
Change No. 2

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2. Filing instructions.

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December 1, 1968.

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Chapter 38

Civil Aeronautics Board

[EFR Doc. 38-1]

AIR PRIORITIES MANUAL
FOR
CERTIFICATED ROUTE AND SUPPLEMENTAL
AIR CARRIERS AND OTHER OPERATORS OF
AIR CARRIER AIRCRAFT

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INTRODUCTION

The purpose of this Manual is to set forth the policies and procedures which will be applied, in event of a national emergency, to perform the functions of an Air Priorities System for the effective control and utilization of civil air transport resources, through the War Air Service Program (WASP).

The policies and procedures in this Manual are designed primarily to guide all those affected by, or charged with, the execution of civil air priority responsibilities. In the interest of essential global uniformity, publication of policies and procedures covering the same subjects, by field installations, is not authorized.

This document is consistent with the guidance contained in applicable Executive Orders and the policies and procedures of the Office of Emergency Planning, and has been coordinated with the Secretary of Commerce's Office of Emergency Transportation.

Use of Military Air Transport Service airlift for the movement of passenger and cargo traffic for Government agencies other than Department of Defense or for the movement of non-Government traffic is currently authorized on a reimbursable basis when all of the following apply:

1. Such use is clearly demonstrated to be in the national interest or is justified by reason of public health or safety,
2. Provision of such transportation does not result in impairment of military mission capability, and
3. Commercial transportation is not available, readily obtainable, or satisfactorily capable of meeting the requirements.

Authority to move this traffic must be obtained from the Secretary of Defense or the Secretary of the Army, the Navy, or the Air Force before it is offered for transportation.

This system of WASP Air Priorities is published in the Code of Emergency Federal Regulations.

SECTION IPLAN AND ORGANIZATION1000. GENERALa. Authority, Applicability and Effectiveness

(1) Executive Order 11090, signed by the President on February 26, 1963, assigns specific emergency preparedness functions to the Civil Aeronautics Board. Section 3.(c) thereof orders the Board to develop plans and procedures, in consonance with the general transportation planning and coordination function of the Secretary of Commerce (Executive Order 10999, Section (c)), for the administration of controls and priorities of passenger and cargo movements in connection with the utilization of air carrier aircraft for WASP purposes in an emergency.

(2) The WASP Air Priorities System, in order to be effective, must extend to all civil air transport traffic moving under the War Air Service Program.

(3) This WASP Air Priorities System will become effective upon issuance of implementing directives (Executive Order 11090 Section 5 (c)) by the Civil Aeronautics Board when authorized by the President (Executive Order 11090, Section 6).

b. Plan, Air Priorities

A system for priorities control of WASP traffic (passenger, mail, and cargo (express and freight)) is required in time of emergency because of the limitation of available civil airlift capacity and to assure that such traffic moves in accordance with its degree of urgency. Granting of priorities will be based strictly on urgency, as related to the national emergency, regardless of Government agency sponsoring the traffic.

c. Purpose

The purpose of this Manual is to set forth the total WASP air priorities plan, including the organization required for its administration.

d. Scope

The WASP Air Priorities System established by this Manual is world-wide in scope and provides for the control of all traffic moving on civil aircraft under Civil Aeronautics Board control which are within the WASP and on such other airlift as is made available through agreements covering foreign-flag air transport operations.

e. Organization

Organization for the world-wide WASP Air Priorities System, subject to possible changes in Government organization for emergency transportation, will be as indicated in the following WASP Air Priorities Plan and Organization Chart.

1010. WASP AIR PRIORITIES BOARD

a. Organization

The WASP Air Priorities Board consists of the following members:

- (1) Chairman, Civil Aeronautics Board.
- (2) Director, Office of Emergency Transportation, Department of Commerce.
- (3) Director, Transportation & Warehousing Policy, Office of the Assistant Secretary of Defense (Installations & Logistics).
- (4) Coordinator for International Aviation, Department of State.

The Chairman, Civil Aeronautics Board, is designated to serve as the Chairman of the WASP Air Priorities Board.

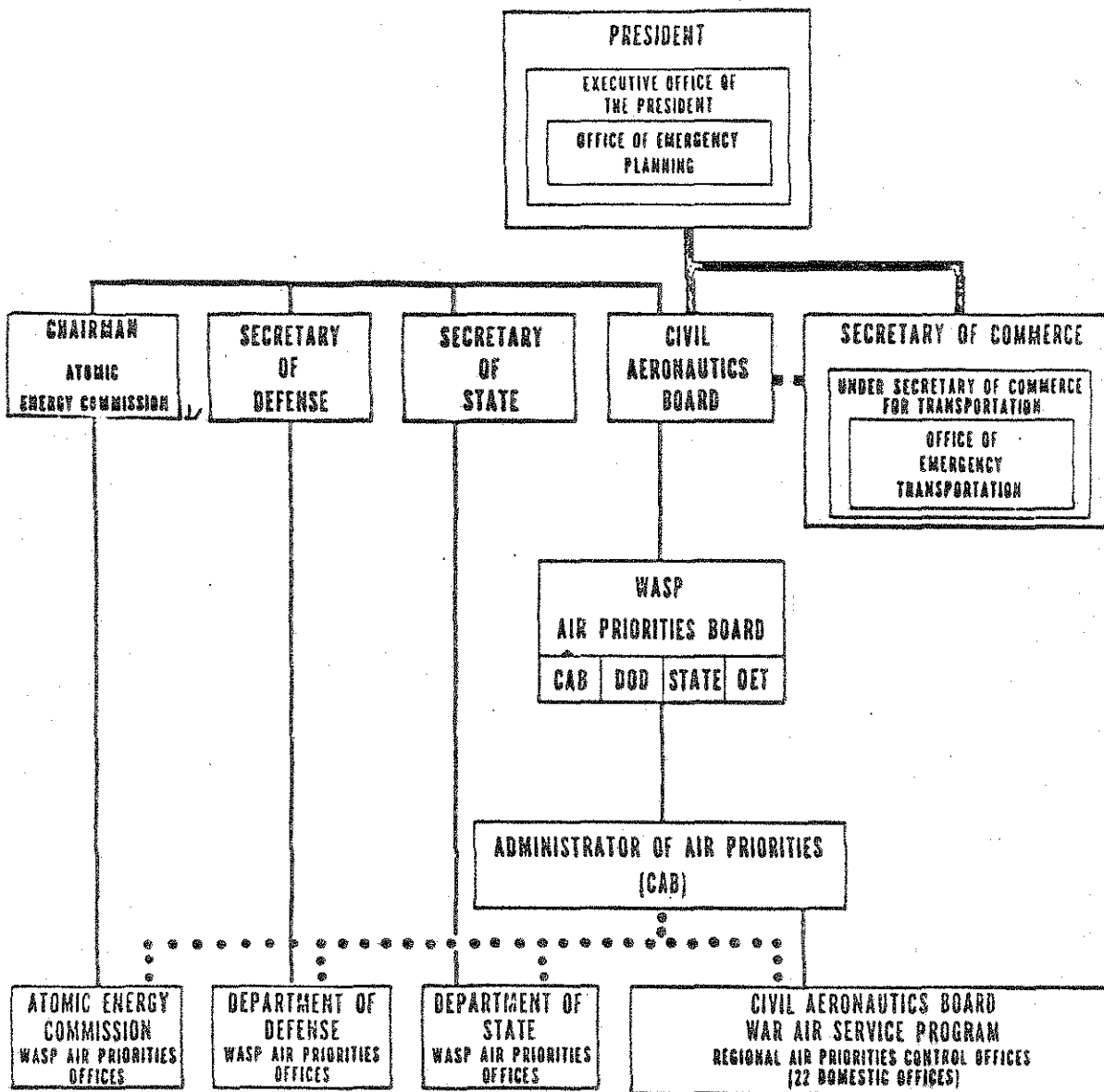
b. Responsibilities

The WASP Air Priorities Board will:





