generated OCONUS OSA requests and schedule them in accordance with the priorities dictated in DOD Directive 4500.43. JOSAC will review and facilitate support for small lift requirements submitted through respective Service validators. Support of short-notice (7 days prior or less), higher-priority OCONUS OSA requests may necessitate the reassignment or cancellation of CONUS OSA missions in order to provide the OCONUS scheduling agency with a suitable aircraft. JOSAC will endeavor to support these requests in such a way as to ensure the least amount of disruption to scheduled lifts. To that end, Service OCONUS scheduling agencies can expect their short-notice requirements will more directly affect scheduled CONUS OSA missions of equal or

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lesser priority from their Service. Questions regarding OCONUS OSA scheduling should be directed to the Service scheduling agencies:

5.5.1. Navy: Navy Air Logistics Office (NALO) – DSN: 678-1185.

5.5.2. Marine Corps: Headquarters Marine Corps, Aviation Support Coordination Office (ASCO) – DSN: 227-2401/02.

5.5.3. Army: Operational Support Airlift Agency (OSAA) – DSN: 656-7077 or 1-800-323-2689.

5.5.4. Air Force: AMC Tanker Airlift Control Center (TACC) – DSN: 779-0322.

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

6. Request Process/Service Responsibilities.

6.1. JALIS User Accounts. The following requirements must be met to access the JOSAC OSA database via JALIS.

6.1.1. JALIS Training. All JALIS users must complete a designated training course. Training is available from the USTRANSCOM Joint Planning and Execution System (JOPES) Training Organization (JTO), NALO, and OSAA.

6.1.2. JALIS Account Activity. Accounts must remain active. JOSAC will lock all user accounts that are inactive for a period greater than 3 months. Accounts will also be locked for those users who fail to maintain current contact information

6.1.3. JALIS Passwords. Users may not share passwords.

6.1.4. JALIS General Information. Current information on JALIS policies, DOD guidance, training, user access forms, etc., is available at: <https://josac.transcom.mil>.

6.2. Requesters.

6.2.1. OSA Request Procedures. Military personnel and DOD civilian employees with official business travel requirements may request OSA. DOD Directive 4515.13-R provides specific guidance for travel eligibility. Requests for airlift must be authorized and submitted to the Service validator per Service-directed procedures. Following review of all requests for accuracy and airlift necessity, Service validators assign a PUJC that converts the movement request into a movement requirement. The requesting official or office shall maintain requests for a minimum of 2 years. 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. Submitting requests in

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accordance with the scheduling windows significantly increases the likelihood of support. Except when operational demands dictate, DOD Directive 4500.43 directs requesters to provide scheduling authorities with sufficient advance notice of flight requests (at least 3 days) and sufficient flexibility in departure or arrival times (at least 2 hours) to permit efficient aircraft employment. For priority 3 requirements, requesters should allow at least +/- 12 hours flexibility in departure/arrival times to maximize airlift supportability.

6.2.2. OSA Request Process via JALIS. The Department of Defense (DD) Form 2768 "Military Air Passenger/Cargo Request" (Attachment 2), will be used to request OSA.

6.2.3. Request Modifications. A request may be modified, regretted, or canceled at any time up through the day of mission execution. This includes modification of any data related to the request, including the manifest. A requester may at any time modify a request to meet changing requirements. Once a modification is made, it will be revalidated before entering the mission-planning phase.

6.2.4. Request Cancellations. Airlift request cancellations shall be coordinated through the Service validator. Cancellations within 2 business days of desired travel require direct phone contact with JOSAC. When a requester is unable to contact the Service validator to cancel an airlift request, the requester may contact JOSAC directly and ask the JOSAC scheduler to cancel the airlift request. Army requesters will coordinate this information through the 24-hour OSAA Quality Assurance (QA) Branch, which will then notify JOSAC. The JOSAC scheduler shall record the name of the requester and date and time of the cancellation in the remarks section of the request. An aircraft flown in support of a late-cancellation request will be immediately reported to USTRANSCOM Directorate of Operations (TCJ3) and the requester's/senior traveler's chain of command.

