



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
POINT MUGU, CALIFORNIA 93042

NASPTMUGUINST 4630.1E
6120

16 SEP 1985

NAS POINT MUGU INSTRUCTION 4630.1E

From: Commanding Officer

Subj: POLICY CONCERNING TRANSPORTATION OF PASSENGERS AND CARGO IN MILITARY AIRCRAFT

Ref: (a) OPNAVINST 3710.7L
(b) OPNAVINST 4630.25B
(c) NAVSUPPUB 505
(d) NAVAIRINST 3710.8A
(e) COMPMTCINST 4600.2

1. Purpose. To publish policy concerning the use of and passage in military aircraft operated by the Naval Air Station (NAS), Point Mugu.

2. Cancellation. NASPTMUGUINST 4630.1D

3. Policy. Travel on NAS Point Mugu aircraft shall be in accordance with references (a) through (e). This instruction applies to both C-12 and helicopter aircraft.

4. Action

a. Transportation requests for active duty military and civilian employees of the Department of Defense, other U.S. government agencies, Defense Department contractors, and technical advisors to military authorities shall be submitted on an Air Transportation Request (PMTC-4630/5 (4-85)) to the Air Operations Flight Support office (Code 6120), at least two working days prior to the required flight. Changes to the original PMTC-4630/5 (4-85) and late requests will be submitted immediately to the Flight Support Officer or the aircraft commander prior to the flight. Standing lists of frequent travelers may be submitted from which the requesting official(s) may schedule by phone the authorized personnel for transportation.

b. Directorates and tenant activities requesting transportation must certify on PMTC-4630/5 (4-85) that personnel are traveling under orders issued by competent authority.

c. Requests for air transportation to the outlying islands shall be in accordance with reference (e). Contractor passenger air service to San Nicolas Island shall be used to the maximum extent practicable.

d. The Air Operations Officer is delegated authority to approve transportation requests for traffic on military aircraft operated by NAS Point Mugu.

e. Civilian personnel traveling in government aircraft under orders will carry a certified copy of the travel request as evidence that they are authorized to use government air transportation.

f. Military personnel flying aboard station aircraft shall wear the appropriate uniform prescribed for travel to destination, or working uniform as required for the tasked mission. Passengers on helicopters will be required to wear headgear and, on overwater flights, emergency flotation equipment.

g. Personnel embarked for utility missions as defined by reference (b) are exempt from the provisions of this instruction.

h. All cargo to be transported aboard NAS aircraft must be requested on PMTC-4630/5 (4-85) and must be certified to meet the requirements of reference (c) for transport in naval aircraft. If competent certification cannot be performed at the unit or requesting level, manifesting shall be through the Air Terminal (Code 6150). The aircraft commander may refuse any cargo which is not properly certified or which he deems unsafe.

4. Forms. Air Transportation Request (PMTC-4630/5 (4-85)) is available from SERVMART.

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