- (1) Develop policies pertaining to the establishment and administration of the WASP Air Priorities System.
- (2) Resolve any policy issues referred to it by the Administrator of Air Priorities relative to conflicting claims for priorities for WASP transportation between the various national components.
- (3) Provide information and recommendations to the Office of Emergency Transportation or appropriate control agency concerning requirements for WASP air transportation.
- (4) Provide such directives, instructions, advice and/or guidance to the Administrator of Air Priorities as it may deem to be appropriate or required.

SECTION I
PLAN AND ORGANIZATION

WASP AIR PRIORITIES PLAN & ORGANIZATIONAL CHART



Responsibility

DELEGATION OF AUTHORITY 
 POLICY DIRECTION 
 AUTHORIZATION TO ADMINISTER AND
 POLICY DIRECTION 
 COORDINATION 

Authorized to issue WASP Air Cargo Priorities-See Paragraph 1627

c. Meetings

Meetings of the WASP Air Priorities Board will be held with such frequency, at such times, and at such locations as it may determine. The Administrator of Air Priorities will attend meetings as required.

1020. ADMINISTRATOR OF AIR PRIORITIES (CIVIL AERONAUTICS BOARD)

a. Organization

The Administrator of Air Priorities will be appointed by the Civil Aeronautics Board from its staff and will be assigned such personnel as is deemed necessary to the performance of his responsibilities.

b. Responsibilities

The Administrator of Air Priorities will:

- (1) Implement and administer the WASP Air Priorities System.
- (2) Act in an advisory capacity to the WASP Air Priorities Board.
- (3) Provide advice and guidance on air priority matters relating to the WASP capability.
- (4) Obtain information as to unusual air traffic requirements and available WASP capabilities to assist in the Board's assignment of aircraft capacity to those areas of most urgent requirements.
- (5) Maintain liaison with all agencies that are concerned with civil air priority matters.
- (6) Receive requests for and assign or deny air priorities to traffic in accordance with its urgency.
- (7) Maintain liaison and coordination between the Managers of Regional Air Priorities Control Office (RAPCO) organizations in the field, when necessary, by trips over WASP routes to assure effective operations.
- (8) Assure uniform interpretation and compliance with all WASP Air Priorities regulations.
- (9) Recommend changes to the Civil Aeronautics Board and the WASP Air Priorities Board to improve the WASP Air Priorities System.

c. Delegation in Event of Communication Failure

In the event of isolation or a breakdown in communication each regional Air Priorities Control Office Manager is delegated, by the Administrator of Air Priorities, the responsibility for providing emergency management measures necessary for the continued operation of the respective RAPCOS and the authority to issue all classes of priorities during the period of communication failure.

1025. DEPARTMENT OF DEFENSE WASP AIR PRIORITIES OFFICES

In consonance with Section 5(a), Executive Order 11090, the Secretary of Defense is authorized to administer the WASP Air Priorities System for the world-wide movement of Department of Defense and Department of Defense-sponsored traffic (passengers, mail and cargo) over routes maintained as part of the WASP. The administration of the WASP Air Priorities System within the Department of Defense will be in conformity with policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities.

1027. ATOMIC ENERGY COMMISSION WASP AIR PRIORITIES OFFICES

In accordance with Section 5(a), Executive Order 11090, the Chairman of the Atomic Energy Commission is authorized to administer the WASP Air Priorities System for the Atomic Energy Commission and Atomic Energy Commission-sponsored cargo traffic moving over routes maintained within the United States as a part of the WASP. The administration of the WASP Air Priorities System within the Atomic Energy Commission will be in conformity with the policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities.

1030. AIR PRIORITIES CONTROL ORGANIZATION, WITHIN U.S.

a. Regional Air Priorities Control Offices (RAPCOS)

Except as provided in paragraphs 1025 and 1027, the WASP Air Priorities System within the United States will be operated through the establishment of Civil Aeronautics Board Regional Air Priorities Control Offices. The initial location and territorial assignment of RAPCOS in the United States will be as indicated in Appendices A and B. Additional RAPCOS will be activated as may be required to properly administer the WASP Air Priorities System.

b. Organization

The Regional Air Priorities Control Offices will be organized to operate on a 24-hour basis. Each domestic RAPCO will be directed by a manager employed by the Civil Aeronautics Board. Operational staffing will be selected, to the extent practicable, from Joint Airline/Military Traffic Office (JAMTO) personnel or other available employees of the air transport industry. Tentative manpower requirements for the proposed twenty-two RAPCOS are presented in Appendices C, D, and E comprising a total staff of 970 positions.

c. Responsibilities

The responsibilities of each Regional Air Priorities Control Office include, but are not necessarily limited to, the following:

(1) Receive requests for and assign or deny air priorities to traffic in accordance with its urgency as related to the national emergency.

(2) Maintain necessary liaison with representatives of the (1) civil air carriers, (2) Department of Defense and Atomic Energy Commission representatives in their respective areas, and (3) civil agencies as appropriate.

(3) Inform shippers of known conditions which might impair the value of an air priority.

(4) Obtain information from Federal Aviation Agency regional and/or field offices as to space available on civil aircraft normally operating outside of the WASP Air Priorities System. (State and Regional Defense Airlift (SARDA) administered by the Federal Aviation Agency).

(5) Maintain records and submit reports as required.

1035. AIR PRIORITIES CONTROL ORGANIZATION, OUTSIDE U.S.

Except as provided in paragraph 1025, and in consonance with Section 5(a), Executive Order 11090, the Secretary of State is authorized to administer the policies of the Civil Aeronautics Board and of the WASP Air Priorities Board with respect to air priorities for traffic moving outside the territorial limits of the United States by the appointment of Area Directors of Air Priorities and by the establishment of Regional Air Priorities Control Offices as necessary. The administration of the WASP Air Priorities System by the Department of State will be in conformity with policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities.