6.2.5. Off-Station Training/Maintenance Ferry Requests. OSA flying units are permitted to perform local training and maintenance flights without a requirement to submit an OSA request. In addition, units may perform agency-approved, off-station training or maintenance ferry missions when a valid requirement exists or an aircraft is not tasked for other airlift support. These missions must provide JOSAC the opportunity to schedule passengers and/or cargo. These are often short-notice flights for which the standard validation process is inappropriate and expedited request processing is necessary. In the case of unit off-station training/maintenance ferry sorties, requests require only authorization (typically from the operations officer within the requesting unit) before being transmitted directly to JOSAC for scheduling processing. Individual Services may elect to restrict this policy.

6.2.6. Mission Support Coordination. The requester shall be responsible for coordinating all ground support customer requirements, i.e., protocol, ground transportation, lodging, baggage handling, etc.

6.2.7. Baggage.

6.2.7.1. Baggage Allowance. Checked baggage may not exceed 40 pounds per passenger with the exception of C-21 aircraft. C-21 aircraft baggage allowance is 30 pounds per passenger.

6.2.7.2. Excess Baggage Allowance. When authorized by Service regulations or directives, an excess baggage allowance may be included in an individual's orders. Excess baggage shall be stated in terms of number of pieces and weight. Excess baggage weight must be listed in the cargo field of the request.

6.2.7.3. Unauthorized Excess Baggage. Baggage, which exceeds the normal baggage allowance without proper authorization, may be accepted for shipment at the discretion of the aircraft commander. Disposition of unauthorized baggage not accepted for movement shall be the personal responsibility of the owner.

6.2.8. Classified Request Procedures. Requesters will not utilize JALIS to process classified airlift requests. Validators will pass classified requests to JOSAC over the secure line, DSN 779-0112 or commercial (618) 229-0112. JOSAC will schedule the request using alternate procedures.

6.3. Authorizing Official.

6.3.1. Senior Official Travel Authorizations. Per 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 transportation method is used. The authorizing official shall be senior to the traveler, unless otherwise specifically designated, and may not be delegated below a major command Chief of Staff level. The authorizing official determines whether the request is valid in accordance with DOD Directives 4500.43, 4500.56, and Regulation 4515.13-R. After review and signature, the authorizing official forwards all valid OSA requests to the Service validator.

6.3.2. Other Official Travel. All other requests for OSA by passengers eligible for air transportation under DOD Directive 4515.13-R shall be authorized through existing standard Service procedures.

6.4. Validator.

6.4.1. PUJC Assignment. In accordance with each of the Services' regulations and policies, Service validators/verifiers assign the appropriate PUJC code (Attachment 3) to requests for OSA support. The Service validator and the authorizing official are accountable for the PUJC assigned. Figure 2 may be used as a guide in determining the PUJC of a specific request. Scheduling of OSA assets is based upon the PUJC, making this function critical. As a minimum, all priority 3 requests require paragraph 6.4.1.1 information; priority 2 requests additionally require paragraph 6.4.1.2 information. Additional remarks may be required on a case-by-case basis per DOD Directive 4500.56.

6.4.1.1. As a minimum, all priority 2 and 3 requests require the following information:

6.4.1.1.1. Purpose: Request must clearly identify the purpose of travel in the first line of the remarks.

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

6.4.1.2. Assignment of a priority 2 request is the exception, not the norm, in DOD OSA travel. All priority 2 requests must meet the following criteria.

6.4.1.2.1. Compelling operational considerations: A priority 2 airlift request must have some significant Service impact. Routine meetings, ceremonies, and discretionary speaking engagements are not regarded as compelling operational considerations.

6.4.1.2.2. Unacceptability of Commercial Transportation: Clear reason for not accepting commercial transportation must be stated. Per DOD Directive 4500.43, the standard is commercial availability within a 24-hour period. Additional remarks may be required on a case-by-case basis per DOD Directive 4500.56.

