



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5007

NASLEMINST 4630.3J CH-1
4900

19 APR 1996

NAS LEMOORE INSTRUCTION 4630.3J CHANGE TRANSMITTAL 1

From: Commanding Officer, Naval Air Station, Lemoore

Subj: AIR TERMINAL FACILITIES

Encl: (1) Revised Page 3 and Reprinted Page 4 of Enclosure (2)

1. Purpose. To issue change to basic instruction.
2. Action. Remove pages 3 and 4 of enclosure (2) of basic instruction and insert enclosure (1) of this change transmittal.


G. C. WOOLDRIDGE

Distribution: (NASLEMINST 5215.2U)
Lists B and E



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

IN REPLY REFER TO:

NASLEMINST 4630.3J
4900

07 MAR 1994

NAS LEMOORE INSTRUCTION 4630.3J

From: Commanding Officer, Naval Air Station, Lemoore

Subj: AIR TERMINAL FACILITIES

Ref: (a) CINCPACFLTINST 4630.2L
(b) OPNAVINST 4630.25B
(c) NASLEMINST 4631.1
(d) NAVSUP P505

Encl: (1) Fuel Division, Aircraft Services Branch
Responsibilities
(2) Squadron Responsibilities and Information

1. Purpose. To publish procedures and responsibilities for the coordination of military personnel utilizing government air transportation services at NAS Lemoore per references (a) through (d).

2. Cancellation. NASLEMINST 4630.3H

3. Scope. Applies to all Station departments, fleet units and tenant activities.

4. Action. Fuel Division, Aircraft Services Branch employees will comply with enclosure (1). All NAS Lemoore departments and tenant activities utilizing the NAS Lemoore Air Terminal will comply with enclosure (2).

5. Forms. Forms listed in enclosure (2) may be obtained from the NAS Lemoore Air Terminal, Building 180.


A. R. GORTHY

Distribution: (NASLEMINST 5215.2T)
Lists B & E
Supply (25)

07 MAR 1964

FUEL DIVISION AIRCRAFT SERVICE BRANCH RESPONSIBILITIES

1. Coordination. Coordinate with and assist all units concerned with airlifts as follows:

a. Ensure four accurate passenger manifests are completed (original plus three copies). Retain one file copy and provide three copies to aircraft. Ensure cargo manifests, transportation control and movement documents, certificate of ownership and special handling data and certification forms are accurately filled out. Retain one file copy.

b. Provide assistance for weight and balance service when required.

c. Arrange surface transportation from the Air Terminal to barracks for incoming flights for deployed squadrons and transient personnel when required. If regular bus service cannot be utilized, arrangements shall be made with the Public Works Transportation Dispatcher for requirements occurring during normal working hours. Unscheduled requirements, after normal working hours, Saturdays, Sundays and holidays, shall be coordinated with the NAS Lemoore Assistant Command Duty Officer (ACDO) (ext. 3300). (R)

d. Arrange with Squadron Unit Coordinator and Supply Department Shipping Branch (ext. 1337), to expedite cargo handling. The Supply Department will receive cargo on the east side of the aviation warehouse, Building 140 (second section) for shipment. (R)

e. Arrange with the Food Service Officer (ext. 4815) during normal working hours for dining facilities to feed transient officer and enlisted personnel. After normal working hours, Saturdays, Sundays and holidays, arrange with the ACDO. (R)

f. Arrange with Bachelor Officer Quarters (BOQ) front desk (ext. 4609) or Bachelor Enlisted Quarters (BEQ) (ext. 4783/4784) for berthing transient officer and enlisted personnel.

g. Ensure civilian passengers in the following categories, who utilize government aircraft, complete a release of liability certificate:

(1) Personnel, without means of suitable transportation, who are involved in an emergency catastrophe or facing possible loss of life.

Encl (1)

07 MAR 1994

(2) Deputized participants engaged in fighting forest fires or engaged in disaster relief activities.

(3) Personnel traveling for the preservation of peace, order and national security.

(4) Distinguished nationals and members of the armed forces of foreign countries.

(5) Representatives of information media (press, radio, TV, etc.) on assignment covering military events.

h. Exclude the following civilian personnel from filing a release of liability certificate: Civilian employees of the Department of Defense (DOD), other government agencies, government contractors, and technical advisors to military authorities who are traveling on orders or on a transportation authorization. Copies of orders and transportation authorizations shall be retained on file at the Air Terminal for one year.

i. Retain copies of all flight advisories on file for one year. Information pertaining to scheduled logistic flights shall be maintained on a status board.

j. Obtain next-of-kin record from all passengers.

2. Endorsement of Orders

a. Inspect travel orders for fleet personnel to ensure detaching endorsement is attached before preparing the Air Terminal endorsement.

b. Travel orders to stations in the Commander, Naval Base (COMNAVBASE) San Diego or San Francisco areas will normally not be endorsed "No Government Air Available" more than 24 hours in advance of the reporting date.

