



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO  
OPNAVINST 4630.26A  
N41

**MAR 27 2007**

OPNAV INSTRUCTION 4630.26A

From: Chief of Naval Operations

Subj: PROCEDURES FOR ARRANGING NAVY-SPONSORED SPECIAL  
ASSIGNMENT AIRLIFT MISSIONS (SAAMs)

Ref: (a) DOD 4500.9-R, Defense Transportation Regulation  
(DTR), Parts I-III  
(b) DOD Directive 4500.43 of 28 Oct 96  
(c) OPNAVINST 4631.2D  
(d) DOD 4500.54-G, Foreign Clearance Guide  
(e) HQ AMC/FMB Memo, U.S. Government and Non-U.S.  
Government Airlift Rates (updated annually)  
(f) NAVSUP Pub 505, Preparing Hazardous Materials for  
Military Air Shipments

Encl: (1) Specific SAAM Procedures

1. Purpose. To provide guidance and procedures for the submission of U.S. Navy funded requirements for Special Assignment Airlift Missions (SAAMs) arranged by the United States Transportation Command (USTRANSCOM) Mobility Control Center (MCC).

2. Cancellation. OPNAVINST 4630.26

3. Background

a. A SAAM is a mission performing special assignment airlift. It is defined in reference (a) as "an airlift requirement for special pick-up or delivery by Air Mobility Command (AMC) at points other than established AMC routes, and which requires special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors."

b. This regulation supplements reference (a) by providing Navy specific policy and procedures for requesting SAAMs.

MAR 27 2007

4. Responsibilities. Commander, Naval Supply Systems Command (NAVSUP), through its Naval Operational Logistics Support Center (NOLSC), Norfolk, Virginia, is the focal point within Navy for validating SAAM requirements for the movement of Navy cargo and passengers, assigning SAAM numbers, and submitting requirements to USTRANSCOM. U.S. Naval Service Component Commanders (Commander, U.S. Fleet Forces (CFFC), Commander, U.S. Pacific Fleet (CPF), Commander, U.S. Naval Forces Europe (COMUSNAVEUR), and Commander, U.S. Naval Forces Central Command (COMUSNAVCENT)) may also validate/approve SAAMS that are funded with their own funds. Commands should fund for SAAMS in their annual budgets. Although SAAMS are normally funded by Fleet funds, in special circumstances Fleet validated/approved SAAMS may also be funded with a NAVSUP managed Second Destination Transportation Account Code (TAC), which must be requested through NOLSC. SAAMS funded using a NAVSUP managed Second Destination TAC must be kept to a minimum and be well justified. NAVSUP, through NOLSC, must challenge all NAVSUP funded SAAMS for appropriateness and exercise sound fiduciary control of NAVSUP managed Second Destination TACs.

5. Discussion

a. Authorization Criteria. 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 the Continental United States (CONUS) is authorized only when commercial carriers cannot be used because of security, weight, size, time constraints 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 period or due to other limitations. **A SAAM is the highest cost, least preferred method of moving cargo or passengers, and should only be considered when all other means have been exhausted.** Alternate methods of moving cargo or passengers within CONUS or Outside Continental United States (OCONUS) include the use of airlift scheduled by the Joint Operational Support Airlift Center (JOSAC) in accordance with reference (b), the use of Navy organic lift through the Naval Air Logistics Office (NALO) in accordance with reference (c), the use of Navy Unique Fleet Essential Airlift (NUFEA) assets assigned as Theater Airlift assets under the control of the Navy Component Commander, or the opportune lift program.

MAR 27 2007

b. Inappropriate Use of SAAMS. Use of a SAAM in place of planning movement via Joint Operation Planning and Execution System (JOPEs), is not an appropriate use of DOD SAAMs and U.S. Navy funding. Navy missions supporting a material or passenger contingency movement (deployment or redeployment) into or out of the Combatant Commander's Area of Responsibility (AOR) will utilize JOPEs to plan movement of forces and/or material, e.g., Crew Rotation (Sea Swap), Unit Deployment, etc. Fleet Forces Command (as Navy's Global Force Manager), or the appropriate COCOM's Navy component, approves the request and forwards it to USTRANSCOM via the supported Combatant Commander. The appropriate JCS priority will be cited.

c. Guidance. The guidance provided herein is applicable to all activities that direct shipment or control Navy-funded cargo or passenger movement on AMC airlift, including AMC-contracted airlift.

