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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, D.C. 20350

OPNAVINST 4630.26
Op-414C
26 July 1977

OPNAV INSTRUCTION 4630.26

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: Procedures for arranging Navy-Sponsored Special Assignment Airlift Missions (SAAMs)
Ref: (a) OPNAVINST 4630.18D
(b) MCO 4600.32
(c) NAVSUP Pub 505
(d) DOD Reg 4500.32R (MILSTAMP)
(e) USAF Foreign Clearance Guide
Encl: (1) Format for MAC SAAM Request
(2) Specific SAAMs Procedures
(3) Criteria for Determining SAAM Priority
(4) Air Routing Activities

1. Purpose. To provide guidance and establish procedures for the submission of U.S. Navy funded requirements for Special Assignment Airlift Missions (SAAMs) arranged by the Military Airlift Command (MAC).

2. Cancellation. NAVSUPINST 4630.19A and BUPERSINST 4600.3 are hereby canceled.

3. Definition of Terms. For the purpose of this instruction, the definitions and terms contained in reference (a) will apply.

4. Background

a. The responsibilities for submitting SAAM requirements to MAC rests with the Commander, Naval Supply System Command (COMNAVSUPSYSCOM) and the Chief of Naval Personnel (CHNAVPERS) for the movement of cargo and passengers, respectively. The Navy Material Transportation Office (NAVMTO), Norfolk, Virginia, has been tasked to perform the SAAM submissions for COMNAVSUPSYSCOM. Accordingly, NAVMTO and CHNAVPERS are the focal points within Navy for validating SAAM require-

ments, assigning mission numbers, and levying requirements on MAC.

b. Changes to the MAC Worldwide Airlift System resulting from Airlift Consolidation and the incorporation of the C-130 aircraft under the Airlift Services Industrial Fund (ASIF) necessitate a revision to procedures for submission of SAAM requests. A primary effect of this consolidation was to require the establishment of different procedures for arranging SAAMs within an overseas theater (intra-theater) and those missions which require travel between overseas theaters or between CONUS and an overseas theater (intertheater). Furthermore, a revision to SAAM submission procedures is deemed appropriate in order to increase utilization of the unused airlift capability which frequently results when SAAMs are provided to satisfy one-way airlift requirements.

5. Discussion

a. In accordance with the provisions of reference (a), an urgency of need, or the existence of special circumstances other than those for which channel airlift normally would be used, must be established before special assignment airlift will be authorized. Special assignment airlift of cargo within CONUS is authorized only when QUICKTRANS, LOGAIR, or commercial carriers cannot be used because of security, weight, size, or other limitation. The movement of passengers by SAAM within CONUS is authorized only when commercial carriers are unable to perform the airlift within the desired time frame, or due to other limitations.

b. The guidance contained herein is applicable to all activities shipping or controlling Navy sponsored or funded cargo or passengers on MAC airlift. Normally all SAAM requests for the movement of cargo will be submitted to NAVMTO. In addition, passenger or combination passenger and cargo SAAM requests (including unit moves) will be submitted to NAVMTO (info CHNAVPERS) under each of the following conditions:

(1) Transportation Account Code (TAC) Number is cited for transportation charges or.

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(2) A C-5 aircraft is required (either a TAC or an appropriation number may be cited to pay transportation costs) or,

(3) The SAAM will originate and terminate outside the 48 contiguous states or Hawaii.

c. All requirements for passenger SAAMs that originate and/or terminate within the 48 contiguous states or Hawaii will continue to be submitted to CHNAVPERS (info NAVMTO). These SAAM requests will cite an appropriation number to cover transportation costs, except for unit move SAAM requests which may cite an appropriation number to cover the passengers and a TAC Number to cover cargo. Complete Accounting Data must be furnished by the requester for all SAAMs submitted to CHNAVPERS.

d. SAAM requirements should be submitted as far in advance of the operating date as possible. As indicated in reference (a), a minimum of 72 hours advance notice for operating a SAAM is required for those airlifts that do not qualify as an emergency or humanitarian airlift.

e. Fleet Commanders-in-Chief may request emergency SAAM directly from MAC, Scott AFB, Illinois, for intertheater requirements when the aircraft must be in position for onload within twenty-four (24) hours. Intratheater emergency SAAMs may be requested directly from the theater CINC's designated agent for airlift requirements. All emergency SAAM requirements must be submitted in the format specified in enclosure (1). Emergency cargo SAAMs are the funding responsibility of the Fleet Commander-in-Chief that submits the request. Any cargo SAAM that is funded by a NAVSUPSUSCOMHQ managed Second Destination Transportation Account Code must be requested from the Navy Material Transportation Office (NAVMTO), Norfolk, Virginia. The Fleet Commander-in-Chief will provide CNO, CHNAVPERS, MAC, the Theater CINC's designated agent for airlift requirements, NAVSUPSUSCOMHQ and NAVMTO Norfolk with the name, rank, organization, office and home telephone number of each individual authorized to request emergency SAAMs. This information will be updated semi-annually on 1 January and 1 July or when changes in personnel occur. Information copies of emergency SAAM requests will be forwarded to