SECTION IIAIR PRIORITY PROCEDURES - GENERAL2000. GENERALa. Purpose

WASP air priorities are established for the efficient utilization of civil air transport capacity during a national emergency. As provided in Section 3(c)(2), Executive Order 10999, dated February 16, 1962, the Civil Reserve Air Fleet (CRAF) will be allocated to the Department of Defense by the Secretary of Commerce (OET) as augmentation airlift for emergencies and will operate under MATS operational control during a national emergency. The remaining civil air carrier aircraft, allocated under authority of the same Executive Order to the Civil Aeronautics Board to operate the War Air Service Program (WASP), will be utilized for transportation of passengers, mail and cargo (express and freight, civil and military), including charter flights, in accordance with the provisions of the WASP Air Priorities System contained herein.

b. Individual Priority Requirements

Priorities will normally be granted on the basis of individual passenger or shipper requirements except for provisions covering certain aspects of U. S. mail movements that are set forth in paragraph 4003.

c. Specified Flights or Charters

Priorities will not be granted for a specific scheduled or charter flight or on a specific carrier unless such assignment is essential to the national interest.

2005. ELIGIBILITY

Traffic (passenger, mail and cargo (express and freight)), will be considered for air priority movement provided it meets the conditions of subparagraphs a, b, and c which follow. Subparagraphs d and e provide other conditions which should be taken into account in granting air priorities.

a. Essential activity considered vital for fulfilling requirements necessary in support of the national emergency.

b. Required to meet deadline date at final destination.

c. Authorized by competent authority.

- d. Minimum priority required to accomplish the mission.
- e. Only reasonable mode that will fulfill requirements due to time and distance factors.

2010. CLEARANCE PROCEDURES

If so intended by the air carriers, priority cargo traffic (parcel post (over 5 pounds per package), express and freight), will not be forwarded to terminals of air carriers until a valid priority has been established and clearance for movement has been received by the shipper from the carrier.

2015. CLASSES OF PRIORITIES

Subject to provisions of paragraph 2005 above, and for purposes of uniformity, the following standards are established for evaluation and determination of priority of movement:

a. Class 1 Priority

Traffic which is required by an emergency so acute that precedence should be given over all other traffic and which should, under no circumstances, be delayed en route for other traffic. This priority is reserved for requirements of utmost urgency and importance. This priority shall be authorized only when the circumstances are carefully screened by the issuing authority and determination made that the degree of urgency warrants the use of this priority.

b. Class 2 Priority

Traffic of an urgent nature, to meet a destination arrival deadline, for the accomplishment of an essential objective.

c. Class 3 Priority

Traffic of a lesser urgent nature to meet a destination arrival deadline, for the accomplishment of an important objective.

d. Class 4 Priority

Traffic which is eligible for air movement but which does not meet the requirements for movement as specified in Classes 1, 2, and 3 priorities above.

e. Non-Priority Traffic

Not eligible for priority, but acceptable for reservations, subject to displacement by priority traffic at any time.

2020. AUTHORIZING AGENCIES

The following are authorized to issue the classes of WASP air priorities indicated:

a. WASP Air Priorities Board	All classes
Administrator of Air Priorities	All classes
Regional Air Priorities Control Offices	2, 3, & 4
Department of Defense WASP Air Priorities Offices	2, 3, & 4
Department of State WASP Air Priorities Offices	2, 3, & 4
Atomic Energy Commission WASP Air Priorities Offices	2, 3, & 4

b. Regional Air Priorities Control Offices

The Regional Air Priorities Control Offices listed in Appendix A will administer the WASP Air Priorities System and will control primarily the movement of essential civil air traffic over routes (Emergency Air Service Pattern) maintained as a domestic part of WASP except, however, as provided in paragraphs 2020 c and 2020 e. Applications from other than Department of Defense, Department of State and Atomic Energy Commission sources for priorities, will be made to the appropriate domestic Regional Air Priorities Control Office. In addition, applications made domestically for priority movement over routes maintained as an international part of WASP will also be submitted to the appropriate domestic Regional Air Priorities Control Office.

Applications made internationally for priority movement over routes maintained as either an international or domestic part of WASP, will be submitted to the appropriate Department of State WASP Air Priorities Office, excluding, however, passenger, cargo and mail traffic originated or sponsored by the Department of Defense.

c. Department of Defense WASP Air Priorities Offices

The Department of Defense is authorized to administer the WASP Air Priorities System for the world-wide movement of Department of Defense or Department of Defense-sponsored traffic over routes maintained as a part of the WASP. The WASP Air Priorities System as administered by the Department of Defense will be in conformity with the policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities.

d. Department of State WASP Air Priorities Offices

The Department of State is authorized to administer the WASP Air Priorities System for United States international traffic, except as provided in paragraph 2020 c, moving over international routes maintained as a part of the WASP. The WASP Air Priorities System as administered by the Department of State will be in conformity with the policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities. The Department of State's responsibilities are set forth in paragraph 5020.

e. Atomic Energy Commission WASP Air Priorities Offices

The Atomic Energy Commission is authorized to administer the WASP Air Priorities System for the domestic movement of Atomic Energy Commission and Atomic Energy Commission-sponsored cargo traffic over routes maintained within the United States as a part of the WASP. The WASP Air Priorities System as administered by the Atomic Energy Commission will be in conformity with the policies of the WASP Air Priorities Board and in coordination with the Administrator of Air Priorities.

2025. PROCEDURES FOR APPEALS

a. Denial of Applications

In cases where applications for priorities have been denied by an air priority authorizing agency, appeals may be made in the following order:

- (1) To the Administrator of Air Priorities.
- (2) To the WASP Air Priorities Board.

2030. PRIORITY TRAFFIC UTILIZING BOTH U. S. INTERNATIONAL AND DOMESTIC CARRIER SYSTEMS

WASP priority traffic utilizing both U. S. international and domestic carrier systems will be handled under the same rules governing traffic solely within the United States.

a. Outbound from United States

Applications prepared from a domestic point in the United States for air priorities covering traffic enroute from a point within the United States to a foreign destination, will be made to the local domestic CAB Regional Air Priorities Control Office. The local RAPCO will be responsible for clearing with the Department of State the air

priority covering the foreign portion of the routing, both outbound and inbound. Application for air priorities covering essential (1) Department of Defense passenger and cargo traffic will be made to Department of Defense WASP Air Priorities Offices; and (2) Atomic Energy Commission cargo traffic will be submitted to Atomic Energy Commission WASP Air Priorities Offices for clearing with the Department of State the air priority covering the foreign portion of the routing.

b. Inbound to or from United States

Applications prepared from a foreign point for air priorities covering traffic enroute to or from the United States will be made to the Department of State local international WASP Air Priorities Office as provided in paragraph 5020. Application for air priorities covering essential Department of Defense passenger and cargo traffic will be made to Department of Defense WASP Air Priorities Offices.

SECTION IIIDOMESTIC AIR PRIORITY PROCEDURES - PASSENGERS3000. PASSENGER AIR PRIORITIES3005. METHODS OF APPLYING FOR PASSENGER PRIORITIESa. General

Only one application is necessary to cover a connecting itinerary from origin to destination for either an all-domestic or domestic/international itinerary. Two applications are required for round, circle or open-jaw trips.

b. In Person

By completion of a WASP Passenger Air Priority application and certificate, or denial (Appendix F).

c. By Mail

By completion of a WASP Passenger Air Priority application and certificate, or denial (Appendix F). If forms are not available, application will be made by letter or memorandum.

d. By Telephone or other Communications Media

Requests for authorization of air priority by telephone, telegraph, or other communications media will be accepted.

