

Headquarters  
United States Forces Korea  
Unit #15237  
APO AP 96205-5237

United States Forces Korea  
Regulation 55-29

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Transportation and Travel

PATRIOT EXPRESS POLICIES AND PROCEDURES

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\*This regulation is the first edition.

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FOR THE COMMANDING GENERAL:

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**Summary.** This regulation establishes policies and procedures for support to the PATRIOT EXPRESS mission.

**Applicability.** This regulation applies to all United States Forces Korea (USFK) Service members and Department of Defense (DoD) civilians.

**Supplementation.** Further supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from USFK J4 (FKJ4), Unit #15237, APO AP 96205-5237, email: [J4workflow@korea.army.mil](mailto:J4workflow@korea.army.mil).

**Forms.** USFK forms are available by clicking on [USFK Forms page](#).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is USFK J4 (FKJ4). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to USFK J4 (FKJ4), Unit #15237, APO AP 96205-5237, email: [J4workflow@korea.army.mil](mailto:J4workflow@korea.army.mil).

**Distribution.** Electronic Media Only (EMO).

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## **1. Purpose**

This regulation establishes policy and procedures to support PATRIOT EXPRESS missions servicing the Republic of Korea.

## **2. References**

Required and related publications are listed in appendix A.

## **3. Explanation of Abbreviations and Terms**

Abbreviations and terms used in this regulation are explained in the glossary.

## **4. Overview of PATRIOT EXPRESS Service to Korea**

a. PATRIOT EXPRESS is a United States Transportation Command (USTRANSCOM) and Air Mobility Command (AMC) commercial air contracted service.

b. PATRIOT EXPRESS inbound flights arrive from Seattle-Tacoma, Washington on Mondays and Wednesdays. Monday flights arrive at Osan Air Base. Wednesday flights arrive at both Osan and Kunsan Air Bases. Specific flight schedule is detailed in Appendix B.

c. PATRIOT EXPRESS outbound flights depart for Seattle-Tacoma, Washington on Tuesdays and Thursdays. Tuesday flights depart from Osan Air Base. Thursday flights depart from both Osan and Kunsan Air Bases. Specific flight schedule is detailed in Appendix B.

d. PATRIOT EXPRESS must be used for OCONUS travel unless there is a documented negative critical mission impact. Specific information on OCONUS travel and Exceptions to Policy for use of the PATRIOT EXPRESS is detailed in Appendix C.

e. PATRIOT EXPRESS bus support is available to official travelers and others (providing space is available) from Areas I, II and IV. Bus support is detailed in Appendix D.

f. PATRIOT EXPRESS general processing procedures for Official Travelers utilizing Osan and Kunsan AB AMC Passenger Terminals are detailed in Appendix E and F. For specific questions travelers are asked to contact an AMC passenger service agent.

g. PATRIOT EXPRESS offers Space Available travel to service members, dependents, and retirees. Space Available travel is detailed in Appendix G.

h. PATRIOT EXPRESS service currently does not support customers traveling with pets. This regulation will be updated when pet travel to and from Korea aboard the PATRIOT EXPRESS becomes available.

i. PATRIOT EXPRESS service is predictable, but delays do occasionally happen. Procedures for customer notification for minor delays or efforts to address major disruption to PATRIOT EXPRESS service is detailed in Appendix I.

## **5. Responsibilities**

a. The Assistant Chief of Staff J4, through the J47 Transportation Division, will serve as the USFK primary office of responsibility for PATRIOT EXPRESS missions servicing the Republic of Korea. Specifically, J47 Transportation Division will:

(1) Chair the PATRIOT EXPRESS Joint Working Group. The joint working group will meet on a semi-annual basis or as required. The joint working group will serve as a forum for consolidating, discussing and reaching resolution on issues regarding the PATRIOT EXPRESS. Issues that cannot be resolved by the command shall become a “theater requirement”, and hence the responsibility of J4, who shall liaise with appropriate external agencies for resolution.

(a) The joint working group will be composed of representatives from the following elements: All service components and IMCOM-Pacific; J1, Area ITO/commercial ticket offices (CTO) representatives; 731 AMS; 19th ESC; 1 RC; PAO; PMO; Surgeon; TRANSCOM LNO and SOFA Secretariat.

(b) The joint working group will address the following on-going issues:

(i) Trend analysis regarding usage of the PATRIOT EXPRESS by USFK personnel.

(ii) Cost versus benefit analysis for the PATRIOT EXPRESS in Korea.

(iii) Institution of additional transportation services for PATRIOT EXPRESS travelers.

(2) Validate theater requirements for PATRIOT EXPRESS and inform the commander regarding same.