(1) All normal and short-notice SAAM requests for cargo and passenger airlift will be submitted directly to NOLSC (N432) by one of the following methods:

(a) Naval Message to NOLSC Norfolk at the following PLAD: NOLSC NORFOLK VA.

(b) [NOLSC\\_Duty\\_Officer@navy.mil](mailto:NOLSC_Duty_Officer@navy.mil).

(c) [NOLSC\\_trans@ssg.navy.smil.mil](mailto:NOLSC_trans@ssg.navy.smil.mil).

(d) Secure FAX: (757) 443-5444/DSN 646-5444.

If a response is not received the same day, contact NOLSC by telephone at (757)443-5305 / DSN 443-5305. Fleet commanders may also request SAAMs directly from USTRANSCOM when those SAAMs are funded with their own funds. Fleets will send copies of Echelon 2-validated/approved (Echelon 2 funded) SAAM requests to USTRANSCOM J3-R with courtesy copy to NOLSC (N432). SAAM requests will follow the format in reference (a). This format is also available on the NOLSC website at <https://zinc.ois.disa.mil/nolsc/navtrans/> or SAAM validators can request an account and use the USTRANSCOM web-enabled SAAM portal at <https://140.175.174.233/srs/>.

(2) Fleet Commanders and SAAM-funded Echelon 2 Commanders may issue internal supplemental instructions regarding cargo and passenger SAAM requests provided these theater-specific instructions comply with the basic requirement

MAR 27 2007

to provide a copy of all cargo and passenger SAAM requests to NOLSC (N432). Fleet Commanders will provide a copy of internal supplemental instructions to NOLSC (N43).

d. Contingency SAAMs/Emergency SAAMs. For contingency-related and emergency SAAMs, the following conditions apply:

(1) Fleets/Echelon 2 Command Headquarters shall maintain a log of contingency/emergency SAAMs requested by subordinate units, including estimated costs, to facilitate reconciliation of AMC bills.

e. SAAM Funding. The requester must provide complete accounting data. Normally, this will include an appropriation for passenger travel and/or a TAC for shipment of cargo.

f. SAAM Request Deadlines

(1) NORMAL - SAAM requirements should be submitted as far in advance of the operating date as possible, but not later than 11 calendar days before the desired movement date. Early submission is necessary for USTRANSCOM to effectively and efficiently schedule SAAM requests. All SAAM requests received by USTRANSCOM at least 30 days prior to the requirement date, which incur no significant subsequent changes, are eligible for a 10 percent price discount.

(2) SHORT NOTICE - Although SAAM requests will be accepted on short notice within 4 to 10 days of desired movement date, requirements should be submitted as soon as possible. Justification for airlift within 7 days of the desired movement date must be included in the remarks section of the request.

(3) EMERGENCY - An Emergency SAAM may be requested within 96 hours of the desired movement if it is directly in support of a mission critical or life saving mission.

(4) RAPID REACTION - A Rapid Reaction SAAM may be requested within 96 hours of operation:

(a) If it does not meet Emergency SAAM criteria, but is necessary to support a Joint Chiefs of Staff (JCS) alert or execution requirements (contingency mission).

(b) If operational necessity justifies an extraordinary response.

