

Procedure for Movement of
Freight By Air

ovement of

10000/148/925
mar '45

GH. CEF
H. MOVEMENTS
NOV 7

REF:- NOV 7/0115

SUBJECT: Application for movement by air of Personnel and Freight.

TO : All Concerned

1. The Air Ministry have brought into operation a system for raising charges on passengers and freight carried on RAF Transport Command aircraft. It is therefore necessary to commence immediately a revised procedure of Application for air space from all branches of the Service. All previous instructions are hereby cancelled.

2. To comply with the foregoing and standardise the use and routing of the new forms now issued, the following will apply.

These forms, copies of which are attached, are as follows:

For Passengers: (a) Pro Form "Application for Movement Orders and Air Passage"
(b) Air Movement Authority "RAF Form 2767"
(to be issued by Air Screening Agencies).
(c) RAF Form 2768

For Freight : (a) Pro Form "Application for Air Freight".
(b) RAF Form 1380

3. PASSENGERS

Applicant will complete 'Pro Forms' (Application for Movement Orders and Air Passage) in duplicate and forward same to the appropriate Section of an Headquarters authorised to issue Air Movement Orders. After having obtained the necessary clearances, that Section will issue Air Movement Orders and forward same with one copy of 'Pro Form' to Movements Sq., Air Screening Agency. The Screening Agency, if it agrees to air travel, will recommend a priority and forward relevant documents (via the Air Priority Board Control Office) to the Air Booking Contr., where ticket (a) and movement authorities will be made available to the passenger (a).

Passengers will comply with the following documents:

- (a) Home Ticket
- (b) Air Movement Authority (RAF Form 2767)
- (c) Air Movement Orders (In Triplicate)
- (d) RAF Form 2768 (In Triplicate) ***

NOTE: Application Pro Forms (in duplicate) must be submitted in respect of each passenger.

*** - (d) - Is applicable only when passengers are returning by air and all copies will be given to the Movements Screening Agency at returning point, together with one copy of Movement Order and Return Air Priority Slip.

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4. FREIGHT

Applicant will complete "Pro Forma" (Application for Air Freight) in duplicate and forward same to the nearest Movements Air Screening Agency, who will, if Air Transport is approved, issue to applicant Sets of R.F. Form 1380 attached to one copy of application. Applicant will then complete Parts "A", "B" (except for "Recommended Priority", Signed and Dated) and Section 1 only of Part "D" of R.F. Form 1380, return copies Nos. 1, 2, 3, 4 and 6, attached to original application to the Air Screening Agency, and retain copy No. 5.

The Air Screening Agent will complete Part "B" of Form 1380 and route copies Nos 1, 2, 3 and 6 thereof (via the Air Priority Board Control Office) to the Air Booking Centre who will complete Part "C" and Section 2 of Part "D", and return Copy No. 1, to General.

Copy No. 1 will accompany Freight when called forward as indicated in Part "C".

NOTE : (a) Not more than 500 lbs or ten packages may be included on any one Form 1380, except where a single item weighs more than 500 lbs. When two or more packages comprise one consignment and are shown on one line, the weights and dimensions of each package must be identical.

(b) Where the contents of packages are inflammable, explosive or magnetic, this fact must be endorsed in RED BLOCK LETTERS across each application, together with details thereof in order that they can be correctly stowed in the aircraft.

5. FARE TRAFFIC

Charges will be raised in accordance with R.F. R.F. IT.LY Administrative Instruction (External) No. 11 dated 24 Oct 45, copies of which have been despatched to all concerned. Where applicable cash payments will be made to Accountant Officer at the R.F. Booking Centre or Air Terminal.

It is essential that Sponsoring Branches complete "Pro Forma" "Application for Air Passage" and "Application for Air Freight" and R.F. Form 1380 with great care, as they will be directly responsible to R.F. Transport Command on all questions covering Charges.

M. M. L.
Brigadier,
DUG (Mov & Tr)

1 Nov 45

3224

"210 FOR 111"

APPLICATION FOR MOVEMENT ORDERS AND AIR PASSAGE

Application approved.

Signed on behalf of Air
Screening Agency.TO : HQ Movements (Air Screening)
thru "4111 Branch"

1. No. Rank, Name (Block Capitals) _____
2. Relationship & address, Next-of-Kin _____
3. Religion _____ Unit, Branch of Service (Officer) or Trade (OR) _____
5. Passage required FROM _____ TO _____ Single or Return _____
- With Intermediate stops: required at (1) _____ (2) _____ (3) _____

6. Date ready to Travel _____ Is Passport in Order _____
7. Applicant holds Medical Certificate for: Yellow Fever YES/NO Date _____
 Smallpox YES/NO Date _____
 Typhus YES/NO Date _____
 Subonic Plague YES/NO Date _____
 Cholera YES/NO Date _____
 Syphilis YES/NO Date _____
 Tetanus YES/NO Date _____
- Only to be completed for
travel out of theatre.