(3) Liaise with external agencies regarding theater requirements. These agencies include (but are not limited to) the following commands: USTRANSCOM, Air Mobility Command (to include 515<sup>th</sup> AMOG, group command of the 731<sup>st</sup> AMS, at Yokota AB), and USPACOM.

b. The Assistant Chief of Staff J1, will provide monthly DEROS reports (by the 20<sup>th</sup> day of every month) of departing personnel within 90 days to J47 Transportation Division for projected outbound usage reports to USFK leadership.

c. The Assistant Chief of Staff J6, will oversee GATES connectivity between USFK and AMC and resolve problems expeditiously.

d. The Assistant Chief of Staff J8, will provide the following:

(1) In coordination with USTRANSCOM, a cost/benefit analysis for use of the PATRIOT EXPRESS to the joint working group, as required.

(2) In coordination with J4, ensure funding for bus service supporting the PATRIOT EXPRESS and GATES capability are submitted IAW the POM process.

e. The 8th Army will support PATRIOT EXPRESS missions through the following means:

(1) Through Installation Management Command – Pacific (Korea Office), collect and up-channel to J47 Transportation by the 20<sup>th</sup> of each month the following information:

(a) Total number of PATRIOT EXPRESS tickets issued and utilized.

(b) Total number of commercial tickets issued and utilized.

(c) Number of Exceptions to Policy (ETP) issued (reference appendix C).

(2) Through 19<sup>th</sup> ESC and 25<sup>th</sup> Transportation Battalion, provide bus service between the following locations (reference appendix D for specific locations and times of buses).

(a) USAG Yongsan and Osan Air Base.

(b) Camp Red Cloud/Camp Casey and Osan Air Base.

(c) Camp Walker/Camp Carroll and Osan Air Base.

f. The Public Affairs Office (PAO) will oversee maintenance and update to the USFK PATRIOT EXPRESS website. PAO will respond promptly to requests to post critical information regarding PATRIOT EXPRESS missions, to include delays in arrival and other pertinent traveler information, to the website, Commander's Access Channel, and AFN radio and television service.

g. The Provost Marshall Office (PMO) will coordinate with ROK government regarding Customs and Immigration procedures involving duty and space available passengers on the PATRIOT EXPRESS.

h. The 106<sup>th</sup> Medical Detachment, Veterinary Services, will coordinate with the ROK government regarding the transport of pets on the PATRIOT EXPRESS. Currently, PATRIOT EXPRESS does not support the travel of pets to/from Korea. Incheon International Airport is the only entry/exit point for pets in Korea.

i. The SOFA Secretariat will coordinate with the ROK government regarding implementation of any agreements involving the PATRIOT EXPRESS.

j. The TRANSCOM LNO will serve as a functional expert in addressing issues regarding the PATRIOT EXPRESS and serve as an official channel to bring issues and concerns to the attention of TRANSCOM leadership.

## **Appendix A References**

### **Section I. Required Publications**

Air Mobility Command Instruction 24-101, Volume 14, Military Airlift Passenger Services, 2 October 2009

DoDD 4500.54E, Department of Defense Foreign Clearance Guide (FCG), 28 December 2009

DTR 4500.9R, Part I, Passenger Movement, Chapter 103, 1 September 2011

DoD 4515.13R, Air Transportation Eligibility, November 1994

Joint Federal Travel Regulations, Vol. I, 1 June 2011

USPACOMINST 0201.2, US Pacific Command Unfunded Environmental and Morale Leave Program, 16 Sep 2005

### **Section II. Related Publications**

There are no entries in this section.

### **Section III. Related Forms**

DD Form 2S(RET), United States Uniformed Services Identification Card

DD Form 1131, Cash Collection Voucher

### **Section IV. Related PATRIOT EXPRESS Online Support Web Sites** (click on each link below to see the web page)

USFK Patriot Express Website

<http://www.usfk.mil/usfk/hot-topic.patriot.express.470>

Osan AB Passenger Terminal:

<http://www.osan.af.mil/units/731stairmobilitysquadron.asp>

- Kunsan AB Passenger Terminal:

<http://www.kunsan.af.mil/units/kunsanabampassengerterminal.asp>

- AMC Travel Information Website:

<http://www.amc.af.mil/amctravel>

**Appendix B**  
**PATRIOT EXPRESS Routing and Schedule for Korea**



B-1. PATRIOT EXPRESS service to and from the Republic of Korea is currently provided by two air contracted services, Ryan Air and North American Airlines. Both services support the PATRIOT EXPRESS with 767 aircraft.

