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TIPS for Travelers Going Overseas

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SUMMARY of CHANGE

DA PAM 55-15
TIPS for Travelers Going Overseas

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By Order of the Secretary of the Army:

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General, United States Army
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Applicability. Not Applicable.

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1. Objective

To provide you with sufficient information to insure that you reach the designated Military Airlift Command (MAC) Aerial Port of Embarkation (APOE) or the commercial airport in time to comply with your port call.

2. Travel Authorizations

a. MAC Transportation Authorization (MTA) (DD Form 1482). This document authorizes you to travel on a MAC procured aircraft which originates from MAC APOE's, the oversea terminal at the Philadelphia Airport, and various other commercial airports.

b. Government Transportation Request (GTR) (SF 1169). This document authorizes you to procure a ticket for travel on a commercial carrier.

3. Documents

a. Important documents such as travel orders, immunization certificates, passports, MTA, GTR, field Military Personnel Records Jacket (DA Form 201), Leave Authorization (DA Form 31), and Travelopes should never be packed in checked baggage. They should be readily available at all times. Before you begin flight check inprocessing, you must have your Travelope containing the following documents in your possession:

- (1) Immunization Forms (properly certified) (PHS Form 731).
- (2) MAC Travel Authorization (MTA) (DD Form 1482) or a Government Travel Request (GTR) (SF 1169).
- (3) Passport and Visa (when applicable).

b. You should insert at least one copy of your travel orders in the Travelope. Remember—the information on the face of your Travelope is your port call. Failure to comply with these instruction will result in considerable personal inconvenience, delay, and expense.

4. Reporting Times

a. You must report to the MAC passenger Service Counter or to the designated commercial airline check-in counter not later than the reporting time specified in your Travelope. Early reporting (not earlier than 6 hours prior to reporting time stated in Travelope) is encouraged to avoid congestion at the check-in counter. Military personnel are reminded that failure to report in accordance with port call instructions could result in disciplinary action in accordance with the Uniform Code of Military Justice (UCMJ). Travelers who report after their designated reporting time and are accepted for transportation may be required to wait as long as 72 hours (3 days) for transportation. Late arrivals who are port called through a commercial airport (Philadelphia, Kennedy International, San Francisco, or Seattle) can expect a minimum delay of 1 day.

b. You need not report to the Military Personnel and Transportation Assistance Office (MPTAO) at the APCE or commercial airport unless you have a problem. If their assistance is required you will be referred there by the passenger check-in clerk.

5. What to do if you cannot report on time for your flight.

a. For all travelers. If an emergency arises and you cannot report on time for your port call, place a collect call to one of the Military Personnel and Transportation Assistance Office (MPTAO) elements listed below:

- (1) MPTAO—McGuire AFB, NJ, Area Code 609-724-3106
- (2) MPTAO—Charleston AFB, SC, Area Code 803-554-3210
- (3) MPTAO—Travis AFB, CA, Area Code 707-438-3280
- (4) MPTAO—Seattle—Tacoma International Airport, WA, Area Code 206-243-5521
- (5) MPTAO—Operations Office, Washington, DC Area Code 202-325-0170

b. The MPTAO. The MPTAO stated in your Travelope should be considered your primary contact point. McGuire Air Force Base is the servicing MPTAO for personnel departing through the Overseas Terminal at Philadelphia, and Travis Air Force Base is the servicing MPTAO for personnel scheduled to depart through San Francisco International Airport.

c. For Military Personnel. If you require a leave extension due to emergency reasons, place a collect call to the MPTAO or MPTAO Operations Office identified in your Travelope. Place this call as soon after the emergency arises as possible.

d. For Department of the Army Civilians. If you require a leave extension due to emergency reasons contact your losing Civilian Personnel Office (CPO) identified in your Travelope.

6. Uniforms and Civilian Attire

Wearing of the appropriate service uniform for the season at oversea destination is required of military personnel traveling on MAC aircraft unless otherwise specified in orders. Service members are reminded that the Army light weight green uniform is appropriate for wear during all seasons, Travelers who are not required to travel in uniform

will be attired in clean civilian clothing. Passengers who are barefoot, or wearing tattered, dirty, or revealing clothing, or wearing underwear as an outer garment will not be accepted for transportation.

