

## ***Section A—General Information***

**1. General.** Procedures outlined herein are designed for the efficient movement of passenger baggage. It is AMC's responsibility to ensure all checked baggage be intact, undamaged, and available to each traveler immediately on arrival at their destination. Careful and considerate attention must be given to ensure each article is properly tagged, weighed, loaded, unloaded, and handled carefully at each originating, en route, and terminating station.

### **2. Eligibility of Accompanied Baggage:**

2.1. Authorized checked baggage consists of personal property properly packed in suitable suitcases, bags, or similar containers. This baggage is transported on the same aircraft with the passenger and is sometimes referred to as stowed baggage. It is checked with Passenger Service Agents (PSA) at the time the passenger is processed. Legal weapons may be included in checked baggage but must be placed there prior to the anti-hijack inspection or processing through the Single-Point-of-Entry (SPE).

2.2. **Baggage Allowance.** Except as noted, passengers are authorized to check two pieces of baggage not to exceed 70 pounds each (140 pounds total) and 62 linear inches (the sum of the length plus the width plus the height). Single items exceeding 70 pounds and/or 62 linear inches will be counted as two pieces and, therefore, fulfill the allowance for a passenger. Space required passengers may purchase space for personal excess baggage (see paragraph 4.). **Items exceeding 100 pounds and or 80 linear inches will not be accepted, and must be moved as freight.**

2.2.1. Passengers processing for travel on administrative support airlift (C-21, C-12) will be limited to 30 pounds total baggage weight.

2.2.2. Passengers processing for travel on C-9 aeromedical aircraft will be limited to 70 pounds total baggage weight.

2.2.3. **EXCEPTIONS:** B-4, duffel, and sea bags will be allowed as one piece regardless of size as long as they do not exceed 100 pounds. The same applies to large garment bags, golf clubs, snow skis, portable bicycles, fishing equipment, rucksacks, and/or musical instruments. Snow skis, bicycles, and fishing equipment should be properly packed to avoid injury to baggage handlers or damage to other baggage. Only one of these bags per person will be the allowed exception. The second bag must still comply with size restrictions and is limited to 70 pounds.

2.2.4. Disposition of unauthorized weight or oversized baggage is the responsibility of the owner. Shipments may be made at personal expense via postal facilities or, if otherwise eligible, may be shipped at government expense. Personal arrangements may be made with the traffic management office for forwarding according to existing directives.

2.2.4.1. Space required passengers may purchase space for personal excess baggage (see paragraph 4.).

2.3. **Bulky Items.** If a traveler is required to accompany unusually bulky items that are authorized in orders, the squadron/port operations officer, together with the passenger service officer, will make the determination as to whether the item will be handled as accompanied baggage or processed as cargo. The Air Freight Section will assist in handling such articles as directed.

2.3.1. **Barometric Equipment.** Authorization is granted to the Air Force Weather Agency (AFWA) to permit escorts to hand carry barometric equipment aboard AMC contract or military missions.

The item dimensions are 4 by 42 inches (ML-512) and 8 by 51 inches (ML-330). Orders issued by AFWA should reflect this paragraph as authority for movement. Equipment that is floor-loaded will be documented as cargo. If the equipment is secured in two passenger seats, it will be documented and manifested in the name of the escort as two passengers. When necessary, these items will be secured in seats adjacent to the escort in the most forward row of the aircraft.

2.3.2. When traveling as a unit on competent travel authority, military or military-sponsored bands may transport their musical instruments in excess of the established size and weight limitations. Each item will count as one piece regardless of size or weight. Instruments must be stowed in the baggage compartment/area of the aircraft. Advance notification/coordination should be made so that airport/terminal representatives can make advance arrangements with local carrier representatives and ground handling agencies. Some types of musical equipment may be difficult to load through the belly compartments of narrow body aircraft.

#### 2.4. Hand-Carried Baggage:

2.4.1. Each passenger is permitted to hand carry **one** article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small boxes, packages, etc.) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization.

**NOTE:** Exception to the one piece hand carried article and personal item authorization are not authorized.

2.4.2. Hand-carried items will be no larger than 45 linear inches and must fit under the passenger's seat, in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in.

2.4.2.1. Baggage sizers will be used to aid the passengers and the PSA in determining baggage dimensions. Baggage sizers can be obtained from various commercial vendors and must present a professional image commensurate with those being used in commercial airports.

2.4.2.2. Hand-carried baggage on C-9 aircraft is limited to 5 x 17 x 12 inches (34 linear inches).

2.4.3. Passengers processing for travel on C-5 aircraft should be advised of the difficulty in climbing the deck access ladder with bulky hand-carried items.

2.4.4. Passengers may also hand carry Federal Aviation Administration (FAA)-approved infant car seats intended for use in flight. It is no longer mandatory to have a car seat on AMC owned or controlled aircraft, however, it is encouraged that children be restrained in car seats, which are appropriate to their size and weight. All passengers, regardless of age, must be assigned their own seat. Infant car seats will not count against the passenger's normal baggage allowance.

**NOTE:** IAW FAA Directives booster seats, harness, and vests child restraint will not be used.

**NOTE:** Hand-carried baggage storage on military aircraft may be limited. Passengers connecting to a military flight from a Commercial Contract flight should not be charged excess because of this reduced carry-on storage space.