B-2. The PATRIOT EXPRESS schedule listed below is general in nature and could change at any time due to mission requirements. Schedule changes can result from a mission delay; maintenance; or request from the bases serviced by the PATRIOT EXPRESS. For the most current schedule, contact the AMC Passenger Terminal at Osan Air Base, 784-1854.

B-3. Monday inbound service to Korea: Seattle-Tacoma to Misawa AB, Japan, to Osan AB, ROK.

- a. Departs Seattle-Tacoma International Airport Sunday morning
- b. Arrives Misawa AB Japan Monday morning
- c. Departs Misawa AB Japan Monday afternoon
- d. Arrives Osan AB, ROK Monday afternoon

B-4. Tuesday outbound service from Korea: Osan AB, ROK to Misawa AB, Japan, to Seattle-Tacoma.

- a. Departs Osan AB, ROK Tuesday morning

- b. Arrives Misawa AB Japan Tuesday afternoon
- c. Departs Misawa AB Japan Tuesday afternoon
- d. Arrives Seattle-Tacoma International Airport Tuesday morning

B-5. Wednesday inbound service to Korea: Seattle-Tacoma to Yokota AB, Japan, to Osan AB, ROK, to Kunsan AB, ROK

- a. Departs Seattle-Tacoma International Airport Tuesday morning
- b. Arrives Yokota AB Japan Wednesday morning
- c. Departs Yokota AB Japan Wednesday morning
- d. Arrives Osan AB, ROK Wednesday afternoon
- e. Departs Osan AB, ROK Wednesday afternoon
- f. Arrives Kunsan AB, ROK Wednesday evening

B-6. Thursday outbound service from Korea: Kunsan AB, ROK to Osan AB, ROK to Yokota AB, Japan, to Seattle-Tacoma

- a. Departs Kunsan AB, ROK Thursday morning
- b. Arrives Osan AB, ROK Thursday morning
- c. Departs Osan AB, ROK Thursday afternoon
- d. Arrives Yokota AB Japan Thursday afternoon
- e. Departs Yokota AB Japan Thursday afternoon
- f. Arrives Seattle-Tacoma International Airport Thursday morning

## Appendix C

### Official Travel Aboard PATRIOT EXPRESS

C-1. DoD policy (DTR 4500.9R, Part I, *Passenger Travel*, Chapter 103) states that “PE must be used for OCONUS travel unless there is a documented negative critical mission impact.” This appendix describes the process used by service component commercial ticket offices (CTO) in Korea (currently 8A is the only component providing this service) when booking official travelers on the PATRIOT EXPRESS; when booking travelers on commercial carriers; and when/how Exceptions to Policy are submitted.

#### C-2. Booking official travelers on the PATRIOT EXPRESS

It is mandatory policy all Uniformed Service members and DoD civilian travelers use a Defense Traffic Management Office (DTMO)-contracted Commercial Transportation Office for all official transportation requirements.

a. Per DoD policy (DoD 4500.9R, Part I, *Passenger Travel*, Chapter 103) the CTO must consider PATRIOT EXPRESS, when available, as the first option for official travel from overseas locations. PATRIOT EXPRESS flights must be used for all official travel when it satisfies mission requirements. If using a PATRIOT EXPRESS flight would cause a negative impact to the mission, then travel via a U.S. commercial airline is authorized (see below for ETP explanation and sample). **However, non-use of PATRIOT EXPRESS flights must not be for the personal convenience or preference of the traveler.**

b. Upon receipt of PCS orders, the service member/DoD civilian will immediately visit the CTO to book their flight reservation. To the maximum extent possible, TDY Orders will be submitted via DTS. For PCS travel, one complete (paper) copy of the PCS Order must be provided to the CTO. Once PATRIOT EXPRESS reservations are confirmed, commercial flights connecting with the PATRIOT EXPRESS flight will be scheduled for onward bound movement.

c. When a PATRIOT EXPRESS flight is not used, the reason will be documented by the CTO agent in the PNR section of the passenger record in the airline reservation system. If no seats are available, the CTO agent will include a “non-availability” statement in the PNR and the passenger will be booked on a commercial flight. All other reasons for non-use of PATRIOT EXPRESS require an Exception to Policy (ETP) memorandum issued by the service member’s Commander (minimum rank, O-6), Commander’s designated administrative approval officer (minimum rank, O-5) or DoD Civilian’s supervisor (equivalent rank) in the traveler’s chain of command prior to making any travel arrangements.

