

DD FORM 2768 Request For Military Airlift

Form Instructions

BLOCK 1: Select Priority, as defined by the PUJC code. See OPNAVINST 4631.2E (Enclosure 3) for details.

BLOCK 2a: PUJC code. "P" is Priority, and must match the priority selected in Block 1. "U" is Urgency, "J" is Justification, and "C" is Category. See OPNAVINST 4631.2E (Enclosure 3) (below) for details.

BLOCK 2b: Fill out complete details for the mission, to include arriving and departing cities.

BLOCK 2c: If the flight is Priority-2, specify the operational requirements that make commercial travel unacceptable. **NOTE:** Cost **cannot** be used as a justification. If the flight is not Priority-2, leave this block blank.

BLOCK 3: Total Number of Passengers. Max passengers in a C-12 is 7, less if heavy baggage (>40lbs per person) is expected. Seats on the C-40 and C-130 vary depending on cargo, but 68 is generally the maximum.

BLOCK 4: Senior ranking traveler.

BLOCK 5: Any additional passengers ranking O-6 and above.

BLOCK 6a: Desired point of departure

BLOCK 6b: Desired time and date (in Zulu/GMT time zone) of departure

BLOCK 6c: Desired point of arrival

BLOCK 6d: Desired time and date (in Zulu/GMT time zone) of arrival

BLOCK 7: If the flight is Priority-3, fill in the commercial cost data, per traveler, per destination. **NOTE:** Use the CTO (Commercial Travel Office) price, not cheapflights.com/kayak.com, etc. If the flight is not Priority-3, then leave this block blank.

BLOCK 8: Fill out Sub-Blocks a through e **if** you have non-baggage cargo to lift.

BLOCK 9: List points of contact at departure and arrival locations. These points of contact must be able to reach the traveler(s).

BLOCK 10: List additional passengers ranking O-5 and below. Continue in Block 11, if required.

BLOCK 11: List the following:

- **REQUIRED:** Requesting command name (PLAD) **and** UIC
- **REQUIRED:** DTG of JALIS request. If no JALIS request was entered by the customer, then create a DTG for date/time of DD 2768 submission (email/fax). Example: 241718112014 is 24-Nov-2014 at 1718Z. In this case, note "NOT IN JALIS."
- **REQUIRED:** E-mail addresses for all points of contact: Blocks 4, 9, 12, 13, and 14.
- **REQUIRED:** After hours contact telephone for requestor in Block 12.
- Optional: Additional passengers that did not fit in Block 10.
- Optional: Any other pertinent lift information.

BLOCK 12: The individual requesting the mission. This is usually the individual filling out the DD 2768, but is ideally the point of contact that is submitting the DD 2768 to CFAF, and is expected to be able to work with CFAF in organizing the lift. Either an e-signature or an ink signature is acceptable.

BLOCK 13: Command official that can authorize the lift request. Generally, this is the CO/XO/OIC, GS-15 or O-5 and above. This individual is responsible for the validity and accuracy of the information on the DD 2768, specifically the validity and accuracy of the PUJC code and cost analysis data. Either an e-signature or an ink signature is acceptable.

BLOCK 14: The senior traveler from Block 4 must sign here. Either an e-signature or an ink signature is acceptable.

*Any questions can be directed to the flight scheduling office on NAF Atsugi at
DSN (315) 264-3535 / Commercial +81 467 63 3535*

AIRLIFT REQUEST CODING

1. Priority/Urgency/Justification/Category (PUJC) Codes.

Requesters and authorizing officials shall assign a PUJC code to each lift when requesting airlift support. The PUJC codes shall be validated by the validating and scheduling activity (NALO, CTF-53, CTF-63, COMFAIRFWD). Scheduling of military and or NUFEA aircraft is based upon the PUJC, making this function critical.

a. Priority Codes

Priority 1 - (Emergency) Airlift in direct support of operational forces engaged in combat, contingency, or peacekeeping or humanitarian operations directed by the national command authorities or for emergency lifesaving purposes.

Priority 2 - (Required) Required-use airlift requirements or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Considerations for making commercial transportation unacceptable may include time or delivery constraints, team travel restrictions, or security requirements. Missions cannot be satisfied by any other mode of travel.

Priority 3 - (Cost Effective) Official business airlift validated to be more cost-effective than commercial air travel when supported by military or NUFEA aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

b. Urgency Codes

Urgency 1 - (Combat) Airlift of personnel or materiel in direct support of forces alerted for or engaged in combat or contingency operations.

Urgency 2 - (Lifesaving or Operational) Airlift of personnel or materiel in direct support of lifesaving operations or operational forces deployed or preparing for mobilization.

Urgency 3 - (Humanitarian) Airlift of personnel or materiel in direct support of authorized and urgent humanitarian operations.

Urgency 4 - (Critical) Airlift of personnel or materiel that, while not fulfilling a higher urgency, would critically impact the outcome of unit requirements if not immediately supported exactly as requested.

Urgency 5 - (Priority) Airlift of personnel or materiel that, while not fulfilling a higher urgency, would have a serious impact on the outcome of unit requirements if not fulfilled. Changes or consolidation of these requests with other requests would not adversely affect unit requirements.