8. Latest date required to reach destination _____
9. Reason for journey (i.e. Posting T/D or attachment). Not applicable to Civil
 Depts _____
10. Urgency of Passage. State full details. PRIORITY IS ASSESSED ON THE INFORMATION
 SUPPLIED TO THIS QUESTION.

11. Excess baggage required and reason (see Note 3 Overload) _____
12. Applicant to be contacted at (Telephone number only) _____
13. Cost of passage is (complete (a), (b) or (c) as necessary)

(a) Chargeable to _____
 (Note: No charges are made for any "outfitting" UK Government Department
 traffic originating or terminating in the USA and carried on 22.
 P.O. & C. Transatlantic (Boeing) Service.)

Tunis/Department

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5. Passage required from _____ to _____ Single or Return _____
6. With Intermediate stops: required at (1) _____ (2) _____ (3) _____
6. Date ready to Travel _____ Is Passport in Order _____
7. Applicant holds Medical Certificate for: Yellow Fever _____ YES/NO Date _____
 Cholera _____ YES/NO Date _____
 Typhoid _____ YES/NO Date _____
 Submarine Plague _____ YES/NO Date _____
 Smallpox _____ YES/NO Date _____
 Only to be completed for travel out of theatre.
8. Latest date required to reach destination _____
9. Reason for journey (i.e. Posting T/D or attachment). Not applicable to Civil _____
10. Urgency of Passage. State full details. PRIORITY IS ASSESSED ON THE INFORMATION SUPPLIED TO THIS QUESTION. _____
11. Excess baggage required and reason (see Note 3 Overload) _____
12. Applicant to be contacted at (Telephone number only) _____
13. Cost of passage is (complete (a), (b) or (c) as necessary)
- (a) Chargeable to _____ Funds/Department _____
 (Note: No charges are paid for any "outfitting" or Government Department traffic originating or terminating in the USA and carried on D.O.A.C. Transatlantic (Boeing) Service.) 3221
- (b) Chargeable to _____ Allied Armed Forces, _____
 If "Mutual aid" please state so _____
- (c) Not chargeable to Government Funds but recoverable from _____
- Name _____ Address _____
14. I certify that all information supplied in above paragraphs is correct and that this branch will be responsible to the N.A.T. Transport Council on all questions of Charges.
- Sponsoring Branch _____ Signature _____ Date _____
 Rank & Branch of Service _____

CLEARANCES

TO _____	SECTION _____	DATE _____	Signature _____
TO _____	SECTION _____	DATE _____	Signature _____
TO _____	SECTION _____	DATE _____	Signature _____
TO _____	SECTION _____	DATE _____	Signature _____
TO _____	SECTION _____	DATE _____	Signature _____
TO _____	SECTION _____	DATE _____	Signature _____

TICKETS

1. Two copies of this form to be submitted by the sponsoring Authority to the Air Screening Agency for acceptance and approval.

2. Movement Authority.

No ticket will be issued by the Air Booking Centre unless the passenger is in possession of Identity Papers, Medical Certificate, and Passport (where necessary) and an Air Movement Authority.

3. Baggage Allowance.

The normal maximum personal baggage allowed to be carried by Air to all destinations is 65 lbs with following exceptions:

1. Flag Officers, General Officers, Air Officers and Heads of Missions on first taking up or relinquishing their appointments, will be permitted a total baggage allowance not exceeding 100 lbs.

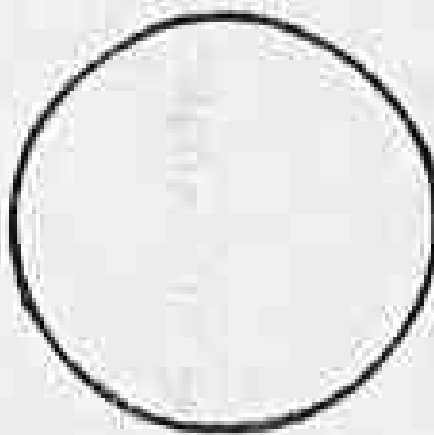
2. Moscow & China - Maximum allowance 110 lbs

3. Sweden - " " 23 lbs

Any excess baggage over the normal allowance for Publications, Tool Kits etc must be claimed at the time of making application for air passage. Air Crew personnel employed on Operations are allowed an additional 11 lbs to cover flying clothing. This should be claimed when completing application.

APPLICATION FOR AIR PASSAGE.

R.A.F. FORM No. 2768.



To be stamped
by Sponsoring
Dept.

Application approved
PRIORITY.

A.P.B. Ref.	
T. Cd. Ref.	

To: The Secretary,
Air Priorities Board,

Signed on behalf of Air Priorities Board.