3020. INFORMATION REQUIRED ON APPLICATIONS

Regardless of the method of applying for a priority, the following information(subparagraphs a through g) must be included. Applications will be returned to the applicants if not fully answered or if inadequate justification is presented.

a. The name of the sponsoring agency and/or requesting individual.

b. The name of the person who will use the priority.

c. Travel "from" and "to".

- d. The earliest possible time of departure.
- e. The latest time of arrival to accomplish the objective.
- f. Excess baggage with justification.
- g. Justification including an explanation of the objective and whether essential to the emergency effort.

3025. SUBMISSION OF APPLICATIONS FOR PASSENGER PRIORITIES

Submission of applications for passenger priorities will be in accordance with the following:

a. Department of Defense Personnel

Personnel of the Department of Defense will submit applications (Appendix F or G) for priority movement by air to their authorizing agency. One copy of each approved application will be forwarded to the CAB Administrator of Air Priorities by the Department of Defense authorizing agency.

b. Industrial Employees

Employees of industrial plants engaged in defense work and operating under cognizance of the Department of Defense will submit applications for air priority transportation to the cognizant Department of Defense authorizing agency. One copy of each approved application will be forwarded by such agency to the CAB Administrator of Air Priorities. Employees of industrial plants not operating under cognizance of the Department of Defense will present applications to the appropriate Regional Air Priorities Control Office.

c. Government Employees

Employees of other Government agencies will submit applications for air priority transportation to the appropriate Regional Air Priorities Control Office.

d. Other Civilians

Other civilians will submit applications to the appropriate Regional Air Priorities Control Office.

3030. RECEIPT OF APPLICATION BY AUTHORIZED WASP REPRESENTATIVES AND
RAPCOS

a. Screening

Air priority applications received by authorizing agencies will be evaluated in accordance with paragraph 2005, Eligibility.

b. Informal Applications

Informal applications received by mail or other communications media will be recorded by the control officer of the authorizing activity on WASP Passenger Air Priority application forms (Appendix F).

c. Incomplete Applications

Incomplete applications will be returned to the applicants with advice as to the additional information required.

d. Class 1 Priority Applications

Requests meeting with the basic requirements for Class 1 Priority will be transmitted by the fastest means of communication available to the Administrator of Air Priorities for decision.

e. Denial of Application

The applicant will be expeditiously notified if an application is denied and the reasons therefor. (See WASP Passenger Air Priority Application and Certificate, or Denial, Appendix F). Notification of action taken will be forwarded by the same communication means as was used in presenting the application unless transmittal by mail will suffice.

f. Disposition of Approved Applications

Disposition of applications will be made by the authorizing agency as follows:

(1) In Person

Original and one copy of the WASP Passenger Air Priority application will be handed to applicant;

(2) By Telephone, Mail or other Communications Media

Original and one copy of the WASP Passenger Air

Priority application appropriately completed will be mailed direct to applicant.

3035. APPROVAL OF APPLICATION

Upon approval of application for air priority transportation, certificate will be issued on a WASP Passenger Air Priority application, showing the priority classification granted, identification number (code and serial) and the name of the person approving. Applicants using other than prescribed form will be advised of the priority classification and identification numbers assigned to the application.

3040. EVIDENCE OF AIR PRIORITY IN ABSENCE OF CERTIFICATE

As evidence that air priority has been granted by telephone or other communications media, and the applicant is unable to present the priority certificate, the airline agent will require the applicant to execute a Certificate in Lieu of WASP Passenger Air Priority Certificate (Appendix G).

3045. RESERVATIONS AND TICKETING

a. Space Arrangements

Priority passengers must make their own space arrangements with the carriers. Reservations will not be handled within the WASP Air Priorities System. The passenger will advise the carrier at the time space reservations are made of the priority classification granted and the priority certificate identification number.

b. Surrender of Documents

Priority passengers will either surrender to the airline agent the original of the WASP Passenger Air Priority Application and Certificate or Denial (Appendix F), or execute a Certificate in Lieu of WASP Passenger Air Priority Certificate (Appendix G) at the time tickets are issued.

c. Recording Evidence of Priority

Priority classification number and dates covering period of priority validity will be entered on ticket. At least the auditor's coupon will show priorities certificate number.

d. Retention of Documents

Airlines will retain the original WASP Passenger Air Priority Application and Certificate or Denial, and Certificate in

Lieu of WASP Passenger Priority Certificate, for a period of 30 days and will make the certificates available to the RAPCO on demand.

3050. PRIORITY MOVEMENT

a. Priority Precedence

Traffic will move in the order of priority classification, that is, Class 1 Priority traffic will move before Class 2 Priority traffic, etc.

b. Traffic Within Priority Class

Traffic within a priority class will move in the order of its acceptance by the carrier.

c. Displacing Reserved Traffic

Originating priority traffic that has been provided a firm reservation will not be displaced except by Class 1 priority, when scheduled time of departure is three hours or less. Non-priority traffic may be displaced at any time.

d. Through Traffic

Normally, priorities will be exercised as between classes of priorities only at point of origin as shown on the priority certificate. However, once passage is commenced, displaced or connecting passengers lacking through reservations will be considered for priority purposes, as originating at the point where the displacement or connection is made.

3055. DISPLACEMENT

a. Removing in Reverse Order

In displacing, priority passengers will be removed in the reverse order of their priority of placement.

b. General Rules Within Each Class

Except for Class 1 priorities the following general rules apply within each class of priority:

(1) The shortest-haul traffic originating at the city where displacement must take effect will be removed first, with preference given to that traffic which was first reserved.

(2) The traffic with the shortest remaining haul arriving by connecting flights at the city where the displacement is to take place will be removed second.

(3) Within each of these priority classes, passengers will be handled on an equitable basis, taking into consideration scheduled flight stops, connections, convenience, and speed in reaching destinations by alternate flights or other modes of transportation.

3060. HOLDING FLIGHTS

Aircraft operating within the WASP Air Priorities System are not required to be held beyond scheduled departure time for any priority traffic except, in extreme urgency, upon specific instructions from the Administrator of Air Priorities.

3070. AIRLINE FLIGHT REPORTS

The WASP Air Priorities System Flight Report (Appendix H), will be prepared by all air transportation carriers operating under the WASP Air Priorities System, which provide reservations for passengers. On every sixth day a separate form will be prepared for each flight leg operating on that day. Each carrier will collect and forward the originals of this form to the Civil Aeronautics Board, Washington, D. C., 20428, and a copy to the Administrator of Air Priorities. A copy of the form will be retained by each carrier for referral in case the original is lost in transmission.

