

## INFORMATION PAPER

OSAA-OP-QA  
19 January 2006

### **SUBJECT: Military Airlift Request (MILAIR) Information and Frequent Issues/ Questions**

**1. Purpose.** The intent of this information paper is to provide clarity to frequently asked questions concerning the MilAir request process. It is OSAA's fervent desire to provide greater definition of the MilAir process to the end user to preclude mission cancellation or non-support.

#### **2. General Information.**

a. When to submit: IAW the Joint Operational Support Airlift Center (JOSAC) user guide, 1 May 2004, small airlift requests (8 passengers (pax) or less) should be submitted 7 days in advance, and large airlift requests (more than 8 pax) should be submitted 10 days in advance. The purpose of advance submission of requests is to maximize the potential of receiving support. OCONUS requests should be submitted at least 10 days in advance to ensure diplomatic clearance windows are met.

b. Correct validator: Airlift requests (DD 2768) should be submitted to the appropriate validator for the travelers' unit of assignment. The purpose of this requirement is to ensure the request is routed through the appropriate approving authorities. Questions regarding the appropriate validator can be addressed to OSAA S-3, Quality Assurance Branch, at 703-806-7077, email [john.baynham@osaa-arng.belvoir.army.mil](mailto:john.baynham@osaa-arng.belvoir.army.mil).

c. Accurate contact information: Accurate contact information for arrival and departure coordinators and requestors is essential to ensure missions are supported. In the past, many requests/missions have been cancelled because JOSAC was unable to contact coordinators and/or requestors due to wrong phone numbers or lack of after hours POC information. Ensure you list home phones, cell phones, and work phones for departure/arrival coordinators! Last minute mission modifications by JOSAC can and will occur. It is a must that contact number(s) of the senior traveler be annotated.

#### **3. Authorized Users.**

a. Duty Passengers: Duty passengers on official travel orders are authorized use of MILAIR, subject to aircraft availability and priority of request. The governing directive is DOD 4515.13-R, "Air Transportation Eligibility". Service validators assign priority codes per DOD 4500.43, and OMB Circular 126.

b. Space available passengers: Space available passengers may travel on scheduled Army fixed-wing aircraft performing scheduled OSA missions (see <http://www.transcom.mil/> for eligibility requirements). Dependents may not accompany their sponsor as a space available traveler when their sponsor is on duty status (i.e. TDY, TAD, TTAD, etc.).

MAJ BAYNHAM/703-806-7153  
APPROVED BY: COL REAVES