1. No., Rank, Name (Block Capitals) ...	FROM ... TO ...
2. Relationship and Address Next-of-Kin ...	
3. Religion ...	
4. Unit, Branch of Service (Officers) or Trade (other ranks) ...	
5. Passage required ...	With intermediate stops required at: 1st ... 2nd ... 3rd ...
6. (a) Date ready to travel ... (b) Is passport in order? ...	
7. Applicant holds Medical Certificate for :- Yellow Fever Yes/No Date ... Smallpox Yes/No Date ... Typhus Yes/No Date ... Bubonic Plague Yes/No Date ...	Cholera Yes/No Date ... Typhoid Yes/No Date ... Tetanus Yes/No Date ...
8. Latest date required to reach destination ...	
9. Reason for journey (i.e. posting T/D or attachment). Not applicable to Civil Depts ...	
10. Urgency of Passage. State full details. Priority is assessed on the information supplied to this question.	
11. Excess Baggage required and reason (see Note 4 overleaf) ...	3229
12. Applicant to be contacted at (Telephone Num-	

2. Relationship and Address Next-of-Kin	FROM		TO	
3. Religion	With intermediate stops required at:		1st	
4. Unit, Branch of Service (Officers) or Trade (other ranks)			2nd	
5. Passage required			3rd	
6. (a) Date ready to travel (b) Is passport in order?				
7. Applicant holds Medical Certificate for:- Yellow Fever Yes/No Date Smallpox Yes/No Date Typhus Yes/No Date Bubonic Plague Yes/No Date	Cholera Yes/No Date Typhoid Yes/No Date Tetanus Yes/No Date			
8. Latest date required to reach destination				
9. Reason for journey (i.e. posting T/D or attachment). Not applicable to Civil Depts.				
10. Urgency of Passage. State full details. Priority is assessed on the information supplied to this question.				
11. Excess Baggage required and reason (see Note 4 overleaf)	3229			
12. Applicant to be contacted at (Telephone Number only)				
13. Cost of Passage is (complete (a), (b) or (c) as necessary) (a) Chargeable to (b) Chargeable to (c) Not chargeable to Government Funds but recoverable from:- If "Mutual Aid" please state so	Funds/Department Allied Armed Forces.			
14. Name of Sponsoring Branch or Dept.	Name	Address	Priority recommended	Signature Date

APPLICATION FOR AIR PASSAGE

NOTES.

1. THREE copies of this form to be submitted by the sponsoring authority to The Secretary, Air Priorities Board for acceptance and approval.

2. Priorities.

- Priority 1 — Immediate.
 Priority 2 — Urgent.
 Priority 3 — Important.
 Priority 4 — Desirable.

3. Movement Authority.

No ticket will be issued by the Air Booking Centre unless the passenger is in possession of identity papers, medical certificate, and passport (where necessary) and an Air Movement Authority.

4. Baggage Allowance.

The normal maximum personal baggage allowed to be carried by air to all overseas destinations is 65 lbs. with following exceptions —

Moscow and China — maximum allowance 110 lbs.

Sweden — " " 33 lbs.

Any excess baggage over the normal allowance for Publications, Tool Kits, etc. must be claimed at the time of making application for air passage. Air crew personnel employed on operations are allowed an additional 41 lbs. to cover flying clothing. This should be claimed when completing application.

No ticket will be issued by the Air Booking Centre unless the passenger is in possession of identity papers, medical certificate, and passport (where necessary) and an Air Movement Authority.

4. Baggage Allowance.

The normal maximum personal baggage allowed to be carried by air to all overseas destinations is 65 lbs. with following exceptions:—

Moscow and China — maximum allowance 110 lbs.

Sweden — " " 33 lbs.

Any excess baggage over the normal allowance for Publications, Tool Kits, etc. must be claimed at the time of making application for air passage. Air crew personnel employed on operations are allowed an additional 41 lbs. to cover flying clothing. This should be claimed when completing application.

AIR MOVEMENT AUTHORITY

R.A.F. Form No. 2767

65591**IMPORTANT:** This form is to be retained *en route* and handed in to the Security Control Officer at the airfield at final destination.

The undermentioned is authorised to travel by air on *Posting / Temporary Duty / Cessation of Temporary Duty / Attachment / Cessation of Attachment / Leave.

From (Place) To (See overleaf)

For duty at

Authority
(Reference or Record Office Draft No.)

Service Number	Rank	Name and Initials	Status, Branch of Service or Trade	Department, Parent Unit or Command	Passport or Identity Card Number	Weight of Baggage Allowed

The cost of the above flight is:—

* (a) Chargeable to Funds / Department
 (Note: No charges are made for any "entitled" U.K. Government Department traffic originating or terminating in the U.S.A. and carried on B.O.A.C. Transatlantic (Boeing) Service.)