SECTION IVDOMESTIC AIR PRIORITY PROCEDURES - MAIL AND CARGO4000. MAIL AND CARGO AIR PRIORITIES4003. U. S. MAIL

In consonance with the emergency preparedness programs of the Post Office Department, the following policy is established covering the priority air movement of U. S. mail.

a. Air Mail

A Class 3 Priority is assigned hereunder to all air mail, domestic and international, military and civilian, moving over WASP routes. Since this blanket priority assignment eliminates the need for the granting of priorities on the basis of individual requirements, it will not be necessary to execute an application or certificate (Appendix I or J) of claimed priority for the transportation of such mail. The air carrier agent or official will therefore honor a Post Office Department request for priority movement of such air mail upon its presentation to the air carrier for movement. When a higher priority than Class 3 is desired, the postal representative must submit a WASP Mail-Cargo Air Priority Application and Certificate or Denial application (Appendix I) as prescribed in Paragraphs 4005 and 4040.

b. Air Parcel Post Packages Weighing Five Pounds or Under

A Class 3 Priority is assigned hereunder to all domestic and international military and civilian air parcel post weighing five pounds or less per piece, moving over WASP routes. Similar to the provision established for air mail described above, this blanket priority also eliminates the need for granting priorities on the basis of individual requirements. Therefore, it will not be necessary to execute a WASP application (Appendix I) or certificate (Appendix J) for the transportation of such essential air parcel post. Air carriers will likewise honor a Post Office Department request for priority movement of such air parcel post upon its presentation to the air carrier for movement. When a higher priority than Class 3 is desired, the postal representative must submit a WASP mail-cargo priority application as prescribed in Paragraphs 4005 and 4040.

c. Air Parcel Post Packages Weighing over Five Pounds

The movement of air parcel post weighing over five pounds per package will require the execution by the shipper, of either a WASP Mail-Cargo Air Priority Application (Appendix I) or a Certificate in Lieu of WASP Mail-Cargo Air Priority Certificate (Appendix J) as provided in the following paragraphs.

4005. METHODS OF APPLYING FOR MAIL AND CARGO PRIORITIES

a. In Person

By WASP Mail-Cargo Air Priority Application (Appendix I).

b. By Mail

By completion of a WASP Mail-Cargo Air Priority Application (Appendix I). If forms are not available, application will be made by letter or memorandum.

c. By Telephone or Other Communications Media

Requests for authorization of air priority by telephone or other communications media will be accepted.

4020. INFORMATION REQUIRED ON APPLICATIONS

Regardless of the method of applying for a priority all of the following information must be included:

- (1) Name of the sponsoring agency.
- (2) Complete description of the shipment, air transportability, commodity code, etc.
- (3) Number of pieces.
- (4) Total weight in pounds.
- (5) Total cubic feet and dimensions of shipment.
- (6) Name of shipper.

- (7) Airport from which shipment will originate.
- (8) Name of consignee.
- (9) Name of airport to which shipment will be consigned.
- (10) Earliest date of availability for shipment.
- (11) Latest possible time of arrival at destination to accomplish the mission.
- (12) Statement as to whether or not the shipment may be divided.
- (13) Information to justify priority movement.

4025. SUBMISSION OF APPLICATIONS FOR MAIL AND CARGO PRIORITIES

Submission of applications for mail and cargo priorities will be in accordance with the following:

a. Department of Defense and Department of Defense-Sponsored Mail and Cargo

WASP mail or cargo air priority applications for Department of Defense and Department of Defense-sponsored shipments will be submitted on a WASP Mail-Cargo air Priority Application (Appendix I) to the appropriate Department of Defense WASP Air Priority representative. One copy of each approved certificate will be forwarded to the Administrator of Air Priorities.

b. Atomic Energy Commission and Atomic Energy Commission-Sponsored Mail and Cargo

WASP cargo air priority application for Atomic Energy Commission and Atomic Energy Commission-sponsored shipments will be submitted on a WASP Mail-Cargo Air Priority Application (Appendix I) to the appropriate Atomic Energy Commission WASP Air Priorities representative. One copy of each approved certificate will be forwarded to the Administrator of Air Priorities.

c. Other Mail or Cargo

Mail or cargo air priority applications for other shipments (air parcel post packages over five pounds, air express, and air freight) will be submitted directly to the Regional Air Priorities Control

Office nearest the shipper on a WASP Mail-Cargo Air Priority Application.

4030. RECEIPT OF APPLICATION BY AUTHORIZED WASP REPRESENTATIVES AND RAPCOS

a. Screening

Air priority applications received by authorizing authority will be evaluated in accordance with Paragraph 2005, Eligibility.

b. Informal Application

Informal applications received by mail or other communications media will be recorded by the Control Officer of the authorizing activity on mail-cargo application(s) form (Appendix I).

c. Incomplete Applications

Incomplete applications will be returned to the applicants with advice as to the additional information required.

d. Class 1 Priority Applications

Requests meeting the basic requirements for Class 1 Priority will be transmitted, by the fastest means of communication available, to the Administrator of Air Priorities for decision.

e. Denial of Application

The applicant will be expeditiously notified if an application is denied and the reasons therefor on WASP Mail-Cargo Air Priority Application, Appendix I. Notification of action taken will be forwarded by the same communication medium as was used in presenting the application.

f. Disposition of Approved Applications

Disposition of application will be made by the authorizing agency as follows:

(1) In Person

Original and one copy of WASP Mail-Cargo Air Priority Application will be handed to applicant.

(2) By Telephone, Mail or Other Communications Media

Original and one copy of a WASP Mail-Cargo Air Priority Application, appropriately completed, will be mailed direct to applicant.

4035. APPROVAL OF APPLICATION

Upon approval of applications for air priority transportation, certificate will be issued on a WASP Mail-Cargo Air Priority Application showing the priority classification granted, identification number (code and serial) and the name of the person approving. Applicants using other than prescribed form will be advised of the priority classification and identification numbers assigned to the application.

4040. EVIDENCE OF AIR PRIORITY IN ABSENCE OF CERTIFICATE

As evidence that air priority has been granted by telephone or other communications media, and the applicant is unable to present the priority certificate, the airline agent will require the applicant to execute a Certificate in Lieu of WASP Mail-Cargo Air Priority Certificate (Appendix J).

4045. SPACE ARRANGEMENTS/DOCUMENTATIONa. Space Arrangements

Applicants must make their own weight/space arrangements with the carriers. Reservations will not be handled within the WASP Air Priority System. Applicants will advise the carrier, at the time space reservations are made, of the priority classification granted and the priority certificate identification number.

b. Surrender of Documents

Applicants will surrender to the airline agent original of either the WASP Mail-Cargo Air Priority Application and Certificate (Appendix I) or execute a Certificate in Lieu of WASP Mail-Cargo Air Priority Certificate (Appendix J) at the time shipments are tendered for transportation.

c. Recording Evidence of Priority

Priority classification numbers and dates covering period of priority validity will be entered on the appropriate billing document (i.e., air mail dispatch document, airbill (airway bill), air express receipt, etc.).

d. Retention of Documents

Airlines will retain the original WASP Mail-Cargo Air Priority Application and Certificate, and Certificate in Lieu of WASP Mail-Cargo Air Priority Certificate, for a period of 30 days and will make the certificate available to the RAPCO on demand.

