

UNCLAS 051323Z JAN 07 CMC WASHINGTON DC AVN ASM(UC)

TO CG 3RD MAW G3(uc)
CG 2ND MAW(uc)
CG 2ND MAW G3(uc)
CG 1ST MAW(uc)
CG 3RD MAW(uc)
CG 4TH MAW G3(uc)
CG 1ST MAW G-3(uc)
CG III MEF(uc)
CG III MEF G-3(uc)
CG II MEF(uc)
CG II MEF G3(uc)
CG I MEF(uc)
CG I MEF G-3(uc)
CG MCI EAST(uc)
COMMARFORRES G3(uc)
COMMARFORRES(uc)
CG MCI WEST(uc)
COMMARFORPAC(uc)
COMMARFORPAC G3(uc)
COMMARFORCOM G3-5-7(uc)
COMMARFORCOM(uc)
CG 4TH MAW(uc)
CC CMC WASHINGTON DC AVN(uc)
CMC WASHINGTON DC AVN ASM(uc)

UNCLAS

MSGID/GENADMIN/CMC WASHINGTON DC AVN ASM// SUBJ/REVISED POLICY FOR EMBARKING FOREIGN NATIONALS AND US CIVILIANS /ABOARD USMC AIRCRAFT// REF/A/MSGID:MSG/CMC WASHINGTON DC/220020ZMAY2001// REF/B/MSGID:MSG/CMC WASHINGTON DC/241618ZJAN2003// REF/C/MSGID:MSG/CMC WASHINGTON DC/191324ZMAR2003// REF/D/MSGID:DOC/DOD 4515.13R/YMD:19980409// REF/E/MSGID:DOC/DOD 4500.56/YMD:19990419// REF/F/MSGID:DOC/DOD 4515.12/YMD:19641212// REF/G/MSGID:DOC/DOD INST 5435.2/YMD:19750425// REF/H/MSGID:DOC/OPNAVINST 3710.7T/YMD:20040301// REF/I/MSGID:DOC/MCO P5720.73/YMD:20010903// REF/J/MSGID:LTR/DC AVN LTR/YMD:20051117// NARR/REFS A THRU C ARE PREVIOUS CMC GUIDANCE REGARDING THE TRANSPORTATION OF FOREIGN NATIONALS AND US CIVILIANS ABOARD DOD AIRCRAFT. REF D IS THE DOD AIR TRANSPORT ELIGIBILITY DIRECTIVE. REF E IS DOD POLICY ON THE USE OF GOVERNMENT AIRCRAFT AND AIR TRAVEL. REF F IS DOD POLICY ON SUPPORT FOR TRAVEL OF MEMBERS AND EMPLOYEES OF THE CONGRESS. REF G IS THE DOD DELEGATION OF AUTHORITY TO APPROVE TRAVEL FOR PUBLIC AFFAIRS PURPOSES. REF H IS THE NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTIONS. REF I IS THE MARINE CORPS AVIATION SUPPORT OF THE COMMUNITY RELATIONS PROGRAM MANUAL. REF J IS DC AVIATION POLICY LETTER REGARDING ORIENTATION AND INDOCTRINATION FLIGHTS ABOARD USMC AIRCRAFT.// POC/COBHAM, E. E./MAJOR/HQMC ASM-41/-/TEL:DSN 223-9888 /EMAIL:ERIK.COBBHAM@USMC.MIL// GENTEXT/REMARKS/1. THIS MESSAGE SUPERSEDES REFS A THRU C, AND CLARIFIES REFS D THROUGH J. REFS A THRU C ARE HEREBY CANCELLED.
2. IAW REFS D THRU J, THE PURPOSE OF THIS MESSAGE IS ONE: TO CLARIFY POLICY IN REGARDS TO THE EMBARKATION OF FOREIGN NATIONALS (MILITARY AND CIVILIAN), DOD CIVILIAN EMPLOYEES, EMPLOYEES OF DOD CONTRACTORS, NON-DOD CIVILIANS, AND CIVILIAN NEWS MEDIA REPS ABOARD ORGANIC USMC TRANSPORT/UTILITY CATEGORY AIRCRAFT, AND TWO: TO PROVIDE FURTHER

GUIDANCE REGARDING THE APPROVAL PROCESS FOR ORIENTATION AND INDOCTRINATION FLIGHTS.