#### C-3. Circuitous Travel

a. Circuitous travel is defined as travel authorized to or from an OCONUS Permanent Duty Station to a new Permanent Duty Station (PDS) by a route other than the most direct Commercial Ticket Office-contracted route.

b. When Circuitous Travel is used in conjunction with PCS travel, the traveler’s Service Component Headquarter serves as the Approving Authority per Defense and Joint Travel Regulations. If the circuitous travel is not mission related, then it will not be funded by the Government. No government fares may be used to any destination that is not an official duty location. Additionally, the traveler must assume responsibility for all costs exceeding those of the normally prescribed route (See JFTR, par. US116-E). Finally, the traveler (service member/federal employee) must understand and accept responsibility for complying with the travel

requirements outlined in the DoD Foreign Clearance Guide when circuitous travel involves a foreign country.

c. Granting an Exception to Policy based solely on circuitous travel for personal reasons is not in compliance with USFK policy (see below under “Exception to Policy from Mandatory Use of PE”).

#### C-4. Missed Movement/Rescheduled Flight Reservation

a. Any Uniformed Service member who misses movement on a PATRIOT EXPRESS flight will not be rescheduled on another PATRIOT EXPRESS mission without a signed memo by their Commander (minimum rank, O-3) that acknowledges the missed movement. If there are no available seats on the next PATRIOT EXPRESS flight, or if the next PATRIOT EXPRESS flight will cause the service member to miss the new PDS report date, then the service member must obtain a signed memo by their Commander or designated administrative approval officer (see above) that acknowledges the missed movement and grants an ETP to fly via a commercial carrier.

b. Commanders and travelers should be aware that there is no refund of the cost for the missed movement on a PATRIOT EXPRESS flight. When the traveler is rescheduled on another flight – whether PATRIOT EXPRESS or commercial – an additional cost is incurred and charged to the funded line of accounting.

#### C-5. Exception to Policy from Mandatory Use of PE/Authorization to Travel via Commercial Carrier

a. A Commander (minimum O-6), designated administrative approval officer (O-5) or DoD Civilian Supervisor (equivalent rank) may grant an ETP to travel via commercial carrier rather than utilize AMC-procured channel airlift (PATRIOT EXPRESS flight). The Commander/ Supervisor will provide a signed memorandum (using unit letterhead; see below) in which they acknowledge understanding that the PE must be used for OCONUS travel in accordance with the Defense Travel Regulation. The memo will include the reason the ETP is granted.

b. Currently, the three reasons for granting an ETP to travel via commercial carrier are as follows.

(1) Negative Critical Impact to Mission.

(2) Medical. Travel via PE will cause undue hardship or trauma due to a medically documented physical, mental, or emotional condition.

(3) Pets. Currently, pets may not enter/depart Korea through the Osan AB AMC passenger terminal. The Korean Government has designated Incheon International Airport as the only Point of Embarkation/Debarcation for animals. Therefore, any service member with a documented pet (dog or cat only) may be granted an ETP to fly via a commercial carrier. No ETP is required from the traveler’s Commander/DoD Civilian Supervisor when reporting to the CTO, but proof of ownership must be presented.

c. Sample Exception to Policy is as follows: Figure C-1.

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OFFICIAL LETTERHEAD

Office Symbol

DATE

MEMORANDUM FOR (STATE THE BASE OR GARRISON COMMERCIAL TRAVEL OFFICE)

SUBJECT: Forwarding of Exception to USFK Command Policy for utilization of the PATRIOT EXPRESS

1. This memorandum approves an exception to command policy for (state name of official traveler and any dependents on his/her travel orders) to travel via commercial carrier rather than utilize AMC-procured channel airlift (Patriot Express). It is forwarded to your office for the arrangement of commercial transportation.

2. Both I and the service member who requested this Exception to Policy (ETP) understand that the Patriot Express must be used for OCONUS travel unless there is a documented negative critical mission impact, in accordance with Defense Transportation Regulation 4500.9R, Part I, Passenger Travel, Chapter 103. Additionally, the official traveler certifies that this ETP is not being requested for personal preference or convenience.

3. My approval of the request for exception to policy is based on the following:

a. Available PE Missions do not meet the mandatory report date (state reporting date)

b. Travel via PE causes undue hardship on the traveler (documented physical, mental or emotional hardship); travelers will not be granted an Exception to Policy for personal preference or convenience

c. Pets: Note that the Patriot Express does not allow pets to travel on it at this time. Therefore, an Exception to Policy is NOT required for such instances but proof of pet ownership, to be presented to the commercial ticket office, is required when booking travel.