* (b) Chargeable to Allied Armed Forces.

If "Mutual Aid" please state so

* (c) Not chargeable to Government Funds but recoverable from

Name

Address

Unit Stamp and Date.

Signature

*(Delete which is not applicable).

This authority is only valid provided that the holder is in possession of identity documents, and where necessary, leave form or in the case of a civilian, Immigration Permit. If onward passage by air is not available and it is necessary to use other forms of transport, this authority will hold good after suitable annotation by the Movement Authority.

WPRO FORM 14

APPLICATION FOR AIR FREIGHT.
(To be submitted in Duplicate)

TO : Requirements (Air Screening)

Approved _____

Air Screening Agency _____

1. CONSIGNOR _____ 2. Tel. No. of Consignor _____

3. CONSIGNEE _____

4. FROM _____ TO _____

5. DESCRIPTION OF STORES _____

6. WEIGHT OF EACH PACKAGE _____

No. of Packages _____ Total Weight _____ lbs

7. DATE AVAILABLE FOR DESPATCH _____ LATEST ARRIVAL DATE _____

8. Reasons for request. State full details. PRIORITY IS ASSESSED ON THE
INFORMATION SUPPLIED TO THIS QUESTION _____

_____10. A. Chargeable to _____ Funds.
(Dept. Govt etc) Through Air Ministry (T.3(9))

B. Not chargeable to Government Funds but recoverable from :-

Name _____ Address _____

11. I certify that all information supplied in above paragraphs is correct
and also that this Branch will be responsible to the R.A.F. Transport
Command on all questions of Charges.

Sponsoring Branch _____ Signature _____

" " Tel. No. _____ Rank & Branch of Service _____

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AIR FREIGHT APPLICATION FORM AND WAYBILL		PRIORITY	Freight Identity Number
R.A.F. Form 1380. COPY NUMBER 1	Serial No.	Air Freight Application No.:	
PART A DETAILS OF CONSIGNMENT.			
No. of Packages	Type of Packages	Case Serial Numbers	DESCRIPTION OF CONTENTS
TOTAL NUMBER OF PACKAGES			TOTAL WEIGHT OF CONSIGNMENT
PART B CONSIGNOR'S APPLICATION FOR CARRIAGE.		PART C— Calling Forward Instructions	
CONSIGNOR:	Consignor's Reference Recommended Priority Signed Date	CONSIGNEE: The freight identity number and priority shown above must be clearly marked on each package. If there is more than one package in the consignment each package must additionally be marked with a sub-number, i.e. (..... / 1, etc.) The packages must then be sent together with Copy No. 1 of the Form 1380 to:—	
PART D FOR USE OF ACCOUNTS.		E Despatch Details	
SECTION 1 (to be completed by sponsor). Cost involved is:		Fil. No.:	
A. Chargeable to Funds (DEPT. GOVERNMENT, Etc.) THROUGH AIR MINISTRY (F.3 (h))		Date	
B. Not chargeable to Government Funds but recoverable from:—		To:	
Name Address		Manifest Serial No.	
Signature of Sponsor		Received on	
SECTION 2 (Completed by Carrier) Amount of Charge is:		From	
..... lbs. kilos. Rate per kilo.		Consignee Notified	
£ s d.		PHONE/POSTAGRAM/SIGNAL.	
Manifest Serial No.		Person Informed	
Items Delivered to		Date and Time	
Signed		Init. of Informant	
Unit		NAME (Block Letters)	
Date		Signed	

IMPORTANT.—In all cases where application is made in respect of "non-entitled" freight (i.e. freight for which a charge for carriage is made) invoices for goods must accompany this form. The invoices will be forwarded to the Consignee with the consignee's copy of Form 1380.

CONDITIONS OF CARRIAGE.

The Secretary of State for Air, the Air Council, any officer or airman of the Royal Air Force and any other servant or any agent of the Crown shall be under no liability in respect of or arising out of the carriage of the goods consigned and such carriage is subject to the condition that the Consignor of the goods shall not make any claim against the Crown or any servant or agent of the crown for compensation or damages in respect of any loss of damage to or any delay in the carriage of the said goods whether caused or occasioned directly or indirectly by the act, neglect or default of any servant or agent of the Crown or otherwise howsoever and will hold the Crown and every servant or agent of the Crown indemnified against any such claim by any other person.