MAR 27 2007

NOTE: The remarks block of an Emergency or a Rapid Reaction SAAM must identify the type of emergency or rapid reaction load involved. Procedures in references (a) and (d) apply. Copies of all short-notice clearance requests must also be forwarded to NOLSC Detachment USTRANSCOM via FAX (618) 229-4785/DSN 779-4785, or for secure transmissions contact the Officer-in-Charge, NOLSC Detachment USTRANSCOM at (618) 229-4744/DSN 779-4744.

g. Emergency/Rapid Reaction (RR) SAAMs. Fleet Commanders may request Emergency/RR SAAMs directly from USTRANSCOM for intertheater and intratheater requirements when the aircraft must be in position for onload within 96 hours of the request. All Emergency/RR SAAM requirements must be submitted in the format provided in Part I, Appendix B, and Part II, Attachment W-1 of reference (a), or through the USTRANSCOM web-enabled SAAM portal. Info copies of Emergency/RR SAAM requests will be forwarded to NOLSC (N432). Note: SAAMs submitted within 96 hours of execution require flag officer approval/endorsement.

(1) Emergency/RR SAAMs are the funding responsibility of the Fleet Commander that submits the request. Any emergency SAAM that is funded by a Naval Supply Systems Command-managed Second Destination TAC must be requested from NOLSC (N8) (FAX: 757-443-5353/DSN 646-5353; phone (757) 443-5326/DSN 646-5326) for approval and transmission to USTRANSCOM. Numbers to be assigned to emergency cargo or passenger SAAMs are provided below:

(a) EMERGENCY/RAPID REACTION cargo SAAM numbers:

COMUSFLTFORCOM	2100 through 2105
COMUSNAVEUR	2110 through 2114
COMPACFLT	2191 through 2195
COMUSNAVCENT	2115 through 2125

(b) EMERGENCY/RAPID REACTION passenger SAAM numbers:

COMPACFLT	2900 through 2904
COMUSFLTFORCOM	2905 through 2909
COMUSNAVEUR	2910 through 2914
NAVUNSEAWARCENDIV	2915 through 2920
COMUSNAVCENT	2921 through 2931

These numbers will be included in item (2) of the request format as specified in Part I, Appendix B, and Part II, attachment W-1 of reference (a), or on the request form contained on the USTRANSCOM web-enabled SAAM portal available to SAAM validators

MAR 27 2007

at <https://140.175.174.233/srs/>. In addition, these numbers will be used by fleets to maintain the logs of contingency/emergency SAAMs.

(2) Fleet Commanders will provide USTRANSCOM MCC, and NOLSC (N43) with the name, rank, organization, office and home telephone numbers of each individual authorized to request Emergency SAAMs. This information will be updated semi-annually on 1 January and 1 July, and when changes in personnel occur.

h. Permanent Change of Station (PCS) SAAMs. A PCS SAAM may be used in the deployment of personnel, and their dependents, assigned to a ship/mobile unit that is changing homeport. There may also be occasions when SAAMs could effectively move large groups of PCS personnel and/or cargo when AMC channel airlift service will not satisfy requirements. Although this type of SAAM is infrequent, it can be an efficient and effective means of transferring personnel to a new homeport.

i. Special Purpose Standby SAAMs. Special Purpose Standby SAAMs may be established through NOLSC (N43) to provide immediate airlift via 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, e.g., deep submergence rescue vehicle, submarine rescue chamber, nuclear disaster team, surgical team, etc. The initial information required to establish a Standby SAAM is the same as for routine SAAMs except for destination, en route stops, contacts, and in some cases, the TAC, all of which will be provided to NOLSC (N43) when the deployment of the SAAM is requested. After the Standby SAAM has been authorized by NOLSC (N43) and approved by USTRANSCOM, NOLSC (N43) will assign a SAAM number that will be used on a recurring basis. The originating command will advise NOLSC (N43) when deployment of the SAAM is required. The requester will send information updates including contacts and requirements to NOLSC (N43).

j. Navy-funded SAAMs for Marine Corps. SAAM requirements that are for the transportation of Marine Corps cargo or passengers, but are the funding responsibility of the Navy (e.g., United States Marine Corps Aviation Units), will be submitted to NOLSC (N43). NOLSC (N43) will notify the NOLSC Detachment USTRANSCOM and the appropriate fleet headquarters comptroller of the approximate costs associated with Navy-funded SAAMs for Marine Corps cargo or passengers.