4. Point of contact for the exception to policy request is (name and e-mail contact information).

NAME  
Rank, Service (Commander, O-6, civilian  
equivalent)  
Duty Title

**Figure C-1. Sample Memorandum for Exception to Policy**

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## C-6. Non-Command Sponsored/Acquired Dependents

a. A Non-Command Sponsored dependent is not authorized transportation at Government expense. However, if the Non-Command Sponsored dependent resides with the service member at the OCONUS PDS, the non-Command Sponsored dependent may travel space-required with the service member during PCS travel at the service member's expense.

b. In the case of a Non-Command Sponsored dependent acquired during the current OCONUS tour, if "command regulations about the dependent's acquisition were complied with, and any requirements of the U.S. Immigration and Naturalization Service for entry into the United States have been met, the dependent is eligible for space-required transportation at personal expense..."

c. The process to ensure the Non-Command Sponsored dependent is booked a Space-Required seat on the same PATRIOT EXPRESS flight as the sponsor is as follows.

(1) Upon receipt of the PCS order, the military member will visit the CTO to book their PATRIOT EXPRESS reservation. The CTO will provide the service member with both the exact cost of travel and the service transaction fee for the Non-Command Sponsored dependent(s).

(2) The service member will visit the Finance Office, fill out a DD Form 1131 (Cash Collection Voucher), and pay the cost for the dependent(s) travel on the PATRIOT EXPRESS.

(3) The service member will then return to the CTO, provide a copy of their receipt (showing payment for the dependent(s) transportation), and the CTO will then book the dependent(s) as Space-Required on the same PATRIOT EXPRESS mission with the military sponsor.

(4) The CTO will use the service members CIC Generator # to place the dependent(s) on Space-Required and issue tickets. No cost is charged to the Government since the transportation has been paid by the service member.

(NOTE: When a Non-Command Sponsored dependent elects to travel via a commercial flight because of personal preference or convenience, the service member must comply with DoD policy to fly PATRIOT EXPRESS. Commanders must not grant service members Exceptions to Policy exempting use of PATRIOT EXPRESS because of personal convenience or preference.)

## **Appendix D**

### **Bus Support to PATRIOT EXPRESS**

The following installation bus support is available to personnel traveling on official orders to or from Osan AB AMC passenger terminal. This bus support is open to all other personnel (i.e., those seeking space available travel) if seats are open.

#### **Area I: Camp Casey/Camp Red Cloud to Osan AB AMC Passenger Terminal (Tuesday)**

- a. Arrive Camp Casey Lodge, Bldg 2626: 0200
- b. Depart Camp Casey Lodge, Bldg 2626: 0230
- c. Arrive Camp Red Cloud Lodge, Bldg 322: 0330
- d. Depart Camp Red Cloud Lodge, Bldg 322: 0345
- e. Arrive Osan AB AMC Passenger Terminal: 0530

#### **Area I: Camp Casey/Camp Red Cloud to Osan AB AMC Passenger Terminal (Thursday)**

- a. Arrive Camp Casey Lodge, Bldg 2626: 0330
- b. Depart Camp Casey Lodge, Bldg 2626: 0400
- c. Arrive Camp Red Cloud Lodge, Bldg 322: 0500
- d. Depart Camp Red Cloud Lodge, Bldg 322: 0515
- e. Arrive Osan AB AMC Passenger Terminal: 0700

#### **Area II: Yongsan USAG to Osan AB AMC Passenger Terminal (Monday and Wednesday)**

- a. Depart Osan AB AMC Passenger Terminal for Yongsan USAG: 1200
- b. Arrive Yongsan USAG: 1300
- c. Depart Yongsan USAG from 1 RC: 1400 (bus in place at 1300 for loading)
- d. Arrive Osan AB AMC Passenger Terminal: 1500
- e. Depart Osan AB AMC Passenger Terminal: 1800 (or after last inbound traveler has boarded)
- f. Arrive Yongsan USAG: 1900 (approximately)

#### **Area IV: Camp Walker/Camp Carroll to Osan AB AMC Passenger Terminal (Mon and Wed)**

- a. Arrive Camp Walker Lodge, Bldg 701: 0930
- b. Depart Camp Walker Lodge, Bldg 701: 1000
- c. Arrive Camp Carroll Lodge, Bldg 100: 1040
- d. Depart Camp Carroll Lodge, Bldg 100: 1110
- e. Arrive Osan AB AMC Passenger Terminal: 1300

## **Appendix E**

### **Passenger Processing Procedures, Osan Air Base AMC Passenger Terminal**

PATRIOT EXPRESS missions are primarily designed to meet the travel requirements of service members and their dependents traveling on official orders. The following is general information pertinent to the successful processing of official travelers at Osan AB. Passenger terminal hours of operation are subject to change due to mission requirements. For specific questions contact a passenger service agent at 784-1854.