NAVMTO and COMNAVSUPSUSCOM for cargo and CHNAVPERS for personnel. Numbers to be assigned to emergency cargo or passenger SAAMs are provided below:

EMERGENCY CARGO SAAM NUMBERS

CINCPACFLT	2191 through 2195
CINCLANTFLT	2100 through 2105
CINCUSNAVEUR	2110 through 2114

EMERGENCY PASSENGER SAAM NUMBERS

CINCPACFLT	2900 through 2904
CINCLANTFLT	2905 through 2909
CINCUSNAVEUR	2910 through 2914

These numbers will be included in item two (2) of request format as specified in enclosure (1).

f. Special Purpose Standby SAAMs may be established through COMNAVSUPSUSCOMHQ to provide immediate airlift with prearranged SAAMs in life and death situations. Standby SAAMs can be arranged only for equipment and teams that are expected to move on a recurring basis, i.e., of deep submergence rescue vehicle, submarine rescue chamber, nuclear disaster team, surgical teams, etc. The initial information required to establish a Standby SAAM is the same as for routine SAAMs except for destination, enroute stops, contacts and in some cases the TAC, which will be provided to NAVMTO when deployment of the SAAM is requested. After the Standby SAAM has been authorized by COMNAVSUPSUSCOM and approved by MAC, NAVMTO will assign a SAAM number which will be used on a recurring basis. The originating command will advise NAVMTO when deployment of the SAAM is required. Contacts and requirements will be updated periodically.

g. SAAM requirements that are for the transportation of Marine Corps cargo or passengers but are the funding responsibility of the Navy, will be submitted to NAVMTO or CHNAVPERS, as appropriate. Reference (b) provides the guidance for the submission of Marine Corps funded SAAMs.

h. The basic MAC tariff for computing the cost of SAAMs is AFR 76-11. The user is permitted three

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directed stops (onload, en route, destination) on SAAMs. Additional charges accrue when there are more than three user directed stops or when the stand-down time exceeds that authorized in AFR 76-11. SAAMs are purchased on a round-trip basis and every effort will be made to fully utilize the aircraft for the entire mission.

i. Bureau or Office Chiefs, Fleet Commanders, Type Commanders, District Commandants, Naval Air Logistic Control Offices, or subordinate commands that have been delegated such authority are authorized to request SAAM airlift.

6. Action

a. Activities requesting SAAMs will ensure compliance with the provisions of this instruction.

b. Requests for SAAMs will be submitted in the format prescribed in enclosure (1) with complete justification for the requirement. Enclosure (2) provides additional procedures to be followed in requesting SAAMs.

c. The requesting activity will assign a SAAM priority in accordance with the provisions of enclosure (3).

d. When the SAAM has been approved, NAVMTO or CHNAVPERS, as appropriate, will levy the SAAM requirement and assign the appropriate mission number.

e. Approximately 30 days subsequent to the month of operation, the MAC billing is normally submitted to CHNAVPERS or COMNAVSUPSYSCOM. The bill is audited and payment approved against the accounting data which the requester must furnish when submitting a requirement for a SAAM.

7. Report. Symbol OPNAV 4630-1 applies to the reporting requirement contained in this instruction. AND IS APPROVED UNTIL JUNE 1986.

OR Z
22 AUG 83
A. A. GIORDANO
By direction

Distribution:
SNDL Parts 1 and 2

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120

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FORMAT FOR SUBMITTING REQUESTS FOR A SPECIAL
ASSIGNMENT AIRLIFT MISSION (SAAM)

1. Overall Security Classification of SAAM. Special weapons movement will carry a minimum classification of data to identify movement. The classification of each paragraph must be indicated in a classified message.

2. Mission Number. Leave Blank.

3. Priority. Assigned as explained in enclosure (3).

4. Unit and Project Name (or nickname).

5. Route (all of the following to be identified by airfield; that is, Andersen AFB, Guam, vice Guam):

- a. Onload.
- b. En route stops.
- c. Offload.