Urgency 6 - (Routine) Airlift of personnel or materiel scheduled as part of an organization's daily or weekly routine, or travel that is qualified on a cost-effective basis but does not meet the requirements of a higher urgency code. Changes or consolidation of these requests with other requests would not affect unit requirements.

c. Justification Codes

- A - Administrative
- B - Civil Works
- C - Recruiting/Retention
- D - Medical Support
- E - Emergencies
- F - Fleet Support (General)
- G - Special Weapons/Components Movement
- H - Seabee Support
- I - Special Warfare Unit
- J - Research
- K - Morale/Displaced Homeport Visit/USO Tours/R&R/etc.
- L - Coast Guard Support
- M - ROTC
- N - Reserves
- O - Joint Staff/OSD Staff Support
- P - Training
- Q - Materiel (Use Standard Cargo Codes in place of Category Codes when using this Justification Code)
- R - Maintenance
- S - Drug Enforcement/Task Force
- T - Mobilization/Demobilization
- U - Office of the Assistant Vice Chief of Staff/Special Air Missions Tasking

- V-Y - (Unused)
- Z - Other Support (Provide explanation in remarks section)

d. Category Codes

- A - Meetings/Conferences (Including authorized spouse travel)
- B - Ceremonies
- C - Goodwill/Foreign Dignitaries (Including authorized spouse travel)
- D - Inspections/Investigations/Courts/Boards/Hearings/etc.
- E - Legislative Affairs/Public Affairs
- F - Fleet Support (Deployed Unit at Sea)
- G - Fleet Support (Deployed Unit Ashore)
- H - Fleet Support (Ship Load-out for Deployment)
- I - Fleet Support (Ship Off-load from Redeployment)
- J - Unit Deployment/Redeployment (Other than Ship)
- K - Fleet Support (Other)
- L - Educators/Military Academies
- M - Performers/Bands/Choirs/Drill Teams/etc.
- N - Research and Development
- O - DoD Contractors/Technician Support
- P - Consultations and Appointments (Medical/Dental/Surgical)
- Q - Marine Research
- R - Wartime
- S - Exercise
- T - Unit Training (Active Units)
- U - Unit Training (Reserve Components)
- V - Test Flights
- W - Readiness Training
- X - Aviator Training
- Y - Ferry Flight (Aircraft or Aircrew)
- Z - Other (Provide explanation in remarks section)
- 1 - Evacuation of Aircraft
- 2 - Evacuation of Personnel
- 3 - Aeromedical Evacuation
- 4 - Other Evacuation
- 5 - Search and Rescue
- 6 - Medical Support (Organ/Tissue/Blood Transfers)
- 7 - Graves Registration/Body Removal

- 8 - Emergency Ordnance Disposal
- 9 - Disaster Relief/Other Crisis Relief

*NOTE: Only the above listed codes are authorized for use when submitting requests for support. In addition, a brief narrative is required in remarks section to amplify the purpose of the flight.

e. Cargo Codes. (These codes are to be used in conjunction with justification code Q for JALIS-submitted requests.)

- A - Mail
- B - Aircraft Spare Parts
- C - Avionics Spare Parts
- D - Aircraft Engines
- E - Electronics Parts
- F - Test Equipment
- G - Ground Support Equipment
- H - Video Equipment
- I - Medical Equipment
- J - Organizational Equipment
- K - Maintenance Equipment/Tools
- L - POL Products (Ensure packing requirement are met)
- M - Explosives (Ensure transportation requirements are met)
- N - Weapons (Ensure transportation requirements are met)
- O - Weapons Systems Parts
- P - Missiles (Ensure transportation requirements are met)
- Q - Chemicals (Ensure transportation are met)
- R - Subsistence
- S - Musical Instruments
- T - Human Remains
- U - Not Mission Capable-Supply items
- V - Not Mission Capable-Maintenance items
- W - Other Aviation Cargo
- X - Other General Cargo
- Y - Hazardous Cargo

*NOTE: When entering cargo code on an airlift request, include a brief description of cargo in remarks section. Ensure entry of dimension, weight, and special handling/transportation requirements.

2. VIP CODES. A complete listing of VIP codes can be found in the DoD Flight Information Publication (FLIP), General Planning (GP). Contact NALO (DSN 312-678-6390) or the theater scheduling activity for assistance. Use the service category designator letter, plus the number code and the honors code letter, to indicate branch of service, highest rank and grade aboard and honors desired (for national and international flights).

a. Service Category

- A - Air Force
- R - Army
- C - Coast Guard
- M - Marine Corps
- V - Navy
- S - Civilian
- F - Foreign Civilian or Military

b. Code Number

- 1 - President, Heads of State.
- 2 - Vice-President, Cabinet Members, Members of Congress, Service Secretaries, CNO, CMC, Chiefs of Staff, 5-star rank.
- 3 - Service Under Secretaries; 4-star rank.
- 4 - 3-star rank, GS-18, Assistant Secretaries in DoD, Senior Enlisted Advisors of the Armed Services.
- 5 - Deputy Assistant Secretaries in DoD, Civilians assigned to SES (equivalent to others listed in Code 5, 2-star rank.
- 6 - Civilians assigned to SES (equivalent to others listed in Code 6, 1-star rank.
- 7 - Captain (U.S. Navy, U.S. Coast Guard), Colonels, GS/GM-15.

c. Honor Code Letters

- H - Accord Honors under service regulations.
- N - Accord no honors; request informal visit with the commander.
- O - Request nothing.

OPNAVINST 4631.2E
21 Aug 2012

*For example:

V5H means: VIP, Rear Admiral (upper half), accord honors.