

TRAFFIC
MANAGEMENT
PASSENGER
TRAVEL



Overview

- Required Documents for Flight Reservation
- Authorized Travel Locations
- Travel Options
- Pet Travel
- Helpful Tips





AUTHORIZED TRAVEL LOCATIONS

- **Next duty station**
- **Vehicle Processing Center (VPC)**
- **Port of Entry (POE)**
First international airport in route
- **COT / HOR location (OCONUS to
OCONUS ONLY)**

How to begin

- Send your orders and port call to our org box (recommended)
- (OR) Insert information through SharePoint

ORG Box: 31Irs.travel@us.af.mil

SharePoint: [Passenger Travel Access Point - Home \(dps.mil\)](#)





Travel Options

- Commercial travel
- Rotator
- Circuitous travel



PET TRAVEL

- Cat and dog ONLY
- Winter/Heat embargo (dates vary)
- Members are responsible for:
 - Shipping Expenses
 - General entry requirements
 - Health requirements
 - Complying and confirming with carriers

Non-Availability letter



DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)

5 May 2024

MEMORANDUM FOR 31 FW PERSONNEL

FROM: 31 FW INSTALLATION TRANSPORTATION OFFICER

SUBJECT: Non-Availability of United States Transportation Command (USTRANSCOM)
Contracted Airlift within Italy.

Reference: DAFI 24-602 V1, 01 February 2023, *Passenger Movement*

1. Since there is no USTRANSCOM Contracted Airlift (i.e., Patriot Express Channel Mission) to Aviano AB, Italy, there is clearly no option to accommodate members, dependents, and pets on a Patriot Express flight. Consequently, the member and pet were transported back to the states via the only available means: commercial air
2. For any questions or concerns, please contact the 31 LRS Passenger Travel Office at DSN 314-238-6302.

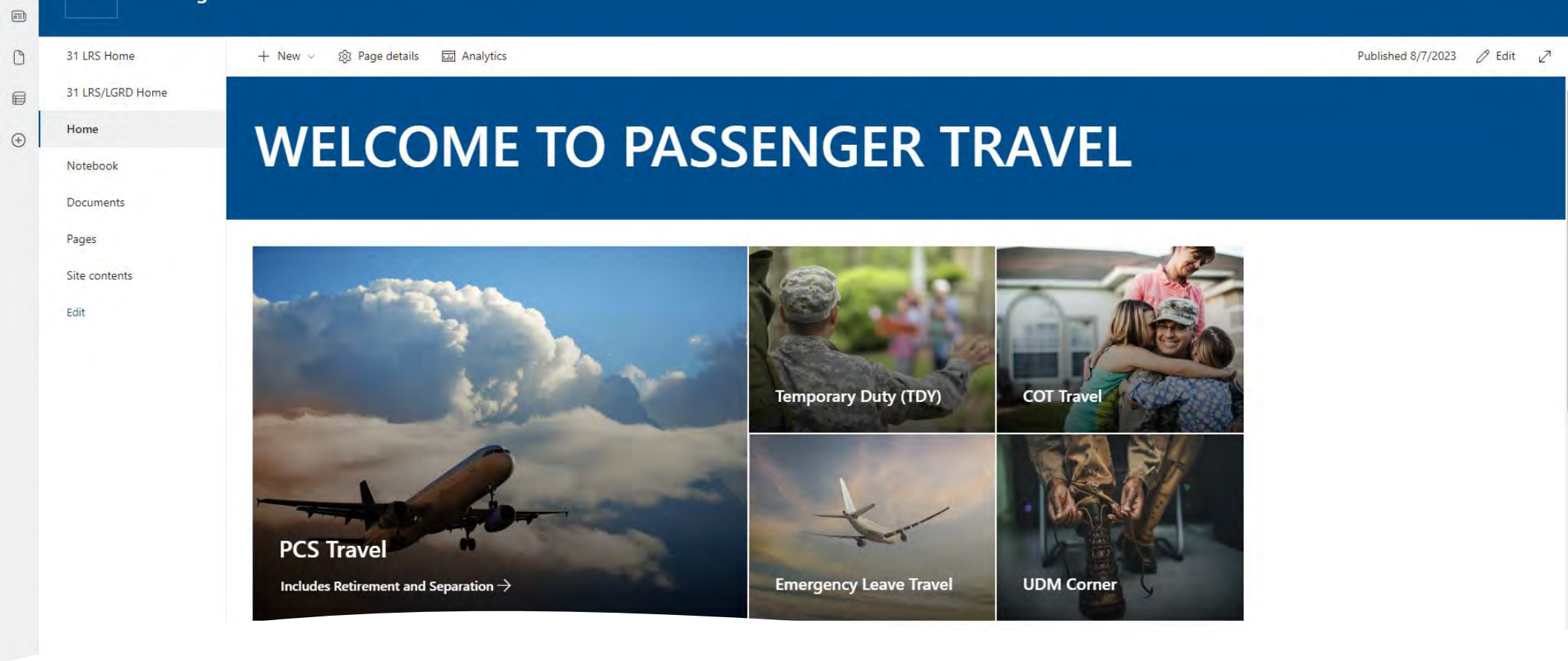
VICTORY.BRENDAN.MAT
THEW.1288947402
BRENDAN M. VICTORY, SMSgt, USAF
Installation Transportation Officer

Digitally signed by
VICTORY.BRENDAN.MATTHEW.1288947402
Date: 2024.05.10 17:26:37 +0200

Effective 10 May 24:
All members in PCS status will receive a non-availability letter from the TMO when accompanied by pets.

HELPFUL TIPS

- START REQUEST **NLT 2 WEEKS** PRIOR TO REQUESTED DEPARTURE DATE
- ENSURE YOU HAVE A PLAN FOR YOUR PETS IF WE ARE UNABLE TO ACCOMODATE
- BE AWARE OF CURRENT COVID-19 TRAVEL REQUIREMENTS/ RESTRICTIONS



PAX information SharePoint

- <https://usaf.dps.mil/sites/Aviano/31MSG/31LRS/LGRD/PassengerTravel>



PAXTRAVEL CONTACT INFO

- **Walk-in Hours: 0900-1500 M-F (Closed 3rd Thurs. of every month)**
- Email: 31lrs.travel@us.af.mil
- DSN: 632-5646

QUESTIONS?