R.A.F. Form 1380.		AIR FREIGHT			PRIORITY	Freight Identity Number	
COPY NUMBER		APPLICATION FORM AND WAYBILL.					
2		Serial No.	Air Freight Application No.:			Destination Airfield	
PART A DETAILS OF CONSIGNMENT.							
No. of Packages	Type of Packages	Case Serial Numbers	DESCRIPTION OF CONTENTS	Package Weight (lb)	Consignment Weight (lbs)	Dimensions (in inches)	
TOTAL NUMBER OF PACKAGES				TOTAL WEIGHT OF CONSIGNMENT			
PART B CONSIGNOR'S APPLICATION FOR CARRIAGE.				PART C— Calling Forward Instructions			
CONSIGNOR:		Consignor's Reference		The freight identity number and priority shown above must be clearly marked on each package. If there is more than one package in the consignment each package must additionally be marked with a sub-number, i.e. (..... / 1, etc.) The packages must then be sent together with Copy No. 1 of the form 1380 to:—			
		Recommended Priority					
		Signed					
		Date					
PART D FOR USE OF ACCOUNTS.				E Despatch Details		F For Use At Destination Airfield	
SECTION 1 (to be completed by sponsor).		SECTION 2 (Completed by Carrier)		Fit. No.:		Received on	
Cost involved is:		Amount of Charge is:		Date		Fit. No. Date	
A. Chargeable to _____ Funds (DEPT. GOVERNMENT, Etc.) THROUGH AIR MINISTRY (F.3 (h))		 lbs.		To:-		From: Manifest Ser. No.	
B. Not chargeable to Government Funds but recoverable from:—		= kilos.		Manifest Serial No.		Consignee Notified	
Name _____		Rate per kilo.		Items Delivered to:		PHONE/POSTAGRAM/SIGNAL	
Address _____		£ s. d.				Person Informed	
Signature of Sponsor _____						Date and Time Int. of Informant	
						NAME (Block Letters)	
						Signed	
						Unit	
						Date	

IMPORTANT.—In all cases where application is made in respect of "non-exempted" freight (i.e. freight for which a charge for carriage is made) invoices for goods must accompany this form. The invoices will be forwarded to the Consignee with the consignee's copy of Form 1380.

FY

APPENDIX 'A'PASSENGERS AND FREIGHT CONVEYED IN AIRCRAFT OF TRANSPORT COMMAND1. Claims will not be raised in respect of:-

- (a) Passengers or freight, the carriage of which would normally be a charge against the funds of one of the following British Government Departments, being Departments wholly financed from the Vote of Credit:-

Admiralty
 Air Ministry
 Ministry of Aircraft Production
 " " Food
 " " Fuel and Power
 " " Information
 Postal and Telegraph Censorship Department
 Ministry of Production
 " " Supply
 War Damage Commission
 War Office
 Ministry of War Transport

- (b) Passengers or freight on account of:-

India Office or High Commissioner for India
 Burma Office or High Commissioner for Burma

when the application is endorsed by the department:-
 "Chargeable to Government Funds". (See also para. 2(b) below).

- (c) Traffic on account of the Armed Forces of the following Allied Governments with whom reciprocal or mutual aid agreements have been made, where the traffic is stated by the sponsoring Allied Authority to be eligible for reciprocal or mutual aid:-

U.S.A.	Poland
Greece	Netherlands
Czechoslovakia	Belgium
France	Norway

Record of the cost of such traffic is to be maintained in accordance with the general instructions on the subject.

2. Claims will be raised or charges made (as appropriate) in respect of the carriage of passengers, freight, official correspondence and diplomatic bags on account of:-

- (a) British Government Departments which are not financed from the Vote of Credit, i.e., Departments other than those specified in para. 1(a) above.

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- (b) India Office or High Commissioner for India, Burma Office or High Commissioner for Burma, when the application is endorsed:- "Chargeable to Indian (or Burmese) Revenue," (See also para. 1(b) above).
- (c) Other bodies or individuals, not included in the above categories, e.g.:-
 - (i) Dominion and Colonial Authorities - except R.A.A.F. and R.N.Z.A.F. personnel serving with the R.A.F. (This exception does not include R.A.A.F. and R.N.Z.A.F. Overseas Headquarters personnel.)
 - (ii) Allied and Foreign Governments - except Allied traffic eligible for Reciprocal or Mutual Aid under para. 1(c) above.
 - (iii) U.N.R.R.A.
 - (iv) N.A.A.F.I.
 - (v) Welfare organisations and E.N.S.A.
 - (vi) Contractors and other commercial undertakings; and private persons generally.

Charges in respect of (v) and (vi) will be collected before the passenger or freight is emplaned

G.81000(A)

APPENDIX 'B'CARRIAGE OF FARE-PAYING PASSENGERS AND FREIGHT BY R.A.F. TRANSPORT
COMMAND - SUPPLEMENTARY DETAILS.

Application forms. All applications for air space will be made on official R.A.F. forms 2768 (for passengers) and 1380 (for freight).

Fares and Freight Rates

2. The passenger fares and the rates for freight and diplomatic bags correspond with B.O.A.C. rates where these exist; where no B.O.A.C. passenger rates have been fixed, fares have been calculated at the U.S.A.T.C. rate of 7.2d per passenger mile.