#### E-1. Hours of Osan AB AMC Passenger Terminal

- a. Mon/Wed/Fri            0700 – 1800
- b. Tuesday                0500 – 1800
- c. Thursday              0600 – 1800
- d. Saturday/Sunday    CLOSED

#### E-2. Baggage limitations

a. Two bags, not to exceed 70 lbs each (or otherwise annotated on PCS/official travel orders). Single items exceeding 70 pounds shall be counted as two pieces and, therefore, fulfill the allowance for a passenger.

- b. One personal item/one carry-on (must fit in overhead compartment or under seat).

#### E-3. Early Bird Check-in

a. Official travelers can check in their bags and receive their boarding pass the day prior to PATRIOT EXPRESS departures (this service is NOT available to Space Available travelers). Days/Times are as follows:

- (1) Monday (for Tuesday departures): 1000 – 1800
- (2) Wednesday (for Thursday departures): 1000 – 1800

b. When using early bird check-in, passengers must have all applicable documents and “ALL” bags present. Both checked in and hand-carried baggage will be weighed.

#### E-4. Official Traveler Show Times and Requirements

a. Personnel traveling in an official capacity aboard the PATRIOT EXPRESS need to be present, with all documentation, at the following times:

- (1) Tuesdays: No Later Than 0850
- (2) Thursdays: No Later Than 1020

b. Official documentation includes the following:

- (1) Military identification card (for sponsor and dependents)
- (2) PCS travel order

(3) Passports

(4) Tickets from CTO

E-5. Osan AB AMC Passenger Terminal Amenities

Osan's passenger terminal offers the following amenities for all travelers while waiting to board the PATRIOT EXPRESS. Consult with an AMC passenger service agent for specific requirements not listed below.

a. Special Category Lounge: primarily used by those passengers with the intent to travel in the ranks of O-6 (or civilian equivalent) and above. Additionally, use of the lounge is extended to all E-9, CWO-5, MMO, Blue Bark, Coin Assist, Medal of Honor Recipients, and Next of Kin (NOK) of Very Seriously Ill (VSI) passengers with the intent to travel.

b. Family lounge

c. Computer access

d. Wireless internet connectivity



F-5. Kunsan AB AMC Passenger Terminal Amenities. Kunsan's passenger terminal offers the following amenities for all travelers while waiting to board the PATRIOT EXPRESS. Consult with an AMC passenger service agent for specific requirements not listed below.

- a. Wheel chair service
- b. Baby changing station in lady's restroom

## **Appendix G**

### **Space Available Travel Aboard PATRIOT EXPRESS**

PATRIOT EXPRESS offers space available travel opportunities to Japan and Seattle-Tacoma for free or a nominal price to eligible travelers. Specific information on space available travel can be found by referencing DoD Regulation 4515.13R, Air Transportation Eligibility. The following provides general information pertinent to Osan AB and Kunsan AB, Republic of Korea.

#### G-1. Signing up for Space Available Travel on the PATRIOT EXPRESS

Two options are available for registering for Space-A; in-person or by fax/email.

a. Travelers can register in person at the Osan AB AMC Passenger Terminal by speaking directly with a passenger service agent.

b. Travelers can send an e-mail or fax their request to the passenger terminal at [osanspacea@osan.af.mil](mailto:osanspacea@osan.af.mil) or DSN: 784-1128. All appropriate documentation must be attached in the email/presented at time of sign up. Information and sample letters are available at the following website: <http://www.osan.af.mil/units/731stairmobilitysquadron.asp>.

#### G-2. Space Available Travel Information for Day of Departure

Space Available seats are normally identified as early as 3-4 hours and as late as 30 minutes prior to PATRIOT EXPRESS departure. Recommend that travelers wishing to travel via Space Available travel arrive at the designated passenger terminal show times and immediately check with the passenger service center for the space available show time. Passengers must have all required documentation in hand and should be ready for immediate processing and boarding.

*NOTE 1:* Space available eligible travelers may not use their privilege for personal gain or in connection with business enterprises or employment. Space Available travel may not be used to establish a home or when international or theater restrictions prohibit such travel.

*NOTE 2:* Space Available passengers are not authorized excess baggage.