3. Baggage. Ensure personal baggage is limited to 40 pounds of baggage per person, unless otherwise authorized by scheduling activity.

4. Intoxicated Passengers. Prohibit passengers under the influence of intoxicating beverages or drugs/narcotics from boarding the aircraft. A report of any intoxicated passengers or narcotics incident will be forwarded to the commanding officer of the activity to which the person is attached per reference (a).

07 MAR 1994

5. Terminal Security. Require passengers to pass through metal detector screening and conduct random search of hand carried baggage prior to boarding aircraft. Ammunition and/or drugs without a valid current prescription will not be carried aboard the aircraft at any time.

6. Uniform Attire. Ensure uniforms and grooming standards under reference (b) are followed.

07 MAR 1984

SQUADRON RESPONSIBILITIES AND INFORMATION

1. Airlift. Squadron airlifts are requested per references (b) and (c). The Flight Advisory issued by Naval Logistics Office (NALO) will designate the departure time and space reserved for each unit. An officer or senior enlisted person shall be assigned by the squadron to act as the on scene Unit Coordinator for each scheduled airlift flight. The Unit Coordinator shall notify the Air Terminal (ext. 1683) and NALO if the departure time is unacceptable or if there will be any additions or deletions from scheduled traffic (i.e., space for additional loads and additional personnel is required or the space required will be less than originally specified). "No shows" are automatically reported to NALO and higher commands.

2. Unit Coordinator Responsibilities. The Unit Coordinator shall schedule a predeployment briefing with the Air Terminal Manager or designated representative at least seven working days prior to scheduled departure date. Appointments may be made by calling the Air Terminal, ext. 3045. The Unit Coordinator shall also ensure compliance with the following:

a. Passenger manifests, showing name, initials, rank, social security number, and unit attached, shall be submitted to the Air Terminal two working days prior to scheduled departure date. Passenger manifests shall be typed, in quadruplicate, and filed in alphabetical order by last name. Travel orders for fleet personnel must have a detaching endorsement from the squadron before endorsement will be made by Air Terminal personnel.

b. Tags shall be placed inside and outside of baggage to show owner's name, rank or rate, unit attached and address.

c. Life vests, pyrotechnics (SIGNAL DISTRESS FLARES, "PENCIL FLARES") and any other explosive device or hazardous material shall be handled per paragraph 7 of this enclosure.

3. Personnel Requirements. Personnel shall comply with the following:

a. Check in Times. Passengers and personal baggage shall be at the Air Terminal one and one-half hours prior to scheduled departure time for C-9 aircraft and one hour prior to scheduled departure time for C-12 aircraft. All passengers must be fully processed through anti-hijacking/security checks 30 minutes prior to departure time. Late departures due to improper or incomplete

Encl (2)

07 MAR 1981

manifest preparation and security processing are automatically reported to NALO and higher authority.

b. Endorsement of Orders. Personnel must obtain endorsement of orders prior to utilizing any other means of transportation or forfeit all claims for reimbursement for such travel.

c. Military Uniforms. Military uniforms shall be worn on military aircraft and grooming will be clean and neat per reference (b). Working uniforms may be worn by a working party upon prior approval of the scheduling agency or as authorized on the Flight Advisory. Externally carried items such as keys, screwdrivers, knives, etc. shall be removed from the uniform.

4. Intoxication, Pilferage and Damage. The Air Terminal and flight crew will deny boarding to any person under the influence of liquor or drugs/narcotics. The unit being transported will be held accountable for pilferage and damage to aircraft.

5. Baggage Information

a. Weight. Forty pounds of baggage per passenger may be placed aboard government aircraft. Excess luggage may be shipped as cargo or by truck. If extra cargo space is required, a modification of the Flight Advisory should be requested from the Air Terminal and NALO by the Unit Coordinator. Baggage shall be checked by each passenger unless other provisions have been made.

b. Carry On Baggage. Hand baggage carried by the passenger is limited to one piece and will not be larger than 9 x 13 x 24 inches.

c. Suit Bags. Approximately 15 small to standard size suit bags can be hung in the C-9 aircraft. Additional bags and large size suit bags may be shipped as checked luggage.

d. Knives - Firearms. Security regulations prohibit any personnel to carry on their person or in their hand carried baggage knives with a blade of three inches or over, or firearms of any kind. All knives should be shipped in the luggage. Firearms, but not ammunition, may be carried in the luggage, but must be declared at check-in. A certificate of ownership must be completed. No ammunition of any type or description will be carried on aircraft at any time.

e. Lighters. The only lighter that is acceptable for carriage on the aircraft is the "Zippo" type uncharged lighter.