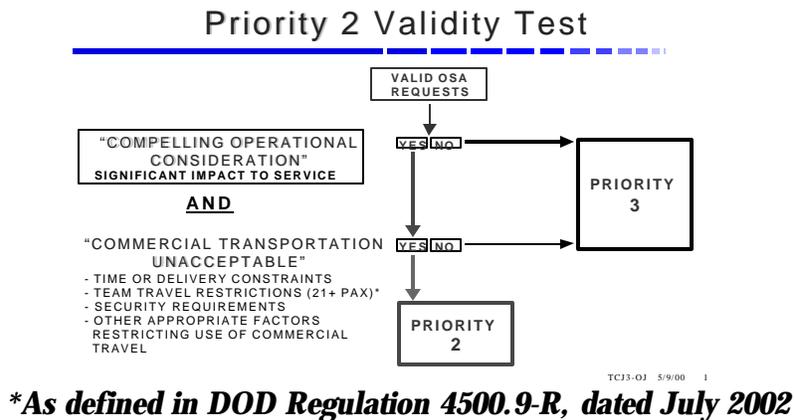


Figure 2. Priority 2 Validity Test

6.4.2. Request Submission Requirements. The Service 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.

6.4.3. Last-Minute Schedule Changes.

6.4.3.1. Changes for Airlift Requests. Airlift request changes will be handled in the same manner as the initial request submission requirements. A modified request may not be honored if it negatively impacts other requests scheduled on the mission.

6.4.3.2. JOSAC Modifications to Flight Advisories. JOSAC will modify scheduled missions to meet changes submitted by the requester only when these modifications do not negatively impact other scheduled requests. For modifications occurring more than 2 business days prior to the day of travel, JOSAC will provide notification via JALIS. For modifications occurring within 2 business days prior to the day of travel, positive notification will be telephonically coordinated via the validator, request coordinator, and JOSAC.

6.4.4. Priority 3 Cost Comparisons. By definition, priority 3 missions should be as cost effective as possible. JOSAC combines priority 3 requests with other requests to maximize the effective use of OSA assets. For priority 3 requests, the Service validator shall ensure all required information is reflected in the remarks section.

6.4.5. Mission Cost Effectiveness. The Service validator does not determine the relative cost effectiveness of an OSA request; determining cost effectiveness is JOSAC's responsibility. Cost effectiveness as a result of combining lifts and utilizing positioning/repositioning legs is beyond the capability of Service validators to determine.

6.4.6. Departure/Arrival Windows. The Service validator will ensure OSA requests provide the widest possible range in departure and/or arrival times to allow the flexibility to consolidate missions and use the OSA fleet as effectively as possible. In addition to specifying desired arrival and departure times, a minimum 2-hour arrival or departure window is required per DOD Directive 4500.43 for all requests, including priority 2, unless operational demands dictate otherwise. Requests without a scheduling window must sufficiently explain the operational demands in the "Remarks" section. Requesters who require hard travel times may only specify one hard arrival or departure time for each leg of the itinerary. JOSAC will allow for the required 2-hour window on the opposite end of the hard time. Hard times should not be used to force assignment of a desired type of aircraft, and Priority 3 requests should never contain hard departure/arrival times as this is inconsistent with the basic definition of the priority code.

6.4.7. Request Accuracy. The Service validator is responsible for accurately submitting/forwarding airlift requests. Last-minute changes to requirements may affect airlift support due to aircraft and crew limitations. Last-minute changes that affect other lifts on a mission could result in the removal and non-support of the modified request.

6.4.8. Requester Support Notification. The Service validator is the liaison between JOSAC and the requester. The Service validator is the official point of contact for all requesters and shall officially provide status of the request to the requester. All scheduling and modification activity must go through the Service validator. JOSAC will provide request status to the Service validator via electronic means.

6.4.9. Scheduled Request Cancellation. The Service validator will notify JOSAC immediately when a requester cancels a request that has been scheduled on an OSA mission. If time does not permit the requester to contact the Service validators for same-day cancellations, the requester will immediately contact the JOSAC Execution Duty Officer and cancel the request. An aircraft flown in support of a late-cancelled request will be immediately reported to TCJ3 and the requester's/senior traveler's chain of command.

6.4.10. Request Monitoring. Service validators shall monitor the status of their requests. If a request has not been supported, and is no longer required, the Service validator will cancel the request. If the airlift request is supported, and is no longer required, the Service validator will contact JOSAC to non-support the request making it "unsatisfied." After the JOSAC scheduler

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has “unsatisfied” the airlift request, the scheduler will notify the Service validator who will then cancel the airlift request within 1 hour of JOSAC notification.