MAR 27 2007

k. Cost computation of SAAMs. The basic AMC tariff for computing the cost of SAAMs is reference (e). The user is permitted three directed stops (onload, en route, and destination) for each SAAM. Additional charges accrue when there are more than three user-directed stops or when the stand-down time exceeds that authorized in reference (e). SAAMs are purchased based on the flying rate for the airframe requested. Every effort will be made to fully utilize the aircraft for the entire mission.

l. Authorization of SAAMs. Each SAAM must be authorized by competent authority as being essential to meet an urgent need or special circumstances. SAAMs requested within 7 days of the desired movement date must be approved by the cognizant authority in grade O-6 or higher, civilian equivalent, or designated representative; request must include name and rank. Each SAAM must comply with the foreign clearance requirement prescribed for all AMC aircraft. SAAMs submitted within 96 hours of execution require flag officer approval/endorsement; name and rank of flag officer will be included in the remarks data set of the request.

## 6. Action

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

b. Requests for SAAMs will be submitted in the format prescribed in Part I, Appendix B, and Part II, Attachment W-1 of reference (a), or through the USTRANSCOM web-enabled SAAM portal. The requesting activity will assign a SAAM priority in accordance with the provisions in Part I, Appendix C, of reference (a). Enclosure (1) provides additional procedures to be followed in requesting SAAMs.

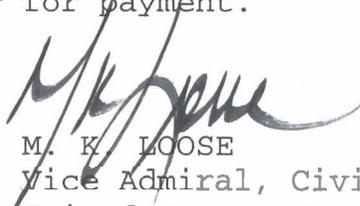
c. NOLSC (N43) or the fleet/command SAAM validator (Echelon 2 funded SAAMs) will assign a SAAM number to each request. Generally, the same number is used for one specific airlift for one month to avoid possible duplication.

d. Upon receipt of a SAAM request, NOLSC (N43) or the fleet SAAM validator (Echelon 2 funded SAAMs) will review the request for validity, appropriate priority, compliance with directives and the possibility of consolidating the mission with another SAAM or using a less costly option.

**MAR 27 2007**

e. When the SAAM has been approved, NOLSC (N43) or the fleet SAAM validator (Echelon 2 funded SAAMs) will validate the SAAM requirement and assign the appropriate SAAM number. When an Emergency SAAM is necessary, the requester's Fleet Commander will assign the appropriate SAAM number and info NOLSC (N43).

f. Upon completion of the SAAM, AMC will submit a bill to the requester's Comptroller for payment.



M. K. LOOSE  
Vice Admiral, Civil Engineer Corps  
United States Navy  
Deputy Chief of Naval Operations  
for Fleet Readiness and Logistics

**Distribution:**

Electronic only via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil//>

MAR 27 2007

**SPECIFIC SAAM REQUIREMENTS**

1. Requests. SAAM requests will be submitted in the specified format to the appropriate Navy validator indicated in the basic instruction. If NOLSC is the validator, NOLSC (N43) 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 operating the mission, if time permits. NOLSC (N43) may be reached by telephone at (757) 443-5305/5306 (DSN 646), unclassified fax (757) 443-5438, or via secure voice/fax at (757) 443-5444.

2. Timeliness. A SAAM request should be submitted as early as possible, preferably within 30 to 60 days of the mission. This enables USTRANSCOM to schedule adequate airlift compatible with mission requirements, and qualifies the request for a 10 percent price discount. A SAAM request with a performance (pick-up) time of 96 hours or less from the time of request is considered an Emergency or Rapid Reaction SAAM request. SAAM requests submitted within 96 hours of execution require flag authorization/endorsement; name and rank of flag officer will be included in the remarks data set of the request.

a. Emergency SAAM. A SAAM requested within 96 hours of operations that supports bona fide mission critical requirements or life saving missions.

b. Rapid Reaction SAAM. A SAAM requested within 96 hours of operation that does not meet Emergency SAAM criteria, but is necessary to support a JCS alert, an execution requirement, or an operational necessity requiring extraordinary response.

c. Short-Notice SAAM. A SAAM requested 4 to 10 days before the required day of operation. Justification for the short-notice requirements must be included in the remarks section of the SAAM request.