6. Dates. (Do not request specific times unless absolutely necessary. If specific times are requested, use "Z" or "GMT" TIME, not local time.) If more than one onload/offload, give availability, desired pickup, and delivery of each.

- a. Availability.
- b. Date pickup is desired.
- c. Date delivery is required.

7. Passengers:

a. Total number of passengers. (If cargo SAAM indicate those passengers who may be couriers, technical escorts, or foreign nationals.)

b. Total weight of excess baggage. Do not include normal baggage weight of 66 pounds which is allowed for each passenger.

8. Cargo:

a. Short tons of cargo, to the nearest ton. Do not include baggage weight.

b. Total cube (cubic feet).

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9. Security Classification of Cargo. (This should never be marked NA if there is any cargo. If cargo is unclassified, so indicate.)

10. Commodity Description and Any Other Pertinent Information. Use complete service nomenclature and Department of Transportation (DOT) shipping name and class, if appropriate.

11. Bulk:

a. Weight of the largest single item (LSI) in pounds followed by cube; for example: 780/95.

b. Dimension of the largest single item in inches; specify length, width and height. See descriptions of outsize and oversize cargo. Indicate in remarks section all wheeled or skid mounted cargo exceeding 104" in length, 60" in width, or 48" in height.

12. Net Explosive Weight. Indicate in the remarks section the net explosive weight (NEW) by class and quantity-distance (Q-D) class of each item containing Class A or B explosives. (For special weapons provide the number and type units, type container, unit weight, net explosive weight, and total weight in the onload/offload order. Data must be derived from TO 11N-45-51 and TO 11N-45-51A(A).)

13. Identify Appropriate Paragraphs of AFR 71-4/DSAM 4143.3/TM 38-250/NAVSUP PUB 505/MCOP 4030-19. Identify each hazardous item, and cite all applicable lowest subparagraphs in compliance thereto for each item. (Use remarks section, if necessary.) Hazardous materials are not airlifted unless all provisions of subject regulation have been complied with.

14. Onload Contact:

a. Give full name, office and home phone, to include commercial or AUTOVON as applicable.

b. En route stop contact. Include full name, office and home phone to include commercial or AUTOVON as applicable.

c. Destination contact. Give full name, office and home phone to include commercial or AUTOVON as applicable.

Enclosure (1)

15. Billing Instructions. Include the CIC, TAC or appropriation chargeable, as appropriate. If none of these are available, include the name and address of a specific organization responsible for reimbursing on direct billing basis.

16. Remarks. Add the following--Geographic location of info addressees. The addressees must be identified fully, that is--COMNAVAIRPAC, San Diego, California. If internal office symbol is required, it must also be furnished. Justification for short notice clearance of cargo and aircraft. This justification must include detailed description of commodity requiring clearance. Requirements submitted within 72 hours of desired movement date are considered an emergency. A statement as to the emergency and a justification for airlift within 72 hours must be included in remarks section. Provide number of passengers/LBS of baggage/short tons of cargo/cube to be offloaded or onloaded at each en route stop, if applicable. In addition a brief statement is required indicating the purpose of the SAAM mission. For example:

Purpose - Mission is to airlift support equipment for U.S.S. Ranger, in drydock.

Purpose - Mission is to airlift personnel and cargo in connection with squadron rotation.

Enclosure (1)

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SPECIFIC SAAM PROCEDURES

1. SAAM requests will be submitted in the specified format to the Navy validator indicated in paragraphs 5b and 5c of the basic instruction. NAVMTO or CHNAVPERS, as appropriate, will validate each request for a SAAM with the command responsible for funding the movement. This is particularly important for Marine Corps SAAMs chargeable to Navy funds. Emergency SAAM requests may be levied prior to validation of funding. However, funding will be validated prior to operation of the mission, if time permits. NAVMTO may be reached by telephone at (804) 444-7381/7831, autovon 690-7381/7831. CHNAVPERS may be reached by telephone at (202) 694-3632, autovon 224-3632.

2. Requests for cargo routings via military air transportation will be directed to the appropriate Air Routing Activity as listed in enclosure (4). When in the judgment of the Air Routing Authority a SAAM is the only acceptable means of satisfying the requirement, the requesting command will be advised to submit a request for a SAAM to NAVMTO in accordance with the provisions of this instruction. The appropriate Air Routing Authority will be provided with an information copy of the SAAM request and any subsequent correspondence until the mission is completed in order to monitor the movement and provide any coordination and assistance that might be required.