4050. PRIORITY MOVEMENT

a. Priority Precedence

Traffic will move in the order of priority classification; that is, Class 1 Priority traffic will move before Class 2 Priority traffic, etc., with air mail taking precedence over air express which, in turn, takes precedence over air freight. Thus, for example, a high priority air freight shipment would take precedence over a lower priority air mail or air express shipment.

b. Traffic within Priority Class

Traffic within a priority class and of the same type of shipment (i.e., air mail, air express, air freight) will move in the order of its acceptance by the carrier, except that at the request of the postal representative one air mail shipment may be substituted for another of substantially like quantity. Traffic within a Priority Class but of a different type of shipment will move in the order air mail, air express, air freight.

c. Displacing Reserved Traffic

Originating priority traffic that has been provided a firm reservation will not normally be displaced except by Class 1 Priority, when time of departure is three hours or less. Non-priority traffic may be displaced at any time.

d. Through Traffic

Normally, priorities will be exercised as between classes of priorities only at point of origin, as shown on the priority certificate. However, once movement is commenced, displaced or connecting mail, express or freight traffic lacking through reservations will be considered for priority purposes as originating at the point where the displacement or connection is made.

4055. DISPLACEMENTa. Removing in Reverse Order

In displacing, priority shipments will be removed in the reverse order of their priority of placement.

b. General Rules within each Class

The following general rules apply within each class of priority:

(1) The shortest-haul traffic originating at the city where the displacement must take effect will be removed first with preference given to that traffic which was first reserved.

(2) The shortest-haul traffic arriving by connecting flights at the city where the displacement is to take place will be removed second.

(3) Within each of these groups, shipments will be handled on an equitable basis, taking into consideration scheduled flight stops, connections, convenience, and speed in reaching destinations by alternate flights or other modes of transportation.

4060. HOLDING FLIGHTS

Aircraft operating within the WASP Air Priorities System are not required to be held beyond scheduled departure time for any priority traffic except, in extreme urgency, upon specific instructions from the Administrator of Air Priorities.

4070. AIRLINE FLIGHT REPORTS

The WASP Air Priorities System Flight Report (Appendix H) will be prepared by all air transportation carriers operating under the WASP Air Priorities System, on every sixth day. A separate form will be prepared for each flight leg operating on that day. Each carrier will collect and forward the originals of this form to the Civil Aeronautics Board, Washington, D. C., 20428, and a copy to the Administrator of Air Priorities. A copy of the form will be retained by each carrier for referral in case the original is lost in transmission.

SECTION VINTERNATIONAL AIR PRIORITY PROCEDURES5000. ADMINISTRATOR OF AIR PRIORITIES

The Administrator of Air Priorities in the United States will have the responsibility for world-wide application of the WASP Air Priorities System as described in Paragraph 1020.

5005. POLICY

The operation of the WASP Air Priorities System in overseas areas will be in conformance with the air priority procedures set forth in Section II and the procedures established by the Administrator of Air Priorities, by the Civil Aeronautics Board, and by the WASP Air Priorities Board.

5010. OVERSEAS AREA DIRECTOR OF AIR PRIORITIES

The Department of State will establish an Area Director of Air Priorities in each overseas area with responsibilities as follows:

a. Organization

Establish an organization corresponding in principle to the organization prescribed for the Administrator of Air Priorities in Paragraph 1020.

b. Regional Air Priorities Control Offices

Establish Regional Air Priorities Control Offices (RAPCOS), where required, with responsibilities at each level as established for the United States in Paragraph 1030 and as delegated by the Administrator of Air Priorities.

c. Administration

Establish and administer the WASP Air Priorities System, except as provided in Paragraph 1025 for the Department of Defense, with the authority to redelegate within the Department of State, as appropriate.

d. Advising WASP Air Priorities Board

Advise the WASP Air Priorities Board and the Administrator of Air Priorities with regard to WASP air priorities matters.

e. Providing Guidance

Provide advice and guidance as appropriate on air priority matters.

f. Information on Requirements and Capabilities

Obtain information on requirements from appropriate authorities, and analyze and disseminate air priority information.

g. Liaison with Other Agencies

Maintain liaison with all agencies, military and civilian, that are concerned with WASP air priority matters.

h. Preparing Instructions

Prepare instructions to insure uniformity in authorizing, granting, and use of air priorities.

i. Establishing Uniform Controls

Establish such controls and operating techniques as may be required for uniformity in the application of the WASP Air Priorities System.

j. Maintaining System Records

Maintain such records as may be essential to the adequate control of the WASP Air Priorities System.

k. Liaison with Other Overseas Areas

Maintain liaison with the Area Director of Air Priorities in other overseas areas as necessary.

5015. DEPARTMENT OF DEFENSE RESPONSIBILITIES IN THE WASP AIR PRIORITIES SYSTEM IN OVERSEAS AREAS

On civil air transportation available to it under the WASP Air Priorities System, each Department of Defense WASP Air Priorities office will:

a. Evaluating Air Priority Applications

Evaluate air priority applications by screening all of its requests in accordance with established criteria set forth in Sections I through V.

b. Authorizing Priorities

Authorize air priorities in consonance with established WASP Air Priorities System.

c. Obtaining Clearance

Obtain clearance for movement of traffic under the WASP Air Priorities System from the Department of Defense Area Director of Air Priorities or his designee.

5020. DEPARTMENT OF STATE RESPONSIBILITIES

a. Overseas Areas

In areas outside United States territory, the Department of State through its designated posts (Regional Air Priorities Control Offices) will:

(1) Screen all passenger and cargo requests from other than Department of Defense or Department of Defense-sponsored applicants, submitted at a foreign point for use of WASP transportation; and

(2) Issue priority authorization for use of WASP transportation to screened applicants other than Department of Defense or Department of Defense-sponsored applicants.

b. Neutral and Enemy Countries

The responsibilities of the Department of State under "a." above include all WASP traffic moving into the United States, all WASP traffic moving to and from allied or neutral countries, and all traffic destined for enemy countries.

c. Unified Command Area

The Department of State will, to the extent practicable, facilitate the movement of traffic into unified command areas in conformity with the overall WASP Air Priorities System.

APPENDIX A

TERRITORIAL ASSIGNMENTS FOR
REGIONAL AIR PRIORITIES CONTROL OFFICES
BY REGIONS

REGION 1

Boston, Mass.	Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.
Buffalo, N.Y.	New York, except points south of an east-west line from the main New York-Pennsylvania boundary extended across New York State to the Massachusetts-Connecticut boundary.
New York, N.Y.	Connecticut, New Jersey, and New York south of an east-west line from the main New York-Pennsylvania boundary extended across New York state to the Massachusetts-Connecticut boundary.

REGION 2

Cleveland, Ohio	Ohio - all points north of U. S. Highway 30.
Dayton, Ohio	Kentucky and Ohio - all points on and south of Highway U. S. 30.
Pittsburgh, Pa.	Pennsylvania and West Virginia.
Washington, D. C.	Delaware, District of Columbia, Maryland and Virginia.

REGION 3

Atlanta, Ga.	Georgia, North Carolina and South Carolina.
Memphis, Tenn.	Alabama, Mississippi and Tennessee.
Miami, Fla.	Florida.

REGION 4

Chicago, Ill.	Illinois, Indiana, and Wisconsin south of a line from the Minnesota-Iowa boundary to and including Green Bay, Wisconsin.
Detroit, Mich.	Michigan.