#### G-3. Space Available Travel Costs

The PATRIOT EXPRESS charges a nominal airport landing fee to Space Available customers flying to and from the Continental United States (specifically Seattle-Tacoma International Airport). Cost to travelers to fly space available on the PATRIOT EXPRESS is subject to change. Current fees are listed below:

- a. Travel to/from Korea to Japan (Misawa and Yokota AB): No cost
- b. Travel from Korea to Seattle-Tacoma: \$29.10 per Space Available traveler
- c. Travel from Seattle-Tacoma to Korea: \$16.10 per Space Available traveler

#### G-4. Space Available Travel Categories

##### a. Category I:

- (1) Required items: Emergency leave orders and Identification Card
- (2) Emergency travel on a round-trip basis in connection with serious illness, death, or impending death of a member of the immediate family of the following:

- (a) United States citizen civilian employees of the DoD stationed overseas.
- (b) Full-time, paid personnel of the American Red Cross serving with United States military services overseas.
- (c) Uniformed service family members whose sponsors are stationed within the Continental United States (CONUS) and the emergency exists overseas.
- (d) Family members of United States citizen civilian employees of the DoD when both sponsor and dependents are stationed overseas at the same location.

**b. Category II:**

- (1) Required items: Environmental and Morale Leave form; leave order; identification card.
- (2) Sponsors on environmental and morale leave (EML) and accompanied family members.
- (3) DoD Dependent School (DoDDS) teachers and their accompanied family members in EML status during school year holiday or vacation periods.

**c. Category III:**

- (1) Required items: Leave order and identification card
- (2) Members of the uniformed services in an ordinary or re-enlistment leave status and uniformed services patients on convalescent leave. Members on convalescent leave may not travel overseas unless their leave form is so annotated.
- (3) Military personnel traveling on permissive temporary duty (TDY) orders for house hunting. If the permissive TDY is for the purpose of permanent change of station house hunting, the member travels in Category III and can be accompanied by one family member.
- (4) Dependents of military members deployed for more than 365 consecutive days.
- (5) Bona fide family members (up to age 23 with a valid identification card) of a service member of the uniformed services when accompanied by their sponsor who is in an ordinary leave status within overseas areas between overseas stations and air terminals in the CONUS.
- (6) This privilege does not apply to travel of dependents to or from a sponsor's restricted or unaccompanied tour location or to travel in a leave status to or from TDY locations. It applies only to round-trip travel to an overseas area or the CONUS with the sponsor. DoD 4515.13-R restricts use of these privileges to establish a home for family members in an overseas area or the CONUS.
- (7) Foreign exchange service members on permanent duty with the DoD, when in a leave status.

**d. Category IV:**

- (1) Required items: Identification card; memorandum for record for command-sponsored

traveler under EML (unaccompanied dependent must be on PCS orders as command-sponsored)

(2) Dependents of military members deployed for more than 120 consecutive days.

(3) Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML.

(4) DoDDs teachers or family members (accompanied or unaccompanied) in an EML status during summer break.

**e. Category V:**

(1) Required items: Identification card; memorandum for record for command/non-command sponsored traveler (dependent must be on PCS orders as command sponsored or he/she will travel as non-command sponsored)

(2) Unaccompanied Command-sponsored dependents.

(3) Students whose sponsor is stationed in Alaska or Hawaii.

(4) Students enrolled in a trade school in the CONUS when the sponsor is stationed overseas.

(5) Military personnel traveling on permissive TDY orders for other than house hunting.

**f. Category VI:**

(1) Required item: Identification card

(2) National Guard/Reserve components/members of the Ready Reserve and members of the Standby Reserve who are on the Active Status List.

(3) Retired military members who are issued DD Form 2S(RET), and eligible to receive retired or retainer pay.

(4) Family members (with a valid identification card) of retired members when accompanied by a sponsor.

## **Appendix H**

### **Pet Travel To and From Korea**

Pets (dogs and cats) are currently not allowed to enter or depart from the Republic of Korea (ROK) aboard PATRIOT EXPRESS missions. Incheon International Airport is the only authorized port of entry for pets.

This issue is being worked and this regulation will be amended once pet service to and from Korea aboard the PATRIOT EXPRESS is approved.

## **Appendix I**

### **Contingency Situations/Notification Procedures to Customers**

PATRIOT EXPRESS service to and from the Republic of Korea is regular and predictable. Processing times and conditions at Osan AB and Kunsan AB's AMC Passenger Terminals are equally routine. Delays to PATRIOT EXPRESS missions do happen, however, and occasionally primary runways are closed for extended periods due to repair efforts. When these events happen the following notification procedures will be implemented.

#### I-1. Short notice/short term delays

Examples include a delay in PATRIOT EXPRESS mission arrival or departure. These conditions usually occur due to maintenance or weather delays. In these instances every effort will be made to communicate the situation to customers as follows:

- a. Osan and Kunsan AB AMC Passenger Terminals will post the delay on their marquee and apprise customers of new check-in/departure times.
- b. Customer Ticket Offices will be notified and pass this information, along with AMC passenger terminal phone numbers, to travelers picking up their tickets.
- c. Billeting at Osan AB and Kunsan AB will post information on the delay in their lobby.
- d. The 731 AMS will post delay information on the Commander's Channel and have the delay run at the bottom of AFN television broadcasts.
- e. USFK J4 will update the PATRIOT EXPRESS USFK Website with delay information.
- f. USFK J4 will notify garrison commanders for their situational awareness.