19 APR 1996

"Bic" lighters or any lighter which uses butane or compound gas is not authorized and will not be carried.

f. Tape Decks - Radios And Other Electronic Parts Or Components. Whenever feasible, these items should be carried as checked baggage and not as hand baggage. Certain types of electronic equipment can adversely affect the navigation equipment aboard the C-9/C-12 and therefore, no tape decks, radios or other electronic equipment may be operated aboard the aircraft at any time.

g. Flashbulbs. Because flashbulbs can be ignited by stray electronic impulses, they are prohibited on C-9/C-12 aircraft.

h. Drugs. Narcotics and other controlled drugs without prescription are absolutely prohibited on all aircraft. All baggage is subject to search without prior notice or permission. Violators will be prosecuted under both Navy regulations and Federal laws.

i. Liquor. With the approval of the Aircraft Commander, the Unit Commander may authorize liquor in unopened cartons or containers be carried as baggage or cargo.

6. Cargo. All cargo transported shall be properly documented and labeled. Cargo prohibited by reference (d) shall not be carried on DOD aircraft. The Aircraft Commander retains final authority to refuse any cargo.

a. Procedures. All materials and equipment, including flight bags that are to be shipped as cargo, must be in the possession of the NAS Lemoore Supply Department, Shipping Branch at Building 140 at least 24 hours, prior to scheduled departure time. Hazardous and classified material should be in possession of the Supply Department, Shipping Branch, 48 hours prior to scheduled departure time for required researching, packaging and labeling. The Unit Coordinator shall contact the Shipping Branch (ext. 1335/1336) to make all necessary arrangements. After cargo is weighed, documented and labeled, per reference (d), it will be delivered to the Air Terminal to be palletized for shipment. Classified material will be hand carried to the Air Terminal for transport by the applicable classified material custodian where it will (R) be sealed, weighed and documented by the Supply Department prior to flight departure. Sealed containers will remain in the custody of the organization concerned to be delivered to the Air Terminal four hours prior to the scheduled departure time for palletizing and final preparations.

19 APR 1996

b. Changes In Cargo Requirements. Changes in the amount of cargo to be moved will be reported to the Air Terminal as soon as the change is known, to effect timely scheduling and aircraft configuration modifications.

c. Mail. U.S. Mail shall not be transported by naval aircraft from point to point within the United States where it parallels facilities of the U.S. Postal Service. Deviations from this policy must be authorized by Chief of Naval Operations (CNO).

7. Hazardous/Explosive Cargo or Material Requiring Special Handling and Certification. Parachutes or life vests containing pyrotechnics (SIGNAL/DISTRESS FLARES, "PENCIL FLARES") or any explosive device or known hazardous materials (i.e., acids, poisons, oxidizers, compressed gases, flammable liquids and any materials labeled as such) ARE PROHIBITED on military aircraft without proper packaging, labeling and special handling. Squadron personnel requiring hazardous materials shipment shall notify their Unit Coordinator of plans to ship. The Unit Coordinator shall notify the Shipping Branch ext. 1335/1336 at least five working days prior to flight departure date. The Unit Coordinator shall deliver all explosive/hazardous cargo or material requiring special handling to the Shipping Branch one working day prior to departure for preparation of Transportation Control and Movement Document (TCMD) and Special Handling (R Data/Certification (DD Form 1387-2)). The Shipping Branch will turn over all documentation and materials to the Crating and Packing Branch for packaging and labeling in accordance with reference (d). The Crating and Packing Branch will deliver explosive/hazardous cargo or material with documentation requiring special handling to the Air Terminal representative at Building 184, four hours prior to flight departure. Air Terminal personnel will then turn over all hazardous/explosive cargo or material requiring special handling to the aircraft load master. Individuals who do not comply or knowingly deviate from this procedure are subject to fine and imprisonment or both per reference (d).

a. Fluids. Leaking oil and hydraulic fluids are a maintenance problem as well as a potential safety hazard. Unit Coordinators shall ensure that all jacks, bowsers and other equipment which use oil or hydraulic fluid have been purged and bubble wrapped following established safety procedures. Fluid may be shipped at the unit's risk. Many instances of "popping" cans of hydraulic fluid have occurred in flight. The Air Terminal strongly advises against shipping cans of oil or

07 MAR 1994

hydraulic fluid without proper absorbent material around the can. Whenever possible, it is recommended that fluids are requisitioned at destination.

b. Compressed Gasses. Containers for nitrogen or oxygen can be moved as cargo, but only when properly protected as set forth in reference (d). A charged cylinder that discharges in flight can be extremely dangerous. All safety requirements will be observed before allowing such materials aboard the aircraft.

c. Tires. Ensure that tires are deflated to a maximum pressure of 25 Per Square Inch (PSI).

d. Spray Cans/Paint. No spray cans of fluids, paint or other pressurized substances will be carried on the aircraft.

8. General Items

a. Under no circumstances will passengers carry or ship any articles for another person who is not a passenger on that particular flight.

b. Any questions pertaining to Air Terminal operations may be answered by phoning the Air Terminal supervisor at ext. 3045 or 1683.