3. Communications. In case of classified SAAMs, the classifications of each paragraph and subparagraph should be separately identified. When classified material is moved on an unclassified SAAM, item 9 of the SAAM request will indicate the classification of the cargo and Part 10 will provide a general description of the cargo, i.e., delicate instruments, ships parts, electronic equipment, etc., without specifically identifying the material. If the SAAM is classified, the request can be communicated only by classified message, in which case the message should be addressed to CHNAVPERS or NAVMTO for action and to MAC Scott AFB, Illinois; 21AF, McGuire AFB, New Jersey; and 22AF, Travis AFB, California; for information. CHNAVPERS or NAVMTO can then assign a SAAM number and indicate approval of the request to MAC by telephone reference to the requester's communication. Unclassified SAAMs may be requested by telephone and confirmed by message.

Enclosure (2)

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4. Movement of Single Dagger Material. To preclude delay in processing SAAMs for movement of Single Dagger material, each request will contain a statement of operational necessity in accordance with paragraph 1-11 of reference (c). In addition, all requests for special assignment airlift of Single Dagger cargo, together with passengers, will also contain the statement: "In accordance with paragraph 1-11 of NAVSUP PUB 505/AFR 71-4, request airlift of materials coded with Single Dagger on passenger carrying aircraft. All packaging requirements and handling precautions have been met." Likewise hazardous cargo must be packaged, marked, and labeled and certified for airlift in accordance with the provisions of references (c) and (d) in order to be accepted into the MAC system.

5. Marking and Documentation. Although material moving by SAAM is excluded from the provisions of MILSTAMP, the marking and documentation of references (c) and (d) shall be applied to the extent possible.

6. User Responsibility for Loading/Offloading. It is the responsibility of the SAAM user to provide MHE (materials handling equipment) and personnel to load/offload the SAAM, if the SAAM originates/terminates at an airfield that does not have this capability. If the user cannot arrange for the personnel and MHE to accomplish the loading and/or offloading function, NAVMTO should be so advised in the initial SAAM request. NAVMTO will then levy a requirement on MAC to provide the necessary MHE and/or personnel to load/offload the SAAM. When MAC is required to position/deposition cargo handling teams or MHE to meet customer requirements, the customer will be billed for these abnormal expenses. The amount of billing to the customer will be predicated only on the additional costs incurred by MAC in performing this service.

7. Foreign Clearances. Reference (e) is the document used by MAC to determine the information required and procedures used to obtain the permission of a foreign nation to enter or overfly its territory, as well as additional clearance requirements established by international agencies and U.S. Government agencies for coordination and control of international travel. It sets forth policies and procedures governing official travel or transit into or through the territory of a foreign country of aircraft and aircrews, cargo and personnel. Up to fifteen days are required to obtain routine overflight/entry clearance into some countries.

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8. SAAM User Contacts. The SAAM user must provide NAVMTO or CHNAVPERS, as appropriate, with the name and telephone number of a user contact at onload and offload points and at en route points where user directed landings are made. NAVMTO/CHNAVPERS must provide this information to MAC before the SAAM operates. It is imperative that the individual specified as a contact be knowledgeable about the mission and have authority to discuss all aspects with MAC officials, as well as with representatives of CHNAVPERS and NAVMTO. Each contact should also have complete information about the onload, offload or other requirement to avoid delaying the aircraft.

Enclosure (2)

CRITERIA FOR ESTABLISHING PRIORITIES FOR SAAM,
JA/ATT or EXERCISE REQUIREMENTS (CARGO AND PASSENGER)

NOTE: An urgency of need, or the existence of valid circumstance other than those for which channel airlift normally would be used, must be established by competent authority before special assignment airlift can be authorized. Traffic eligible for this type airlift will conform to the transportation priorities indicated below.

(a) Priority 1A. Covers requirements in support of:

1. A Presidential-directed mission. Missions in support of the White House and approved by the Military Assistant to the President will be identified after the priority; i.e., Priority 1 A (1) COLD BANNER. Missions in support of the Vice President Secret Service will be identified by the nickname COLD SILVER. The US Air Force project officer for Presidential flight support will be the only source for assigning priority to COLD BANNER and COLD SILVER missions.

2. US Forces and other forces or activities in combat designated by the Joint Chiefs of Staff.

3. Programs which have been approved by the President for top national priority. NOTE: Such programs are set forth in the BRICK-BAT 01 Category of the latest DOD Master Urgency List (Enclosure (1) to DOD Instruction 4410.3).

4. Special weapons.

(b) Priority 1B. Covers requirements in support of:

1. Missions specifically directed by the Office of the Secretary of Defense or the Joint Chiefs of Staff.

2. Units, projects, or plans specifically approved for implementation by the Joint Chiefs of Staff.

Enclosure (3)

(c) Priority 2A. Covers requirements in support of:

1. US Forces or activities and foreign forces or activities which are being deployed or are positioned and maintained in a state of readiness for immediate combat or direct combat or direct combat support.