6.4.11. Required Records. Per DOD Directive 4500.43, validators must keep a written record of all OSA requests and supporting documentation on file for 2 years. When submitting requests through JALIS, this is accomplished via DD Form 2768.

7. Flying Units.

7.1. Flight Safety. 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.

7.2. Flight Schedule Visibility. Flying units will obtain and print the flight advisory (FADV) from the JALIS server. The flying unit should receive notification of a mission NLT 3 days prior to mission execution. However, airlift requests may be received inside the scheduling windows; therefore, units must query JALIS daily for new missions and any modifications. The JALIS server will have the most current information available. In the event JALIS is inoperative, the unit must make every effort to contact JOSAC to verify missions prior to execution.

7.3. Pre-Mission Coordination. Flying units will coordinate with the supported customers a minimum of 24 hours prior to the scheduled departure. Pre-coordination permits flying units to expeditiously and effectively support scheduled lifts. Additionally, the coordination will help to prevent aircraft and lift “no-shows.” Flying units will note in the Logistic Flight Record (LFR) any and all changes. All substantive mission changes, to include departure or arrival International Civilian Aviation Organizations (ICAO), passenger add-ons, and/or passengers 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 POCs unless a problem occurs during mission execution or if the validator cannot be contacted. When the POC notifies the flying unit of significant changes, the POC must also notify the validator/verifier immediately.

7.3.1. Required coordination data:

- Departure date/time (Zulu/local)
- Departure/arrival ICAO
- Pick-up/drop-off location, i.e., Base Ops, specific FBO, etc.
- Number of passengers
- DV codes
- Total Cargo (if applicable)

7.4. JOSAC Execution. The JOSAC Execution Branch exists to facilitate OSA mission accomplishment. Flying units/aircrews shall notify the JOSAC Execution Branch (1-800-256-7609, DSN 779-8267, Commercial (618) 229-8267, or automated line at DSN 779-0475, Commercial (618) 229-0475), of all significant delays (e.g., aircraft maintenance, weather, late

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passengers, changes of routing, passenger number changes, or any changes that impact the mission). JOSAC will coordinate with the aircrew and lift POCs to find the best solution to the problem. A duty officer and a scheduler staff the JOSAC Execution Branch on a 24-hour basis.

7.5. Remain Overnight Procedures. For CONUS remain overnight (RON) missions, aircrews shall contact the JOSAC Execution Branch upon completing the final leg of the day. Aircrews shall report aircraft status, lodging phone number, planned crew rest start time, and earliest availability for the following day. Additionally, aircrews will check in before departure on the next day's mission for possible updates/changes.

7.6. Post-Mission Data Collection. In order to satisfy DOD Directive 4500.56 data collection and reporting requirements, the flying unit shall complete a Logistic Flight Record (LFR) in JALIS no later than 2 business days following the completion on an OSA mission. The LFR is the only factual data to reference regarding the actual use of these valuable DOD wartime assets—LFR submissions are critical to the OSA program and validate its use to Congress. LFR information is also used to populate a historical flight-time database that is used to compute flight times for future missions.

7.7. Aircraft Status. An accurate aircraft status is absolutely essential to JOSAC scheduling. The default aircraft status will be "available." This will require the unit to physically "close" the status for the timeframe when the aircraft and crew are not available for JOSAC scheduling. RON availability is encouraged to the maximum extent possible. If an aircraft is not available to accomplish a RON mission, the unit must indicate at least one hour of night time unavailability for each day that the RON mission cannot be accomplished. As a minimum, units shall enter aircraft status daily and will also update the status immediately anytime there is a change. Additionally, units must forecast aircraft status seven days out. When flying units make aircraft available in JALIS, the availability becomes the Service's "contract" with the OSA system. Aircraft made available within two business days will likely be utilized to support previously regretted requests prior to supporting new requests. Issues of conflict concerning aircraft status will be referred to the unit commander and/or respective Service agency for resolution. The flying unit's vigilant entry and update of aircraft status in JALIS are crucial to effective and efficient OSA scheduling.