3. OCONUS Intratheater SAAMs. Requests for intratheater cargo routings via military air transportation will be directed to the appropriate Air Clearance Authority (ACA) as listed in reference (a), Part II, Appendix R. When in the judgment of the ACA, a SAAM is the only acceptable means of satisfying the requirement, the requesting command will be advised to submit a request to NOLSC (N43) in accordance with the provisions of this instruction. To monitor the movement and provide any

Enclosure (1)

MAR 27 2007

coordination and assistance that may be required, the appropriate ACA will be provided with an info copy of the SAAM request and any subsequent correspondence until the mission is completed.

4. Communication. For classified SAAM requests, mark the classification of each paragraph and subparagraph separately. When classified material is moved on an unclassified SAAM, the SAAM request will indicate the classification of the cargo and Part 10 will provide a general description of the cargo (e.g., delicate instruments, ships parts, electronic equipment) 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 NOLSC (N43) for action and to USTRANSCOM MCC, as info copy. NOLSC (N43) will then assign a SAAM number and indicate approval of the request to USTRANSCOM by telephone reference to the requester's message. NOLSC (N432) or fleet approval authorities may request unclassified SAAMs from USTRANSCOM by telephone and then confirm by message.

5. Movement of Passenger Prohibited Material. The "P-codes" as outlined in reference (f), table A4.1 and A4.2, are passenger prohibition codes associated with airlift of certain hazardous materials. The codes identify items that are extremely dangerous, and are restricted from air movement with passengers onboard, unless a waiver is obtained from USTRANSCOM. Without a waiver, passenger prohibited material is to be transported on cargo-only aircraft; passengers are not permitted. To preclude delay in processing SAAMs for movement of passenger prohibited material when the mission requires simultaneous passenger movement, SAAM requests will contain a statement of operational necessity in accordance with Chapter 2 of reference (f). In addition, requests for special assignment airlift of passengers with passenger-prohibited cargo onboard will also contain the statement, "Request airlift of passenger prohibited materials on passenger carrying aircraft. All packaging requirements and handling precautions have been met." If the waiver is approved, all copies of the passenger manifest must be annotated per reference (f), Attachment 22, para A22.1.4.

6. Marking and Documentation. All marking and documentation required in references (a) and (f) shall be followed.

MAR 27 2007

7. User Responsibility for Loading/Offloading. It is the SAAM user's responsibility to provide material handling equipment (MHE) and personnel to load/offload the SAAM, if the SAAM originates/terminates at an airfield that does not have this capability (unless the user has received confirmation from USTRANSCOM or its component that AMC will provide this support). If the user cannot arrange for the personnel and MHE to accomplish the loading and/or offloading function, NOLSC (N43) or the fleet approval authority should be so advised in the initial SAAM request. NOLSC or the fleet approval authority will then levy a requirement on USTRANSCOM to provide the necessary MHE and/or personnel to load/offload the SAAM. When USTRANSCOM is required to position/deposition cargo handling teams or MHE to meet customer requirements, the customer will be billed for these expenses. The amount billed to the customer will be predicated on the additional cost incurred by AMC to perform this service.

8. Foreign Clearance. Reference (d) is the document used by AMC to determine the information required and procedures used to obtain permission from a foreign nation to enter or overfly its territory, as well as additional clearance requirements established by international 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, aircrews, cargo, and personnel. Up to 15 days are required to obtain routine overflight/entry clearance into some countries.

9. SAAM User Contacts. The SAAM user must provide NOLSC (N43) or the fleet approval authority 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. NOLSC or the fleet approval authority must provide this information to USTRANSCOM before the SAAM operates. The individual specified as a contact must be knowledgeable about the mission and have authority to discuss all aspects with AMC officials, as well as with representatives of NOLSC or the fleet approval authority. Each contact should also have complete information about the onload, offload, or other requirements to avoid delaying the aircraft.