



AMC Rotator (Jacksonville, FL)



When arriving at Jacksonville International Airport (JIA), all arriving passengers will be processed through U.S. Customs and Border Protection Federal Inspection Site. (FIS). Unlike typical airline gates, there are no services provided IE baggage porters or wheel chair attendants. All passengers are expected to retrieve all baggage and belongings, or be accompanied by an attendant who can assist. The FIS may not be re-entered once you leave. Any baggage left behind will be sent to JIA lost and found. If any traveler needs mobility assistance, please contact NSGB AMC Terminal 48 hours prior to departure for coordination. Elevator in the FIS is reserved for those with mobility issues only, and can only be operated by a credentialed airport or USCBP employee.



NS GUANTANAMO BAY (NBW) - ANNEX EARLY CHECK-IN TIMES (Day Before Flight)



Combi Flight (NS Norfolk, VA)

Alternating Mondays

Passengers on orders/funded travel

1100 – 1730

Jamaica Flight

Every Other Tuesday

Passengers on orders/funded travel

1100 – 1730

Rotator Flight (Jacksonville, FL)

Thursdays

Passengers on orders/funded travel

1100 – 1730

Please have your ID with you for check-in

CAC for active duty ONLY

Passports for anyone other than active duty

**Call 4850 or 6408 with any questions

Important Details

Make sure to have 3 extra copies of orders

To be able to check-in, you must be in a leave status and everyone must be present



NS GUANTANAMO BAY (NBW) SHOWTIMES



ROTATOR (Jacksonville, FL)		Showtime
Passengers who did not receive a boarding pass at the Annex		0800 (0730 ferry)
Passengers who received a boarding pass with unchecked luggage		1000 (0930 ferry)
Passengers who received a boarding pass and checked all luggage		1100 (1030 ferry)
COMBI (NS Norfolk, VA)		Showtime
Passengers who did not receive a boarding pass at the Annex		0800 (0730 ferry)
Passengers who received a boarding pass with unchecked luggage		0900 (0830 ferry)
Passengers who received a boarding pass and checked all luggage		0900 (0830 ferry)
SHARK 67 (Kingston, JM)		Showtime
All passengers		0800 (0730 ferry)

All times are subject to change

AMC RESERVATIONS FOR CONTRACTOR TRAVEL

Step 1: Contact the below person(s) to request the contractor support guide for requesting AMC/Patriot Express bookings.

- * Contract agency must appoint a travel coordinator (POC) using procedures from Section 2 of the guide.

- * NAVPTO will only accept reservations from an appointed travel coordinator (POC).

- * Request for appointment as POC must be sent to kathleen.j.ordway.civ@us.navy.mil and timothy.c.suveges.civ@us.navy.mil.

- * Once the POC has been confirmed, they may request AMC flights.

Step 2: Once a travel date is identified, travel POC will fill out reservation request form following procedures of Section 4 of the guide provided.

Step 3: Collect supporting documents.

- * A Letter of Authorization (on government letterhead, and signed by the Contracting Officer administering the travelers contract) and the reservation request are required when making a reservation. An approved 5512/1 for the period of travel may be required if this is the contractor's initial entry to NSGB.

Step 4: Email request to kathleen.j.ordway.civ@us.navy.mil and timothy.c.suveges.civ@us.navy.mil following the instructions in Section 5 of the guide.

- * Email must be encrypted due to PII requirements. If a password is applied, ensure the POCs are provided the password via separate correspondence after sending the documents.

Notes:

- * Requests must be sent at least 10 working days, **but no more than 90 days prior to 1st travel date.**

- * No group requests. Only one request per email, required to establish order of precedence.

- * Use the subject line: GTMO AMC TRAVEL REQUEST FOR: (traveler's name).