Minneapolis, Minn. Minnesota, and Wisconsin north of a line from the Minnesota-Iowa boundary to but not including Green Bay, Wisconsin.

REGION 5

Dallas, Texas New Mexico, Oklahoma and Texas.

New Orleans, La. Arkansas and Louisiana.

REGION 6

Denver, Colo. Colorado, Nebraska, North Dakota, South Dakota and Wyoming.

Kansas City, Mo. Iowa, Kansas and Missouri.

REGION 7

Honolulu, Hawaii Hawaii.

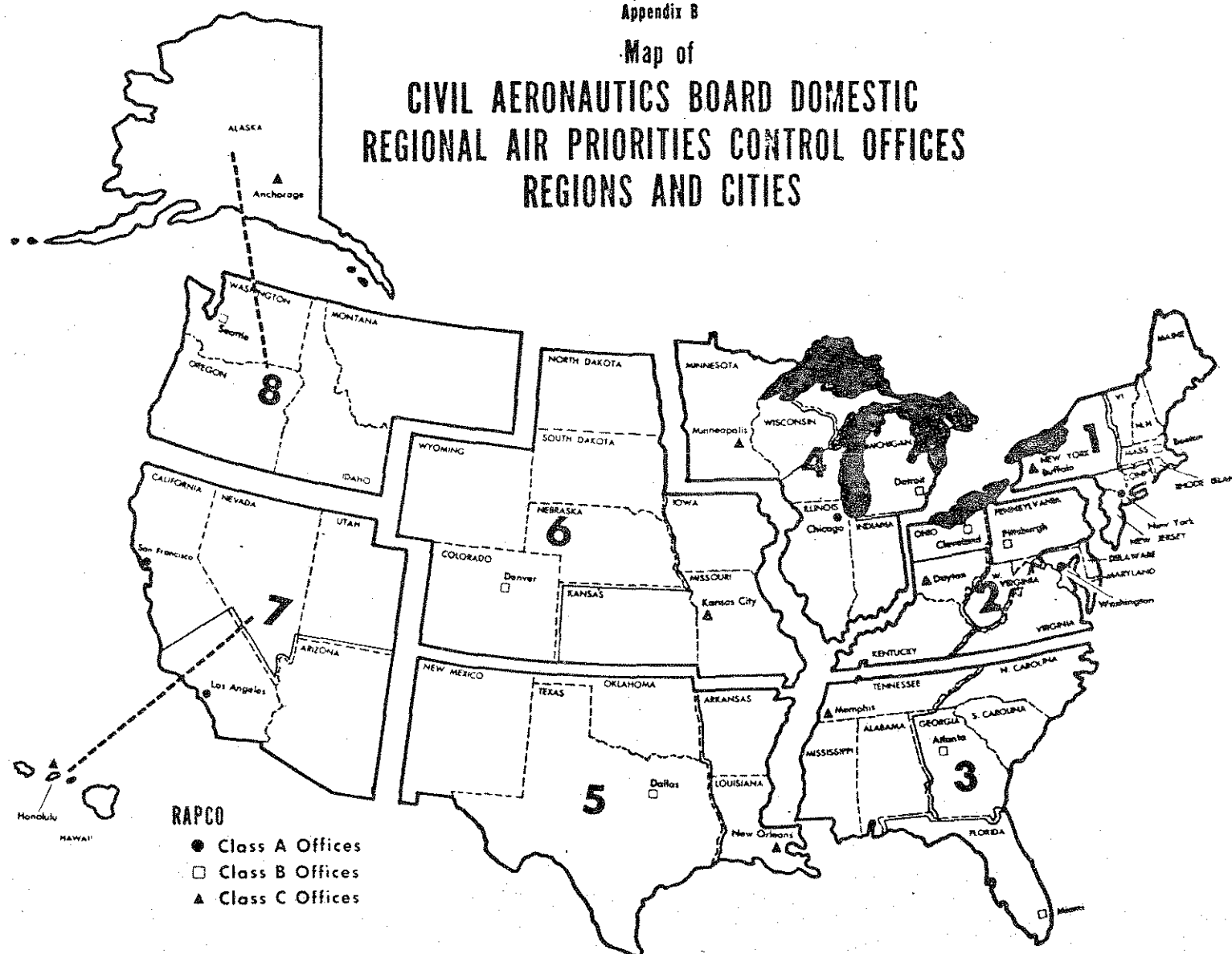
Los Angeles, Calif. Arizona, and California south of and including San Luis Obispo to Fresno and Laws.

San Francisco, Calif. California north of but not including San Luis Obispo to Fresno and Laws, Utah and Nevada.

REGION 8

Anchorage, Alaska Alaska.

Seattle, Wash. Idaho, Montana, Oregon and Washington.



APPENDIX C

CLASS AREGIONAL AIR PRIORITIES CONTROL OFFICEMANPOWER REQUIREMENTS

Staffing of a Regional Air Priorities Control Office adaptable to 24-hour operation.

Civilian personnel at each of 5 locations:

<u>City</u>	<u>RAPCO Code</u>	<u>City</u>	<u>RAPCO Code</u>
Chicago, Ill.	4-A-1	San Francisco, Calif.	7-A-4
Los Angeles, Calif.	7-A-2	Washington, D. C.	2-A-5
New York, N. Y.	1-A-3		

<u>No.</u>	<u>Grade</u>	<u>Title</u>	<u>Assignment</u>
1	GS-14	Manager, RAPCO	Supervises and administers regional program.
3	GS-13	Assistant Manager, RAPCO	Directs supervision of each 8-hour shift.
6	GS-11	Special Priorities Agent	Assigns priorities other than routine.
12	GS-9	Priority Agent	Works at counter meeting public. Receives requests for priority. Assigns routine priorities.
1	GS-5	Secretary	Secretary to Manager.
15	GS-4	Clerk-Typists	Handles routine paper work. Operates teletype.
2	GS-4	File Clerks	Does routine file work and miscellaneous office work.
14	GS-3	Typists	Types and assists in handling routine paper work.
<u>54</u>	Total		

TOTAL PERSONNEL FOR 5 LOCATIONS - 270

APPENDIX D

CLASS BREGIONAL AIR PRIORITIES CONTROL OFFICEMANPOWER REQUIREMENTS

Staffing of a Regional Air Priorities Control Office adaptable to 24-hour operation.