### 3. Prohibited and Hazardous Articles:

3.1. Under the laws and regulations administered by various US Government agencies and that of foreign governments, certain articles are prohibited for importation (reference DOD 4500.9R Part-V *Department of Defense Customs and Boarder Clearance Policies and Procedures*, AFI 24-40X, *Customs- (region)*, AFJI 48-104, *Quarantine Regulations of the Armed Forces*, and the DOD Foreign Clearance Guide). IAW Defense Transportation Regulation, DOD 4500.9R Part-I, Passenger service personnel will take appropriate action to ensure prohibited or restricted articles are not carried onboard the aircraft.

3.2. Normally, flammables will not be shipped on passenger-configured AMC military or contract aircraft. However, small personal care items such as hair spray in containers that will not crack, rupture, or leak at the cap during transportation may be included in the baggage shipment. **Attachment 2** provides provisions for other hazardous materials carried by passengers on military and contract aircraft and whether the aircraft commander (A/C) or carrier representative will be notified.

3.3. Weapons and Ammunition. Except where restricted by regulations of a foreign government, personnel may transport unloaded, unprohibited firearms in or as checked baggage, upon declaration of these items to AMC passenger service personnel. Handguns will be carried in checked baggage that is locked, and only the passenger checking the baggage retains the key or combination. Encourage passengers to place the weapon's carrying case inside another source of checked baggage to minimize pilferage. Firearms will be included in the passenger's authorized baggage allowance. Firearms accepted for transportation will remain in the custody of the baggage processing section in a secure area under close surveillance until stowed onboard the aircraft by baggage personnel. Where not prohibited, martial arts weapons may be accepted only as checked baggage.

3.3.1. For those aircraft where the checked baggage is located in the main aircraft cabin together with passengers, it will be the aircrew's responsibility to ensure it is secured in such a way that it is not accessible to passengers while in flight or on the ground. Passenger service personnel will notify the loadmaster and Air Terminal Operations Center (ATOC) of checked baggage with firearms inside.

3.3.2. Prohibited Items. Shotguns having a barrel length of less than 18 inches, brass knuckles, incendiary devices such as flares and markers, tear gas, mace, gun powder, primers, etc., will not be accepted for transportation under any circumstances in hand-carried or checked baggage. Edged or sharp objects, regardless of length, must be in checked baggage. Examples of sharp items include, but is not limited to: Knives of any length, composition or description, cutting instruments of any kind and composition, including carpet knives, box cutters, ice picks, straight razors, metal scissors and metal nail files, corkscrews, golf club, hockey sticks, pool cues, ski poles, baseball bats. A more comprehensive list can viewed on the Transportation Security Administration (TSA) web site at <http://www.tsa.gov>, see "Travelers Tips and prohibited items". Advise all passengers such items may not be allowed in the cabin of the aircraft or beyond the screening checkpoints and must be disposed of or placed in their checked baggage prior to boarding the aircraft. If confiscated at the gate while boarding or at the SPE, they should be placed in a box and stowed with checked baggage. Baggage handlers will turn the box over to the lost and found representative at the destination to be reclaimed by the passenger.

3.3.3. No amount of government issued small arms ammunition may be shipped in checked baggage or hand carried; it must be certified and shipped as freight. (See **Attachment 2**)

3.3.3.1. Small arms ammunition for individual use and sporting purposes may be shipped in

the checked baggage, up to 11 pounds. (See Attachment 2)

3.4. Allowed quantities of alcoholic beverages in accordance with the DOD Foreign Clearance Guide may be transported in hand-carried or checked baggage.

3.5. Cremated remains may be hand carried on AMC military or contract flights. Dimensions of the containers are limited to the size authorized for hand-carried baggage. Cremated remains may not be transported as checked baggage. Discretion should be used when hand carrying cremated remains on aeromedical evacuation missions. They must be properly packaged to avoid upsetting patients and other passengers.

3.6. The movement of any items on aircraft with the intent of reselling or other disposal for financial gain is prohibited.

**4. Excess Baggage.** Baggage exceeding the normal baggage allowance as stated in this volume will be considered excess.

4.1. For space required passengers:

4.1.1. Authorized excess baggage must be stated in the passenger's travel orders, expressed in pieces allowed, and subject to limitations set in this volume.

4.1.2. Authorized excess baggage will be added with the normal baggage allowance and the total pieces and weight will be annotated on the individual's travel orders.

4.1.3. Excess baggage not authorized in the travel order is considered personal excess and will be paid or disposed of by the passenger.

4.1.4. If a charge is levied for excess baggage, it will be on a per piece basis, based on the passenger's fare (See US Government/Non-US Government Rate Tariffs, at <https://www.amcfm.scott.af.mil/fmb.htm>). Authorized excess baggage is charged at the US Government rate and unauthorized excess baggage is charged at the Non-US Government rate.

4.1.5. Personal excess baggage may be paid for by any acceptable form of payment as authorized in AMCI 24-101, Volume 14, *Passenger Service*, or by using DD Form 139, **Pay Adjustment Authorization**.

4.1.6. Passengers electing to reimburse AMC for excess baggage will receive an AMC 148-series form (boarding pass) annotated with excess baggage and the applicable charge.

4.1.7. Passengers will not be charged for excess baggage when authorized hand-carried items are surrendered at the boarding gate.

4.2. For space available passengers:

4.2.1. Space available passengers are not authorized excess baggage. Disposition of unauthorized excess baggage is the responsibility of the passenger.

**5. Processing Passenger Baggage :**

5.1. AMC Form 20-ID, **AMC Baggage Identification Tag**. This form aids in identifying passenger baggage and in returning mishandled baggage to the proper owner. AMC terminals will stock AMC Form 20-ID in sufficient quantity to make them available to all passengers. Checked baggage will not be accepted without owner identification. This identification may be in the form of luggage ID Tag,