



UNITED STATES MARINE CORPS

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

IN REPLY REFER TO
StaO 4630.4D
BSD
15 APR 2005

STATION ORDER 4630.4D

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 P4030.19H

1. Purpose. To establish the responsibilities for the Administration and Operation of the Air Freight and Passenger Service Section, Air Services Branch, MCAS Yuma, AZ.

2. Cancellation. StaO 4630.4C

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, Passenger Terminal, will be from 0800 to 1630 daily. At 1630, the Air Freight personnel 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.

b. As directed by reference (a), the Air Freight person 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 2 hours or later than one hour prior to published estimated time of departure (ETD). References (a) through (c) 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 (c):

(1) Active duty military will present orders, leave papers, or a special liberty 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 (c). The priorities are as follows:

- a. Emergency leave.
- b. PCS/TAD orders.
- c. Returning for 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 with a placard by the using unit to include a point of contact. The Air Freight personnel will attempt to notify the point of contact that the cargo is in and ready for pick-up.

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 (JI) completed and staged at the Air Freight section with 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/on load 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.

10. C-12 Flights

a. Air Freight personnel will accomplish the offload/on load 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 Air Service Branch Supervisor (ASBS) will ensure that the personnel of Air Freight have the equipment and knowledge to meet the needs of the Air Freight/Passenger Terminal. The ASBS will ensure the Air Freight personnel are licensed to operate all equipment necessary to load and unload the cargo aircraft. The ASBS will also ensure the 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.

c. Air Freight personnel and aircraft attendants shall screen, manifest, and process passengers prior to boarding all military/civilian aircraft parked at the Visiting Aircraft Line (VAL).

12. Special Assignment Airlift Mission (SAAM)

a. It is imperative that liaison with the Air Freight section be made well in advance, at least 48 hours prior, of scheduled SAAM flights to ensure appropriate processing passengers, baggage, and cargo.

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

c. Personnel desiring Space Available transportation on SAAM/AMC flights will report to the Passenger Terminal a minimum of two hours prior to the scheduled flight for seat availability and processing. Coordination between the using unit, aircrew, and Air Freight personnel in order to ascertain the availability of seats will be accomplished prior to any manifesting. Using unit commanders are encouraged to provide any excess seats consonant with mission requirements.

13. Applicability. This order is applicable to all commands, organizations, units, and activities located at MCAS Yuma, AZ.


J. J. COONEY

Distribution: B