Passenger Tickets

3. All passengers, whether fare-paying or not, will in future be issued with a ticket, on the reverse of which the conditions of carriage will be printed. Tickets of fare-paying passengers will show the fare to be paid and all tickets will indicate the weight of baggage carried, the weight of excess baggage and the excess baggage charges to be paid.

4. In the case of a passage involving Transport Command and a second carrier other than B.O.A.C., Transport Command will issue to the second carrier an Exchange Order requesting the second carrier to complete the passage without further charge to the passenger. In the case of a passenger transferred from the Command to B.O.A.C. or vice versa, the second carrier will accept the first carrier's ticket in lieu of an exchange order and will issue its own document for the on-carriage.

Baggage

5. The normal free baggage allowance on Transport Command aircraft is 65 lbs; that on B.O.A.C. is 44 lbs. (20 kilos). The free baggage allowance should not be confused with the Priority Baggage Allowance, which is the quantity of baggage approved by the Priority Authority for carriage by the passenger, irrespective of whether it shall be charged or not. Baggage carried in excess of the free baggage allowance will be charged for at the approved rates even though approved for carriage by the Priority Authority.

6. As an interim measure it has been agreed that where B.O.A.C. and Transport Command are concerned, the free baggage allowance of the first carrier shall apply throughout the whole journey. That is to say that where Transport Command is the first carrier, and B.O.A.C. the second carrier, the latter will not claim an excess payment for the difference between the 44 lbs. and 65 lbs. Where, however, the first carrier is B.O.A.C. the free baggage allowance will be 44 lbs. throughout. This agreement will apply even in those cases where the change of carrier is premeditated.

7. Entitled passengers will pay the excess baggage charge in cash for that baggage they may be permitted to carry over and above the normal quantity allowed, unless the charge for such additional baggage has been accepted by the sponsoring Department. It is to be understood that this does not authorise baggage to be carried in excess of that approved by the Priorities Authority.

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Where the first carrier is Transport Command and the second carrier not B.O.A.C., excess baggage will be baggage in excess of the free baggage allowance of the second carrier for that part of the journey undertaken on aircraft of the second carrier.

Stop-Over Expenses and Motor Transport

9. Incidental facilities such as accommodation and motor transport, i.e. facilities incidental to the flight, will be provided for fare-paying passengers under the same conditions as normally provided for official passengers under Service arrangements and fares charged for the passage will be deemed inclusive of such incidental services. In the case of joint carriage the first carrier will be responsible for stop-over expenses until the passenger is accepted by the second carrier.

Carriage of Freight

10. Application for the conveyance of freight by R.A.F. Transport Command should be made on R.A.F. form 1380 (in sextuplicate).

In view of the existence of certain preferential duty scales and in order to facilitate customs clearance by the consignee, sponsoring departments should instruct commercial consignors to attach to Form 1380 a certified invoice and any other relevant consignment documents.

Transport Command cannot undertake clearance and delivery of freight at destination; they will, however, advise consignees of the arrival of their consignment and request them to arrange clearance and collection. The B.O.A.C. have agreed that where a B.O.A.C. agent exists at the airfield of arrival he may complete all formalities on behalf of the consignee and arrange delivery.

Carriage of official correspondence and diplomatic bags

11. The carriage of diplomatic bags and official correspondence will be charged as appropriate against the departments or governments concerned.

Currency in which fares and freight rates will be quoted

12. All fares and freight rates throughout will be quoted in sterling. For purposes of collection in local currency the rates of exchange published by Air Ministry from time to time will be used.

COPY

CABLE EXTRACT

For your information revenue traffic commences on Transport Command aircraft October and sponsors are required to state on application for air passage to whom the cost is chargeable. Claims will be raised or charges made (as appropriate) in respect of all Allied and Foreign passengers freight and diplomatic bags except Allied traffic eligible for reciprocal or mutual aid.

Traffic eligible for reciprocal or mutual aid is traffic on account of the Armed Forces of USA, GREECE, CZECHOSLOVAKIA, FRANCE, POLAND, NETHERLANDS, BELGIUM, NORWAY.

Tel. 478303

HEADQUARTERS ALLIED COMMISSION
APO 394
Transportation Sub-Commission

AAC/lr

AO/200/5/Tn.3

18 July 1945

SUBJECT : Air Transport Schedule.

TO : Major OLEVITO
Director of Priorities and Traffic
CIAMPINO AIRPORT

1. Please may this office be put on the monthly Distribution list for the Air Transport Schedule.
2. Your confirmation would be appreciated.

For the Director :

CH
C.F. CONSTABLE
Major

RESTRICTED
ALLIED FORCE HEADQUARTERS
G-4 (MOV & TR)
AIR GROUP

Ref: F8

1 April 1945

SUBJECT: Amendment Number 1 to "PROCEDURE FOR MOVEMENT OF FREIGHT BY AIR", reference same as above, dated 27 March 1945.

