

# Navy Operated AMC Air Terminal Norfolk, Virginia AEF ULN Rotation Scheduling Instructions



AEF ROTATIONS- NORFOLK

DSN 341-9912/9913

Comm. 757-341-9912/9913

AEF Norfolk Email: [paxaef@airtermnorva.navy.mil](mailto:paxaef@airtermnorva.navy.mil)



<https://ice.disa.mil/index.cfm>

<https://www.amc.af.mil/AMC-Travel-Site/Terminals/CONUS-Terminals/NS-Norfolk-Passenger-Terminal/>

## ATTENTION IDO'S

Please ensure that you continue to monitor the TPFDD and SMS for changes after your member has left home station. For member(s) experiencing problems while in route to Norfolk, please have them contact their IDO or UDM at home station for guidance. When a member arrives in Norfolk after their scheduled mission has departed, please have them contact the AEF Line to let us know they are here in Norfolk and their IDO/UDM at home station for further movement guidance. If you have any questions or require assistance, you can contact a Passenger Service representative at DSN 341-9912/9913 Commercial 757-341-9912/9913 or email [paxaef@airtermnorva.navy.mil](mailto:paxaef@airtermnorva.navy.mil). Email is recommended.

## UNIFORMS/MANIFESTING

Members traveling on “**AC**” Missions from Norfolk must travel in civilian attire. Units will go through their local TMO for booking Members on “**AC**” Missions.

Members traveling on “**AK**” Mission from Norfolk have to travel in Uniform. UDMs/IDOs do not have to submit an XMAN for Norfolk Manifesting on the “**AK**” Missions, Norfolk will pull the names and book them.

## **SHOWTIMES**

Members should be at the APOE on their ALD, ZULU time. Members can check in up to 48 hours in advance but No Later than 3 Hours prior to the flight departure. Please allow at least 6 hours between the inbound commercial flights and the Norfolk AEF departure time. If you arrive in Norfolk within 48 hours of departure and you are carrying a weapon, you can check-in your weapon and bags at the terminal. If you arrive prior to 48 hours of your departure and you have a weapon, you will need to store your weapon in the Base Armory, Building LP-50, phone number 757-444-6900.

## **BAGGAGE REQUIREMENTS**

Checked baggage for **“AC”** coded (Commercial) rotator missions is limited to two personal bags at 70 pounds per bag, any bag that weighs more than 70 pounds will be considered 2 pieces, bags that weight more than 100 pounds will not be accepted. In addition Passengers are authorized to check mobility bags (A, B, and C), and a cased weapon when required per the USAFCENT reporting instructions, the excess baggage must be annotated in your CED orders. The term **“EXCESS BAGGAGE”** as reflected on CED orders is used to allow reimbursement for charges incurred from commercial carriers for the A, B and C bags and cased weapon to the APOE, not for additional personal bags that exceed authorized allowances. You must list the number of excess baggage you are authorized.

Checked baggage for **“AK”** coded rotator missions is two personal bags at 70 pounds per bag, any bag that weighs more than 70 pounds will be considered 2 pieces, bags that weight more than 100 pounds will not be accepted. In addition Passengers are authorized to check mobility bags (A, B, and C), and a cased weapon when required per the USAFCENT reporting instructions, the number of excess baggage must be annotated in your CED orders. Passengers will not place personal items within mobility bags. Para rescue, firefighters, EOD, tactical air control party personnel (TAC-P), combat controllers, combat camera, OSI, security forces, special operation personnel, aircrew (those requiring a D-bag), Joint Expeditionary tasking (JET) Airmen and survival evasion resistance escape (SERE) personnel are authorized three additional pieces of baggage for professional. Ensure 1 copy of your CED orders must be placed in each piece of baggage. Weapons must be in a locked case appropriate for the weapon. Weapons must have a lock on each place requiring a lock. No weapons can be put in your checked baggage. No bulk or crated shipments will be accepted. If member arrives outside 48 hours of departure time with a weapon, they will need to store the weapon at the Base Armory, BLDG LP-50, and phone number (757) 444-6900 (DSN 564). Personal baggage should be limited to clothing and hygiene items and not include extraneous items such as televisions, VCRs, etc. Passengers will be responsible for disposing of any extraneous items or unauthorized baggage at their own expense. All Tuff boxes must be unlocked until after the airlines has the opportunity to inspect them. You are authorized 2 Carry-on bags, not to exceed 45 linear inches defined as length plus width plus height. One bag to stow in the overhead and one bag under your seat. If the inbound commercial airline loses your baggage you will need to contact your home unit to determine if you will be able to deploy without it. Also, ensure you notify a passenger service agent upon check-in at our terminal so we can forward bags onward to the AOR when they arrive from the International Airport. Request the commercial

airline deliver the luggage to the Navy/AMC Terminal at 8225 Patrol Road, ensure you provide all of the Lost Luggage Information to our Lost and Found Representative. Provide a copy of your CED Orders and Lost Luggage information when you check-in for your AEF Flight.

## **BILLETING PROCEDURES**

Navy Gateway Inns & Suites (formerly known as Visitors Quarters) provide transient lodging facilities for official travelers on funded government orders, and Space Available (Space "A") guests throughout the Hampton Roads area. Below are procedures you need to be aware of when traveling through the Hampton Roads area on official orders, and desire to reside off base:

If your order writing authority requires you to utilize government controlled transient quarters, you must contact Navy Gateway Inns & Suites Central Reservations Office at 877-628-9233. If transient space **is available**, official travelers (on funded government orders) are required to utilize on base lodging facilities.

For online reservations: <http://ngis.dodlodging.net>

If transient space **is unavailable** Navy Gateway Inns & Suites will direct you to the local Navy Lodge (757-489-2656). If the Navy Lodge is also at capacity, then and only then can we issue a Certificate of Non-Availability (CNA) authorizing the official traveler to reside off base.

**NOTE:** A CNA is not required when staying at the Navy Lodge.

A CNA is the only acceptable supporting document and is required for obtaining reimbursement for out of pocket lodging expenses when submitting a travel claim.

NOTE: CNA's CAN NOT be back dated.

If you are unsure of the requirement to utilize on base transient lodging facilities, please check with your order writing authority.

## **TRANSPORTATION**

Estimated cost to/from Norfolk International Airport is \$35.00 USD

DEE'S Transportation 757-305-0405

Duke's Cab 757-202-3564 ( <http://www.viginiabeachcabs.com/> )

Horseless Carriage Limousine 757-646-1700 ([FPAQUET@HCLIMO.NET](mailto:FPAQUET@HCLIMO.NET))

Coastal Ride Reservation Department 757-853-7777 ( <http://www.coastalride.com/> )

(Taxi Services Dispatched Depending On Availability: ZTrip, Yellow Cab of Norfolk, Black & White Cab of Norfolk)

James River Transportation 757-853-5466 Toll Free (1-866) 823-4626

([www.jamesrivertrans.com](http://www.jamesrivertrans.com) ) No Airport Pickup Service Available; Mini and Motor Coaches Only; 48-72 hour pre-arrangements for Group Pickups Required

ENTERPRISE RENTAL CAR (1-800) 736-8222

( <https://legacy.enterprise.com/nex/index.html> ) will drop off at Terminal upon request

(This does not constitute endorsement by AMC, the United States Air Force, or the United States Navy).