

**134th AIR REFUELING WING
134 Briscoe Drive
McGhee Tyson ANG Base, TN 37777- 6203**

134th ARW GUIDELINES FOR SPACE "A" TRAVELERS

POSTING AND SIGN-UP PROCEDURES

POSTING OF FLIGHTS: Pending mission coordination by Current OPS (Plans) (DOTO), normally flights with Space "A" seating will be posted five working days prior to the flight and the manifest will close at 1200 hrs one day prior to the flight. Flights will be posted on the board at **Base OPS or you call comm. (865) 985-4403 or DSN: 266-4403 and select option 2 for the current listing of flights.** You may sign up for a flight after it has been posted, on the sign up date at 0800, either in person at Base OPS building 100, by calling in: Comm. (865) 985-4404/4419 \ DSN 266-4404/4419, by faxing: Comm. (865) 985-4397/DSN 266-4397, or mail: 134th OTB, 100 Briscoe Drive, McGhee Tyson ANG Base, TN 37777-6203. All proper credentials/identification (name, ssn number, leave number (if required), passport number (if required), phone number (home & business), and destination, must be provided when signing up. Any requests by fax will need photocopies of identification/credentials and voicemail messages will need to have all the above information to be considered for the flight's manifest. As we receive the information required, you will be categorized and placed on the passenger manifest in that order. Base OPS personnel will not be responsible for problems in receiving faxes, telephone calls, or mail. Normal duty schedule is Monday through Friday, 0700 to 1630. **You will be responsible for verifying your place on the manifest and show time after 1200 hrs the day prior to the scheduled flight by calling in (865) 985-4404/4419. Failure to call in will remove you from the manifest.** Persons not having proper credentials/identification IAW applicable directives and the Foreign Clearance Guide will be denied boarding. You must have a Military or Retired ID Card and passport (visa, if applicable) for foreign travel. AGR/Active Duty personnel must be in possession of an official leave slip authorization or pass to register for space available travel, and be in a leave or pass status for the entire period of travel. All Guard and Reserve personnel must submit a completed DD Form 1853; Authentication of Reserve Status for Travel Eligibility, to be authorized for Space "A" travel.

DAY OF FLIGHT

SHOW TIME: Show time is when roll will be called and all identification will be checked. Show time will be posted on the Space "A" Board in Base Ops. Passengers late for scheduled show time are subject to be removed from the manifest.

PARKING: All passengers are requested to park in the parking lot behind Base Ops, bldg. 100.

BAGGAGE: Two checked bags and one carry-on are authorized on the aircraft. Everything but carry-on bags will be put into a baggage bin and will not be accessible in flight. All bags will have an AF Form 94, (Nametag) or a personal tag before being loaded on aircraft. All passengers are reminded that all baggage is subject to inspection.

CONTRA-BAND: Brass knuckles, incendiary devices such as flares and markers, tear gas, mace, gunpowder, primers, etc., are prohibited. Knives and scissors with blades exceeding three inches (regardless of handle length) will be placed in checked baggage. Martial arts weapons may be accepted only as checked baggage. Drugs and narcotics are prohibited unless authorized by a licensed physician and in an authorized container bearing the correct label of identification. Over the counter medication shall be in its original container.

All baggage will be subject to inspection for contra-band using a random selection chosen by the NCOIC of Base Operations or a designated representative:

- Example:
- A. Every other person or every third person, etc.
 - B. Using a selected number of the SSN# (last number ending in a 3, etc.
 - C. Other similar methods.

All baggage will be placed in a sterile area and only base ops personnel will be authorized in the area.

Any person refusing to have his/her carry-on or checked baggage inspected will be denied boarding.

ATTIRE: Your choice of dress: service uniform, BDU (when traveling between military bases only), or civilian clothing is authorized. Personnel traveling aboard KC-135 aircraft should dress warmly since temperatures tend to be cool. Members choosing to wear civilian clothing will ensure it is neat, clean, warm enough for in-flight operations and appropriate for the mode of travel and destination. Personnel traveling overseas should consult the DOD Foreign Clearance Guide for their destinations. Passengers should be aware that they may have to climb up and down a vertical ladder to enter and exit aircraft, and should dress accordingly.

CONDUCT: Under no circumstances will passengers who are unruly, or under the influence of alcohol or narcotics, who may create a hazard to the safety of the aircraft or passengers, or who are otherwise a disruptive influence, be accepted for transportation or permitted to board a military aircraft.

GENERAL INFORMATION

1. Pregnant women may travel up to the 34th week of gestation and after 6 weeks of postpartum.
2. Operation of electronic devices aboard the aircraft is prohibited (razors, computers, radio, mobile phone, etc.) during takeoff and landing. Please check with the flight crew during the flight before operating your equipment.
3. Transportation of pets is prohibited on military aircraft.
4. Bunks and Airline seats aboard the aircraft are for aircrew and crew chiefs only.
5. **NO SMOKING ABOARD AIRCRAFT.**
6. All passengers must be mentally and physically capable of exiting the aircraft under emergency conditions, using escape ropes if necessary.
7. Passengers and baggage are subject to inspection under Federal Laws and as a condition for travel.
8. It is against the Federal Law to:
 - A. Seize an aircraft in-flight by threats, force or violence.

- B. Stowaway aboard aircraft.
 - C. Carry concealed weapons aboard aircraft.
 - D. Transport concealed explosives aboard aircraft.
 - E. Interfere with crewmembers, including any flight attendant.
 - F. Possess, use, or transfer narcotic drugs, including marijuana, aboard Aircraft.
 - G. Convey false information concerning the above criminal acts.
9. All persons aboard the aircraft have a responsibility for the detection and prevention of hijacking.
10. Space available passengers will not be allowed to carry weapons aboard 134th ARW aircraft.
11. FOOD: Bring your own food. Do not bring food/fluid in glass containers aboard aircraft.
12. WATER: Provided and available on aircraft.
13. LATRINE: AUSTERE, ADEQUATE PRIVACY. Commode is similar to RV units.

ARRIVAL AT DESTINATION

Passengers must sign up on the Space "A" roster at the destination base for a return trip to McGhee Tyson ANG Base. The flight crew is not responsible for coordinating lodging or transportation for any passengers traveling aboard the aircraft. It is the responsibility of the passenger to keep up with the schedule for the return flight through the PAX TERMINAL. Do not contact the flight crew for return flight information as they may be in crew rest.

NOTICE TO ALL TRAVELERS

The 134th ARW deploys its aircraft outside the Knoxville area for official military purposes only. These purposes are subject to change at any time, thus the flights may be canceled, diverted or space available

seats may be deleted for mission requirement changes. We sincerely welcome you aboard when we are able to provide this privilege to current and retired military members. However, we encourage you to comply with our procedures so that we can manage this program as fairly and professionally as possible.

JOHN K KEENAN, COL TN ANG
Commander

AS OF AUGUST 2002
AFD: A:GUIDEL