3. THIS MESSAGE DOES NOT APPLY TO THE USE, SCHEDULING, OR APPROVAL OF OPERATIONAL SUPPORT AIRCRAFT (OSA).

4. POINT TO POINT TRANSPORTATION APPROVAL SHALL BE GRANTED ONLY WHEN OPERATIONAL NECESSITY REQUIRES USE OF DOD AIRCRAFT. IT SHALL NOT BE EXTENDED TO INCLUDE FLIGHTS OF CONVENIENCE FOR THE INDIVIDUALS CONCERNED, NOR FOR THE PURPOSE OF TRANSPORTATION NOT IN CONJUNCTION WITH THE OPERATION OR TRAINING EVENT. IAW REFS D THRU I, ACTION ADDRESSEES SHALL ABIDE BY THE FOLLOWING WHEN EMBARKING PASSENGERS FOR THE PURPOSES OF POINT TO POINT TRANSPORTATION.

A. MODE OF TRANSPORT SHALL BE IN TRANSPORT/UTILITY AIRCRAFT ONLY (UH-1, CH-46, CH-53, MV-22, AND KC-130).

B. POINT TO POINT TRAVEL OF DOD CIVILIAN EMPLOYEES SHALL BE IN CONNECTION WITH ASSIGNED DUTIES. FOR DOD CIVILIAN EMPLOYEES THE APPROVAL AUTHORITY IS COMMARFORCOM, COMMARFORPAC, COMMARFORRES, OR DC AVIATION.

C. FOR EMPLOYEES OF DOD CONTRACTORS, THE APPROVAL AUTHORITY IS COMMARFORCOM, COMMARFORPAC, COMMARFORRES, OR DC AVIATION. TRAVEL OF EMPLOYEES OF DOD CONTRACTORS MAY ONLY BE APPROVED IF THE CONTRACT STATES THAT THE USE OF MILAIR IS REQUIRED OR AUTHORIZED TO BE APPROVED, AND NOT THE FINANCIAL RESPONSIBILITY OF THE CONTRACTOR.

D. FOR NON-DOD CIVILIANS THE APPROVAL AUTHORITY IS CMC.

E. FOR FOREIGN MILITARY PERSONNEL AND FOREIGN CIVILIANS ASSIGNED TO A NATO HEADQUARTERS POSSESSING PROPER BASE OR INSTALLATION VISITATION AUTHORIZATION THE APPROVAL AUTHORITY IS COMMARFORCOM, COMMARFORPAC, COMMARFORRES, OR DC AVIATION.

F. FOR ALL OTHER FOREIGN TRAVELERS THE APPROVAL AUTHORITY IS SECDEF.

G. FOR TRAVEL OF CIVILIAN NEWS MEDIA REPS DETERMINED TO BE LOCAL AS TO THE SCOPE OF INTEREST AND AS TO THE DISTANCE OF TRAVEL INVOLVED THE APPROVAL AUTHORITY IS COMMARFORCOM, COMMARFORPAC, OR COMMARFORRES. INFO CMC WASHINGTON DC (BACK SLASH, BACK SLASH) ASM/PA ON ALL APPROVAL MESSAGES.

H. FOR TRAVEL OF CIVILIAN NEWS MEDIA REPS DETERMINED TO BE NOT LOCAL IN SCOPE OR IN DISTANCE TRAVELED, OR IF AFFECTING MORE THAN ONE MILITARY DEPARTMENT, GEOGRAPHIC AREA, OR MAJOR COMMAND THE APPROVAL AUTHORITY IS ASD(PA) VIA CMC(ASM).