#### I-2. Extended notice of delays/major impacts to PATRIOT EXPRESS service

Examples include runway closures affecting the arrival and departure of PATRIOT EXPRESS missions. In these instances the following events will occur:

- a. The 51 Fighter Wing and 8 Fighter Wing will notify the 731 Air Mobility Squadron (AMS) of any upcoming situations that will impact PATRIOT EXPRESS arrivals and departures.
- b. 731 AMS will ensure the 515 Air Mobility Operations Group (AMOG), based at Yokota AB, Japan, is apprised of the situation.
- c. 731 AMS will ensure USFK/J4, Yongsan United States Army Garrison, is apprised of the situation.
- d. 731 AMS will develop a Concept of Operation Plan, as applicable, to ensure continued operations during the event.
- e. USFK/J4 will host PATRIOT EXPRESS Joint Working Group to ensure all key agencies involved with these missions are apprised of and able to respond to the event.
- f. USFK/J4 will author and publish an Effects Fragmentary Order (EFO) to ensure all USFK leadership and service components across the Korean peninsula are apprised of and able to respond to the event.

## **Glossary**

### **Section I. Abbreviations**

AFI	Air Force Instructions
AFN	Armed Forces Network
AMC	Air Mobility Command
AMOG	Air Mobility Operations Group
AMS	Air Mobility Squadron
AOR	Area of Responsibility
AR	Army Regulations
CIC	Customer Identification Code
CTO	Commercial Ticket Office
DEROS	Date Eligible for Return from Overseas
DoD	Department of Defense
DTMO	Defense Travel Management Office
DTR	Defense Travel Regulation
DTS	Defense Travel System
ETP	Exception to Policy
FW	Fighter Wing
GATES	Global Air Transportation Execution System
IMCOM-Pacific	Installation Management Command – Pacific
LNO	Liaison Officer
PAO	Public Affairs Officer
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PMO	Provost Marshal Office
PNR	Passenger Name Record

ROK	Republic of Korea
SOFA	Status of Forces Agreement
TDY	Temporary Duty
USAG	U.S. Army Garrison
USFK	United States Forces Korea
USPACOM	United States Pacific Command
USTRANSCOM	United States Transportation Command

## Section II. Special Terms

**Circuitous Travel.** Travel authorized to or from an OCONUS Permanent Duty Station (PDS) to a new PDS by a route other than the most direct Commercial Travel Office-contracted route. Reimbursement to the traveler is limited to the cost of the most direct route.

**Exception to Policy.** A signed memorandum from the traveler's commander (O-6 or above); designated administrative officer (minimum O-5); or civilian equivalent which states that the traveler (and his/her dependents, if applicable) cannot travel via PATRIOT EXPRESS due to one of three reasons:

- a. Negative Critical Impact to Mission.
- b. Medical. Travel via PE will cause undue hardship or trauma due to a medically documented physical, mental, or emotional condition.
- c. Pets. Currently, pets may not enter/depart Korea through the Osan AB AMC passenger terminal. The Korean Government has designated Incheon International Airport as the only Point of Embarkation/Debarcation for animals. While no ETP is required in this instance, proof of pet ownership must be presented to the commercial ticket office at time of booking tickets.

**Installation Management Command – Pacific (Korea Office).** Responsible for the operation of Commercial Ticket Offices in Korea. Ensures PATRIOT EXPRESS tickets and follow-on flights are issued to personnel traveling in an official capacity.

**Official Travel:** A sponsor (service member or DoD civilian) and dependents (if applicable) traveling on official duty orders.

**Passenger Service Agent.** Primary agent to call/report to at Osan and Kunsan Air Base AMC Passenger Terminals for questions on flight status, proper documentation required, and processing procedures.

**PATRIOT EXPRESS.** PATRIOT EXPRESS is a United States Transportation Command (USTRANSCOM) and Air Mobility Command (AMC) commercial air contracted service.

**PATRIOT EXPRESS Joint Working Group.** A forum hosted by USFK/J4. This group will convene semi-annually and as required to address issues regarding PATRIOT EXPRESS service to the Republic of Korea.

**Space Available Travel.** A traveler who qualifies for one of the six space available categories detailed in appendix G. This traveler will be able to fly free, or for a nominal price, aboard the PATRIOT EXPRESS provided seats are available.