ROBERT T. DAIL
Major General, U.S. Army
Director of Operations

3 Attachments

1. Glossary of References and Supporting Information
2. Sample DD Form 2768
3. PUJC Codes

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DOD Directive 4500.43, Operational Support Airlift

DOD Directive 4500.56, DOD Policy on Use of Government Aircraft and Air Travel

DOD Directive 4500.9, Transportation and Traffic Management

DOD Regulation 4515.13R, Air Transportation Eligibility

OMB Circular A-76, Performance of Commercial Activities

OMB Circular A-126, Improving the Management and Use of Government Aircraft

Abbreviations and Acronyms (Every acronym/abbreviation contained in your content is listed here, including office symbols, example, FAA – Federal Aviation Agency; TCJ3 – USTRANSCOM Operations Directorate)

Terms

Ad Hoc Reporting: The process in which any interested agencies have access and ability to create reports concerning the OSA process and the events occurring in the process.

Aircraft Availability/Status: The availability of aircraft assets for OSA scheduling. Aircraft status is supplied by the flying unit and implies the availability of aircraft, qualified aircrews, support personnel, and operating facilities.

Air Mobility Command: AMC is the air component command of USTRANSCOM.

Airlift Capability: The total capacity expressed in terms of number of passengers/patients and/or weight/cubic displacement of cargo that can be carried at any one time to a given destination by the available air transport service. (Joint Pub 1-02)

Airlift Requirement: The total number of passengers/patients and/or weight/cubic displacement of cargo required transportation by air for a specific task. (Joint Pub 1-02)

Allocated Flying Hours: Flying hours authorized by a Service for a flying unit to execute within a fiscal year.

ANG: Air National Guard.

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ARNG: Army National Guard.

ASCO: Aviation Support Coordination Office located at Headquarters Marine Corps.

Assets: Conveyances such as ships, planes, and trains.

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.

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

Cargo: Supplies, materiel, stores, baggage, or equipment transported by land, sea, or air. (DOD Directive 4500.9-R, Volume 1)

Command and Control (C2): The exercise of authority and direction by a properly designated commander over assigned forces in the accomplishment of the mission. C2 functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in accomplishing the mission. (Joint Pub 1-02)

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

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.

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

ETMS: Enhanced Traffic Management System. ETMS is the FAA system used by the JOSAC Execution Branch to track and monitor scheduled aircraft real time. Weather information is also provided.

FAA: Federal Aviation Administration.

Flying Units: Service organizations supplying aircraft and aircrews to satisfy OSA requirements.

FBO: Fixed Base Operator.

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Help Desk: Offices manned to provide customers with person-to-person assistance in resolving procedural or system difficulties.

In-transit Visibility (ITV): The capability to identify and track the movement of DOD cargo, passengers, medical patients, and personal property from origin (to include vendor) to final destination receiving action during peace and war. ITV begins at origin and ends with receipt at the activity designated by the theater commander. (USTRANSCOM ITV Integration Plan, 11 Nov 2000)

JALIS: Joint Airlift Logistics Information System. DOD OSA scheduling system used to submit, validate, and schedule requests and assign available OSA aircraft.

Joint Operational Support Airlift Center (JOSAC): The USTRANSCOM organization responsible for scheduling CONUS OSA.

Large Aircraft: Aircraft capable of carrying **14** or more passengers. For example: C-9, C-20, C-40, or C-26.

Late Show: The condition occurring when a passenger arrives after scheduled passenger-arrival time, resulting in a late aircraft takeoff.

Lift Request: The formal request by a user for movement of passenger(s) and/or cargo.

Logistic Flight Record (LFR): An end of mission report used to capture actual times, flight hours, number of passengers, cargo transported, and flight crew. It is also known as a post mission report.

Manifest: A document specifying, in detail, the items carried on a transportation conveyance for a specific destination. Usually refers to a ship or aircraft manifest (DOD Regulation 4500.32R, Volume I).

May: Used to express an acceptable or suggested means of accomplishment and shall be construed as a non-mandatory provision.

Must: Used to express that the requirements are binding and mandatory.

Navy Air Logistics Office (NALO): The U.S. Navy's designated agency for the management of Navy Operations/Operational Support Airlift assets.