TO : Hq Movements, ETHA For Information to:
Hq Movements, WEST ITALY, CTF
Hq Movements, 15 ARMY GROUP, CTF Hq Movements, ROME AREA
Hq Movements, CENTRAL ITALY, CTF Transportation Sub-Commission (Mov)
Hq Movements, EAST ITALY, CTF Hq Allied Commission, ROME
Hq Movements, LF & HL (GREECE) Hq Movements, BALKAN AIR FORCE/LFA
Hq Movements, FIFTH ARMY (Br Incr) CTF MLO, Land Forces Sub-Commission,
Hq Movements, EIGHTH ARMY (Rear) CTF Allied Commission, BELLA

1. Amend list of addressees to include Hq Movements FIFTH ARMY (Br Incr) CTF and Hq Movements EIGHTH ARMY (Rear) CTF for action, as above. X

2. Amend paragraph 4 as follows:

Delete -

PISA	}	15 ARMY GROUP
FLORENCE		
FORLI		

Insert -

PISA	5 ARMY (Br Incr)
FLORENCE	15 ARMY GROUP and 5 ARMY (Br Incr) X
FORLI	8 ARMY

3. Reference paragraph 3. b., delete "FREEDOM cite FHGDH" and insert "AFHQ for FHGDH".

4. Acknowledge.

Amendment

SAMUEL E. SAX,
Lt. Col., T. C.,
Head, Air Group,
for Brigadier,
D.Q.M.C. (Mov & TR).

RESTRICTED

RESTRICTED

ALLIED FORCE HEADQUARTERS

G-4 (MOV & TR)

AIR GROUP

NAH/THU

Ref. T8)

27 March 1945)

PROCEDURE FOR MOVEMENT OF FREIGHT BY AIR

TO: Air Movement Sections:-

For Information to:-

Hq Movements, BMA
 Hq Movements, WEST ITALY, CMF
 Hq Movements, 15 ARMY GP., CMF
 Hq Movements, CENTRAL ITALY, CMF
 Hq Movements, EAST ITALY, CMF
 Hq Movements, 15 ARMY (GERMAN)
 Hq MOVEMENTS, 15 ARMY (GERMAN) CMF
 Hq MOVEMENTS, 15 ARMY (GERMAN) CMF
 Hq MOVEMENTS, 15 ARMY (GERMAN) CMF

Hq Movements, FIFTH ARMY (GERMAN) CMF
 Hq Movements, EIGHTH ARMY (GERMAN) CMF
 Hq Movements, 15 ARMY (GERMAN) CMF
 Transportation Sub-Commission (Mov)
 Hq Allied Commission, HCE
 Hq Movements, BALKAN AIR FORCE/LFA
 HqO, Land Forces Sub-Commission, Allied
 Commission, BMA

1. GENERAL

These instructions are issued in order to clarify and provide uniformity in the processing of air freight applications in this theater. Further, they cancel and supersede all previous verbal, cable and letter instructions affecting such movement, and become effective on and from 1 April 1945.

Any further amendments will be referenced to this basic instruction.

2. MOVEMENT OF AIR FREIGHT INTO THIS THEATER

- All applications for movement of air freight into this theater will be made direct to G-4 (Mov & Tr) AFHQ through appropriate Staff Sections, AFHQ only.
- Mov 7 will screen and obtain air priority serials, where URGENT WARRANTS air movement, and will then despatch a signal to Movement Control Hq in originating theater, quoting serial number allotted. This signal will be repeated to the Movement Control District Hq covering destination airport in this theater.
- All addressees will render to this Hq, by daily air letter, a list of all air freight, signalling G-4 (Mov & Tr) AFHQ and quoting serial for reference purposes freight from other theaters received at airports within their respective areas.

This return will be tabulated as under:-

Date of Receipt	Air Waybill No.	Priority Serial	Excess	Weight	Actual	Consignment
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d. Priority Serials for Into-Theater freight are composed as follows:-

FROM:	Dispatching Theater Code	Priority Rating	Serial No.
U.K.	ETWA	1	1234
FROM:			2345

Hq Movements, 15 AAL (M), CMT
 Hq Movements, CENTRAL ITALY, CMT
 Hq Movements, EAST ITALY, CMT
 Hq Movements, IF & IL (REAR), CMT
 Hq Movements, FIFTH ARMY (BR. MCR) CMT
 Hq Movements, EIGHTH ARMY (REAR) CMT

1. GENERAL

These instructions are issued in order to clarify and provide uniformity in the processing of air freight applications in this theater. Further, they cancel and supercede all previous verbal, cable and letter instructions affecting such movement, and become effective on and from 1 April 1945.