7. Baggage

a. Your baggage weight limitation is specified in your orders and your travel authorizations. If you wish to hand-carry a bag aboard the aircraft, it must be small enough to fit under your seat. Any baggage hand-carried on the aircraft will be included as part-of your weight limitation.

b. Household items such as TV sets, table model radios, hi fi sets and motion picture projectors are not acceptable as checkable or carry-on luggage. Personal inconvenience and possible expense can be avoided if you will make sure that your baggage accompanies you while en route to the APOE/or Commercial Airport. Commercial airlines, buses and railroads do not check or transfer baggage to a MAC flight at any point. It will also be to your advantage to enclose a copy of your orders or a statement of personal identification that will include name, grade, social security number and destination in each piece of baggage to help prove ownership should a loss occur during transit.

c. You will be subjected to a search and inspection of yourself and all your baggage, including baggage to be checked, prior to entering the passenger terminal. These procedures have been instituted for your safety and to enforce antihijacking regulations. Baggage is always searched in the presence of the owner.

d. Do not exceed the baggage weight limitations specified in your orders and on your GTR/MTA. You are personally responsible for disposing of excess baggage. If traveling through a commercial gateway you can pay for excess weight, but at MAC terminals excess baggage must be disposed of by other means since you cannot pay for movement of baggage on MAC aircraft. The cost of handling excess baggage through postal or commercial facilities will be borne by you. The location of handling facilities and the time available to arrange for shipment may be restrictive to your onward movement.

8. Weapons

Passengers are not permitted to carry any weapons on their person or in their hand baggage. The term 'weapons' includes all firearms, brass knuckles, incendiary devices, tear gas, MACE and any knife with a blade more than 3 inches long. A folding knife with a blade not exceeding 3 inches is not considered as a weapon. You will be subjected to a search and inspection of yourself and your cabin baggage prior to entering the boarding area. Possession of a weapon at that time can cause serious legal problems. If you have been authorized to transport weapons, they must be included in your checked baggage. This paragraph applies only to the question of possession of weapons while you are a passenger in an aircraft. It should not be construed as permission or advice about possession of weapons in an oversea area.

9. Privately Owned Vehicle (POV) Turn-In Points

a. The following is a list of Department of Defense Terminal Facilities where authorized personnel can turn-in their POV's for shipment to an overseas duty station:

- (1) Military Ocean Terminal, Bayonne, NJ
- (2) Military Ocean Terminal, Bay Area, Oakland, CA
- (3) Philadelphia Outport, Gloucester City, NJ
- (4) Naval Supply Center, Norfolk, VA
- (5) South Atlantic Outport, Charleston, SC
- (6) Cape Kennedy Outport, Cape Canaveral, FL
- (7) Gulf Outport, New Orleans, LA
- (8) Southern California Outport, Wilmington, CA
- (9) Pacific Northwest Outport, Seattle, WA

b. The physical location of the POV Turn-in Point may not coincide with that of the Outport facility. Recommend you verify the actual address of the turn-in point through your transportation officer.

c. Commercial auto transport firms are available at all the MAC APOE's and at all the commercial airports used for MAC procured airlift (except San Francisco International Airport) who will deliver your POV to the authorized turn-in point for a nonreimbursable fee. If you decide to deliver the POV yourself, recommend that you deliver your dependents and baggage to the air terminal before proceeding to the turn-in point.

10. Lodging Facilities

a. Transient lodging facilities for service members and/or their dependents are available on a limited basis at Charleston, McGuire, Travis and McChord Air Force Bases. The traveler will be charged for whatever facilities used. Commercial lodging facilities are accessible to APOE's and commercial airports.

b. Late and early arrivals are reminded that military lodging facilities may not be available and you will be personally responsible for your own support until a seat on a departing aircraft is available. Commercial facilities are expensive and the funds you expend are not reimbursable.

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