2. Industrial production activities engaged in repair, modification, or manufacture of primary weapons, equipment, and supplies to prevent an impending work stoppage or to reinstitute production in the event a stoppage has already occurred or when the material is required to accomplish emergency or controlling jobs.

(d) Priority 2B. Covers requirements in support of:

1. JCS-directed exercises.

2. JCS-coordinated exercises.

(e) Priority 3A. Covers requirements in support of:

1. Readiness or evaluation tests when airlift is required in support of unit inspection or evaluation tests, including emergency deployment readiness exercises (EDRE).

2. US Forces or activities and foreign forces or activities which are maintained in a state of readiness to deploy for combat and other activities essential to combat forces.

(f) Priority 3B. Covers requirements in support of:

1. Service training when airborne operations or airlift support is integral to combat readiness (e.g., field training exercises, proficiency airdrop, and air assault).

2. Combat support training (e.g., flare drops, unconventional warfare activities, and JACC/CP).

3. Service schools requiring airborne, airdrop, or air transportability training as a part of the program of instruction.

Enclosure (3)

4. Airdrop/air transportability or aircraft certification of new or modified equipment.

(g) Priority 4A. Covers requirements in support of:

1. US Forces and foreign forces or activities which are planned for employment in support of approved war plans and support activities essential to such forces.

2. Static loading exercises for those units specifically tasked to perform air transportability missions.

(h) Priority 4B. Covers requirements in support of:

1. Other US Forces or activities and foreign forces or activities.

2. Other non-DOD activities which cannot be accommodated by commercial airlift.

3. Static display for public and military events.

NOTE: The assignment of priorities is a responsibility of each department/Service. The Office of the Secretary of Defense and the Joint Chiefs of Staff may assign movement priorities under unusual/emergency conditions.

Enclosure (3)

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LIST OF AIR ROUTING ACTIVITIES AND
GEOGRAPHICAL AREAS OF RESPONSIBILITY

<u>DISTRICT AREA</u>	<u>DESIGNATED ACTIVITY</u>
African and Middle East nations in the Red Sea, Persian Gulf and Arabian Sea areas other than those assigned to NAF Sigonella	U.S. Navy Control of Shipping Administrative Support Unit, Bahrain
Alaska, Adak	U.S. Naval Station, Adak
Argentina	U.S. Naval Facility, Argentina
Australia	U.S. Naval Communications Station, Harold E. Holt
Azores	U.S. Naval Air Facility, Lajes
Bermuda	U.S. Naval Air Station, Bermuda
Diego Garcia	U.S. Naval Communications Station, Diego Garcia
Guam	U.S. Naval Supply Depot, Guam
Guantanamo Bay	U.S. Naval Station, Guantanamo Bay
Hawaii	U.S. Naval Supply Center, Pearl Harbor
Iceland	U.S. Naval Station, Keflavik
Japan	U.S. Naval Supply Depot, Yokosuka
New Zealand	U.S. Naval Support Force, Antarctica, Detachment Delta, Christchurch

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DISTRICT AREA

Panama

Philippines

Puerto Rico

Italy (except for the Island of Sicily), southern France, Mediterranean Islands east of 6 degrees longitude east and north of latitude 39 degrees north and SIXTH Fleet units operating within these geographical areas:

Spain, Portugal, N. Africa west of Egypt, and those islands in the Mediterranean west of longitude 6 degrees east

Taiwan

United Kingdom and NW Europe, that area not under the routing cognizance of NAVSTA Rota or NAF Naples

Sicily, Greece, Turkey, Jordan, those nations bordering on the Mediterranean Sea east of Libya, Mediterranean Islands east of longitude 6 degrees east and south of latitude 39 degrees north of SIXTH Fleet units operating within these geographical areas and those countries in Africa bisected by or south of the equator.

DESIGNATED ACTIVITY

U.S. Naval Station, Panama Canal, Rodman, Canal Zone

U.S. Naval Supply Depot, Subic Bay

U.S. Naval Station, Roosevelt Roads

Air Department, U.S. Naval Support Activity, Naples

U.S. Naval Station, Rota

USHQ Support Activity, Taipei

U.S. Naval Activities, United Kingdom, London

U.S. Naval Air Facility, Sigonella.

NOTE: Routings for shipments originating outside the districts or areas listed above will be obtained from the routing activity normally contacted for channel movement.

Enclosure (4)