No Show: The failure of a user or aircraft to appear for a scheduled pickup.

Notice to Airman (NOTAM): A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations.

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OCONUS: Outside Continental United States.

OMB: Office of Management and Budget.

Operational Support Airlift (OSA): The air movement supporting high priority passengers and cargo with time, place, or mission-sensitive requirements.

Operational Support Airlift Agency (OSAA): The U.S. Army's designated agency for the management of Army OSA assets.

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. This person (arrival/departure coordinator) must be available throughout the scheduled lift. The following POC information is required for JOSAC to accurately schedule a mission:

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

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.

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.

Prior Permission Required (PPR): Airfield has a requirement to coordinate landings and takeoffs.

PUJC: Priority Urgency Justification Code.

Requester: The person completing and submitting a movement request.

Request Regret: An airlift request received by JOSAC but has been formally refused airlift support.

RON: Remain Overnight.

Schedule Modification: A change made by a scheduling authority to a previously published mission schedule.

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Scheduler: The person within a scheduling agency that manages a mission schedule and tasks the flying unit.

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

Shall: Used to express that the requirements are binding and mandatory.

Should: Used to express a non-mandatory desire or preferred method of accomplishment and shall be construed as a non-mandatory provision.

Small Aircraft: Aircraft capable of carrying eight passengers or less, includes C-12, C-21, UC-35, and C-38.

TACC: Tanker Airlift Control Center is Air Mobility Command's agency for centralized command and control.

United States Transportation Command (USTRANSCOM): The designated single manager for DOD transportation.

USAR: US Army Reserve.

User: The customer of the OSA system requesting OSA airlift support and/or being supported by the OSA system.

Validation: The evaluation of requests based upon defined criteria and business rules resulting in the assignment of a movement priority. Validation transforms an airlift request into a formal airlift requirement.

Validator: Designee of a DOD component responsible for validating/verifying, assigning priorities when necessary, and providing final approval of documented airlift requests for submission to JOSAC or the appropriate agency for scheduling.

Verification: Quality control by a Service-designated agency of a request's completeness and accuracy. Verification lies within the Service-validation process.

Verifier: Designee of a DOD component responsible for verifying the completeness and accuracy of documented airlift requests submitted to JOSAC or the appropriate agency for scheduling.

Will: Used to express that the requirements are binding and mandatory.

Attachment 2

Sample DD Form 2768 Military Air Passenger/Cargo Request

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
1. SELECT APPLICABLE TRAVEL STATEMENT:				
	PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.		
	PRIORITY 2	"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.		
	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) <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 0.00
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

SAMPLE

Attachment 3

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 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 (For JALIS-submitted request, 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 Office of the Assistant Vice Chief of Staff/Special Air Missions (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 Offload 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)

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- 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.**

Standard Cargo Codes (from DOD 4500.9 Vol II Air Commodity Codes): These codes are to be used in conjunction with justification code Q for JALIS-submitted requests).

- A Supplies and Equipment for Aircraft and Aerial Targets
- B Construction Materials
- C Chemical Corps Items and Chemicals Not Covered Elsewhere
- D Animals
- E Engineer Supplies (other than Code B)
- F Fuels and Lubricants, Fuel and Lubricant Equipment, Non-noxious Gases
- G Printed Forms, Publications, Drawings, etc.
- H Signal Corps Supplies and Equipment
- J Unaccompanied Baggage
- K Clothing (including clothing equipment)
- L ARFCOS Material (Comm, Crypto, DOS Diplomatic Material)
- M Medical Supplies
- N Ship's Parts, Navy
- P Photographic Supplies and Equipment
- Q Plants, Plant Products, Insects, Mites, Nematodes, Mollusks, Soil, Meat, Animal Products
- R Rations and Subsistence Supplies
- S Office and School Supplies and Equipment
- T Household Goods
- U Mail (special handling code required)
- V Vehicles, Machinery, Shop, and Warehouse Equipment
- W Reserved
- X Intelligence Materials
- Y Personnel Services
- Z Human Remains
- 2 Arms/Weapons (all types – special handling code required)
- 3 Ammunition (all types – special handling code required)
- 4 Explosives (non-Code 3 – special handling code required)

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