I. FOR MEMBERS OF CONGRESS, AND CONGRESSIONAL STAFF MEMBERS, THE APPROVAL AUTHORITY IS SECNAV. ACTION ADDRESSEES SHALL PROVIDE TRANSPORTATION ONLY IF TASKED BY HQMC(OLA), VIA HQMC(AVN).

5. IAW REFS D THRU J, ACTION ADDRESSEES SHALL REFER TO THE FOLLOWING TO DETERMINE THE APPROVAL AUTHORITY FOR EMBARKING PASSENGERS FOR THE PURPOSES OF ORIENTATION AND INDOCTRINATION FLIGHTS.

A. FOR ANY US MILITARY, DOD CIVILIAN EMPLOYEES, AND NON-DOD CIVILIANS EXCEPT FOR SPOUSES OF GOVERNMENT PERSONNEL, KEY NON-DOD FEDERAL OFFICIALS, AND MEMBERS OF CONGRESS AND THEIR STAFFS, IN TRANSPORT CATEGORY AIRCRAFT (UH-1, CH-46, CH-53, MV-22, AND KC-130) THE APPROVAL AUTHORITY IS COMMARFORCOM, COMMARFORPAC, COMMARFORRES, OR DC AVIATION.

B. FOR ANY US MILITARY, DOD CIVILIAN EMPLOYEES, AND NON-DOD CIVILIANS EXCEPT FOR SPOUSES OF GOVERNMENT PERSONNEL, KEY NON-DOD FEDERAL OFFICIALS, AND MEMBERS OF CONGRESS AND THEIR STAFFS, TO OCCUPY A CREW SEAT IN A TRANSPORT CATEGORY AIRCRAFT OR RECEIVE AN ORIENTATION FLIGHT IN A NON-TRANSPORT CATEGORY AIRCRAFT (AH-1, AV-8, TAV-8, EA-6, OR F/A-18), THE APPROVAL AUTHORITY IS DC AVIATION.

C. FOR SPOUSES OF GOVERNMENT PERSONNEL, KEY NON-DOD FEDERAL OFFICIALS, AND MEMBERS OF CONGRESS AND THEIR STAFFS, IN TRANSPORT CATEGORY OR NON-TRANSPORT CATEGORY AIRCRAFT, THE APPROVAL AUTHORITY IS CMC.

- D. IAW REF H, ANY PASSENGER NOT IN RECEIPT OF APPLICABLE NASTP TRAINING SHALL REQUEST WAIVER FROM CMC PRIOR TO EMBARKING PASSENGER ON AN ORIENTATION/INDOCTRINATION FLIGHT.
6. ALL AIR TRANSPORTATION OR ORIENTATION AND INDOCTRINATION FLIGHT REQUESTS NOT SPECIFICALLY COVERED BY THIS MESSAGE SHALL BE FORWARDED TO CMC(ASM) FOR DISPOSITION.
7. AUTHORIZING COMMANDS SHALL ENSURE APPROPRIATE SAFETY AND EGRESS BRIEFING IS PROVIDED TO ALL PASSENGERS PRIOR TO FLIGHT.
8. ACTION ADDRESSEES SHALL INCLUDE CMC(ASM) AS INFO ADDRESSEE ON ALL MSG TRAFFIC CONCERNING AIR TRANSPORTATION AUTH AND APPROVAL UNDER THIS MESSAGE.
9. THE AUTHORITIES DELEGATED IN THIS MESSAGE SHALL NOT BE FURTHER DELEGATED WITHOUT THE APPROVAL OF CMC.
10. REQUESTS NEEDING DC AVIATION OR HIGHER APPROVAL SHALL BE SUBMITTED TO CMC(ASM), WITH APPLICABLE ENDORSEMENTS, NO LATER THAN 5 WORKING DAYS PRIOR TO THE EVENT DATE DUE TO HEADQUARTERS STAFFING REQUIREMENTS.//