Any further amendments will be referenced to this basic instruction.

2. MOVEMENT OF AIR FREIGHT INTO THIS THEATER

- All applications for movement of air freight into this theater will be made direct to G-4 (Mov & Tn) AFHQ through appropriate Staff Sections, AFHQ only.
- Mov 7 will screen and obtain air priority serials, where urgency warrants air movement, and will then despatch a signal to Movement Control Hq in originating theater, quoting serial number allotted. This signal will be repeated to the Movement Control District Hq covering destination airport in this theater.
- Movement Control, originating theater, will contact consignor and despatch air freight, signalling G-4 (Mov & Tn) AFHQ and quoting serial for reference purposes.
- All addressees will render to this Hq, by daily air letter, a list of all freight from other theaters received at airports within their respective areas.

This return will be tabulated as under:-

Date of Receipt	Air Waybill No.	Priority Serial	No. of Pkgs.	Weight	Actual Consignee
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- Priority Serials for Into-Theater freight are composed as follows:-

FROM:	Dispatching Theater Code	Priority Rating	Serial No.
U.K.	ETNA	1	1234
M.E.F.	MEMA	2	2345
Br. Army Staff, U.S.A.	MLIT	3	0123

These Serials are either stencilled on the freight, or marked on the Air Waybill.

- No air freight will be lifted into this theater without a priority serial having been allotted by G-4 (Mov & Tn) AFHQ.

3. MOVEMENT OF AIR FREIGHT ORIGINATING WITHIN THIS THEATER

a. Applications other than at AFHQ, for movement of air freight originating within this theater, will be made, as far as possible, to Movement Control District HQ as actioned above. Where this is impracticable contact will be effected with PRIORITY AND TRAFFIC OFFICERS at the respective airports.

Such applications will be screened and, where urgency warrants air movement, an air priority obtained from the Air Priorities Board representative of the Port Officer.

b. All freight will be advised forward by signal, or, where a short time factor is involved by telephone. In the latter case, signal confirmation will be given. These advice signals will be sent to (i) consignee (ii) destination airport, and where destination is outside this theater, to Movement Control HQ, receiving theater. All signals will be repeated to ~~the consignee~~ *AFHQ* *see RECORD*.

The method of obtaining this information will be arranged by individual addressees so as to conform with local conditions.

c. A return will be rendered to this HQ on the 7th, 14th, 21st and on the last day of the month by all addressees. This return will show all freight despatched from airports within their respective areas and will be sent by air-letter, tabulated as under:-

<u>DESTINATION</u>	<u>WEIGHT</u>	<u>PRIORITY</u>	<u>ORIGINATING AIRPORT</u>
4. For guidance, airports in this theater fall within the following Movement Control areas:-			
<u>AIRPORT</u>	<u>MOVEMENT CONTROL AREA</u>		
ALGIERS)	BTNA		
TUNIS)			
PALERMO)	LOVET		
CATANIA)			
NAPLES)			
ROME)			
FISA)	S ARMY (BR INR) 15 ARMY GROUP AND S ARMY (BR INR) 8 1/2 ARMY		
FLORENCE)			
FORLI)			
ANCONA)	LOVCEAT		
FOGGIA)	LOVET		
BARI)			
ATHENS)	MOV. LF 2 MIG		
SALONIKA)			

5. Acknowledge.

where destination is outside this theater, to Movement Control HQ, receiving theater. All signals will be repeated to ~~the theater~~ ^{the theater}. ^{REFNO 202 FICDPA.}

The method of obtaining this information will be arranged by individual addressees so as to conform with local conditions.

c. A return will be rendered to this Hq on the 7th, 14th, 21st and on the last day of the month by all addressees. This return will show all freight despatched from airports within their respective areas and will be sent by air-letter, tabulated as under:-

DESTINATION	WEIGHT	PRIORITY	ORIGINATING AIRPORT
-------------	--------	----------	---------------------

4. For guidance, airports in this theater fall within the following Movement Control areas:-

AIRPORT MOVEMENT CONTROL AREA

ALGIERS	}	BTNA
TUNIS		

PALERMO	}	LOVEIT
CATANIA		
NAPLES		
ROME		

S ARMY (BR 1/112)
IS ARMY GROUP AND 5 ARMY (BR 1/112)
8 1/2 ARMY

FISA	}	MOV. LE 211G
FLORENCE		
FORLI		

ANCONA	}	LOVEIT
FOGGIA		

BARI	}	MOV. LE 211G
ATHENS		

SALONIKA	}	MOV. LE 211G

5. Acknowledgo.

Samuel Cohen

SAMUEL T. SAX,
Lt. Col., T.C.,
Head, Air Group,
for Brigadier,
D.Q.M.G. (Mov 2Tn).

RESTRICTED