Civilian personnel at each of 9 locations:

<u>City</u>	<u>RAPCO Code</u>	<u>City</u>	<u>RAPCO Code</u>
Atlanta, Ga.	3-B-1	Detroit, Mich.	4-B-6
Boston, Mass.	1-B-2	Miami, Fla.	3-B-7
Cleveland, Ohio	2-B-3	Pittsburgh, Pa.	2-B-8
Dallas, Texas	5-B-4	Seattle, Wash.	8-B-9
Denver, Colo.	6-B-5		

<u>No.</u>	<u>Grade</u>	<u>Title</u>	<u>Assignment</u>
1	GS-14	Manager, RAPCO	Supervises and administers regional program.
3	GS-13	Assistant Manager, RAPCO	Directs supervision of each 8-hour shift.
6	GS-11	Special Priorities Agent	Assigns priorities other than routine.
10	GS-9	Priority Agent	Works at counter meeting public. Receives requests for priority. Assigns routine priorities.
1	GS-5	Secretary	Secretary to Manager.
11	GS-4	Clerk-Typists	Handles routine paper work. Operates teletype.
2	GS-4	File Clerks	Does routine file work and miscellaneous office work.
10	GS-3	Typists	Types and assists in handling routine paper work.
<u>III</u> Total			

TOTAL PERSONNEL FOR 9 LOCATIONS - 396

APPENDIX E

CLASS CREGIONAL AIR PRIORITIES CONTROL OFFICEMANPOWER REQUIREMENTS

Staffing of a Regional Air Priorities Control Office adaptable to 24-hour operation.

Civilian personnel at each of 8 locations:

	<u>City</u>	<u>RAPCO Code</u>	<u>City</u>	<u>RAPCO Code</u>
	Anchorage, Alaska	8-C-1	Kansas City, Mo.	6-C-5
	Buffalo, N. Y.	1-C-2	Memphis, Tenn.	3-C-6
	Dayton, Ohio	2-C-3	Minneapolis, Minn.	4-C-7
	Honolulu, Hawaii	2-C-4	New Orleans, La.	5-C-8

<u>No.</u>	<u>Grade</u>	<u>Title</u>	<u>Assignment</u>
1	GS-14	Manager, RAPCO	Supervises and administers regional program.
2	GS-13	Assistant Manager, RAPCO	Directs supervision of each 8-hour shift.
5	GS-11	Special Priorities Agent	Assigns priorities other than routine.
9	GS-9	Priority Agent	Works at counter meeting public. Receives requests for priority. Assigns routine priorities.
1	GS-5	Secretary	Secretary to Manager.
10	GS-4	Clerk-Typists	Handles routine paper work. Operates teletype.
2	GS-4	File Clerks	Does routine file work and miscellaneous office work.
8	GS-3	Typists	Types and assists in handling routine paper work.
<u>38</u>	Total		

TOTAL PERSONNEL FOR 8 LOCATIONS - 304

APPENDIX F

WASP PASSENGER AIR PRIORITY APPLICATIONAND CERTIFICATE OR DENIALDate _____
No. _____TO: Priority Officer, _____ Address _____
Application is hereby submitted for Class _____ air priority for the
following: _____

- a. Sponsored by _____
- b. Passenger _____
(Show name, rank or title)

- c. Travel from _____ to _____
- d. Earliest Departure Date _____
- e. Latest Arrival Date _____
- f. Weight of Excess Baggage _____
- g. Justification of Priority and Excess Baggage _____

- h. Remarks: _____

I certify that the statements contained herein are true and correct to the best of my knowledge and belief and are made in good faith.

I understand that if the foregoing statements made by me are knowingly and wilfully false I may be subject to the penalty provided in U. S. Code, Title 18, Chapter 47, § 1001; namely a fine of \$10,000 or imprisonment of not more than 5 years, or both.

Applicant _____ Address _____

CERTIFICATE

Date _____

TO: _____ Address _____

Priority No. Granted _____ Ident. No. _____
(Code & Serial)DENIAL

Date _____

Application is denied for the following reasons: _____

By _____
Authorizing Official

Distribution:

- A. Original and one copy to applicant.
- B. Copy to Administrator of Air Priorities.
- C. Copy to be retained by issuing authority.

APPENDIX G

CERTIFICATE IN LIEU OF WASPPASSENGER AIR PRIORITY CERTIFICATEDate _____
No. _____To Agent _____ Address _____
(Name of Company)The following application for air priority was made to the
Regional Air Priorities Control Office at _____Passenger _____
(Show name, rank or title)

Travel from _____ to _____

Weight of Excess Baggage _____

Date _____

Class ____ Air Priority Identification No. _____
has been issued by the Regional Air Priorities Control Office at _____

I certify that the statements contained herein are true and correct to the best of my knowledge and belief and are made in good faith.

I understand that if the foregoing statements made by me are knowingly and wilfully false I may be subject to the penalty provided in U. S. Code, Title 18, Chapter 47, § 1001; namely a fine of \$10,000 or imprisonment of not more than 5 years, or both.

Applicant _____

Address _____

Distribution:

- A. Original to nearest RAPCO.
- B. Carrier to retain copy.
- C. Applicant to receive copy.

APPENDIX I

WASP MAIL-CARGO AIR PRIORITY APPLICATIONAND CERTIFICATE OR DENIAL

____ Mail
____ Express Date _____
____ Freight No. _____

TO: Priority Officer _____ Address _____

Application is hereby submitted for Class _____ air priority for the following:

- a. Sponsored by _____
b. Commodity _____ Code No. _____
c. No. Pieces _____ d. Total Weight (lbs.) _____
e. Total Cu.Ft. _____
f. Outside Dimensions (length, width, height) _____
g. Air transportability has been confirmed by anticipated carriers
Yes _____ Not applicable _____
h. Shipper _____ i. Origin airport _____
j. Consignee _____
k. Destination airport _____
l. Earliest date available _____
m. Latest destination arrival date _____
n. May shipment be divided Yes _____ No _____
o. Justification for priority _____
p. Remarks _____

I certify that the statements contained herein are true and correct to the best of my knowledge and belief and are made in good faith.

I understand that if the foregoing statements made by me are knowingly and wilfully false I may be subject to the penalty provided in U. S. Code, Title 18, Chapter 47, § 1001; namely a fine of \$10,000 or imprisonment of not more than 5 years, or both.

Applicant _____

Address _____

CERTIFICATE

Date _____

To: _____ Address _____

Priority No. Granted _____ Ident. No. _____
(Code and Serial)By _____
Authorizing OfficialDENIAL

Date _____

Application is denied for the following reasons: _____

By _____
Authorizing Official

Distribution:

- A. Original and one copy to applicant.
- B. Copy to Administrator of Air Priorities.
- C. Copy to be retained by issuing authority.

APPENDIX J

CERTIFICATE IN LIEU OF WASPMAIL-CARGO AIR PRIORITY CERTIFICATE

☐ Mail
☐ Express
☐ Freight

Date _____
No. _____

To Agent _____ Address _____
(Name of Company)

The following application for air priority was made to the
Regional Air Priorities Control Office at _____

Commodity _____ Code No. _____

Shipper _____ Origin Airport _____

Consignee _____ Destination Airport _____

Date _____

Class _____ Air Priority Identification No. _____ has been issued
by the Regional Air Priorities Control Office at _____

I certify that the statements contained herein are true and
correct to the best of my knowledge and belief and are made in good
faith.

I understand that if the foregoing statements made by me are
knowingly and wilfully false I may be subject to the penalty provided
in U. S. Code, Title 18, Chapter 47, § 1001; namely a fine of \$10,000
or imprisonment of not more than 5 years, or both.

Applicant _____

Address _____

Distribution:

- A. Original to nearest RAPCO.
- B. Carrier to retain copy.
- C. Applicant to receive copy.