

AIR TRANSPORT COMMAND  
 PACIFIC DIVISION, WEST COAST WING  
 1503D AAF BASE UNIT  
 EMBARKATION-DEBARKATION SECTION  
 Hamilton Field, California

INSTRUCTIONS FOR EMBARKING PASSENGERS

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INDEX

PAR	
1.....	Registration
2.....	Records
3.....	Baggage Checks
4.....	Quarters
5.....	Mess
6.....	Processing
7.....	Pass Rules
8.....	Alert Periods
9.....	Transportation
10.....	Departure Preparation
11.....	Surplus Baggage
12.....	Uniform Regulations
13.....	Post Facilities
14.....	Protection of Personal Property
15.....	Security
16.....	Traveler's Checks
17.....	Fire Precaution Measures
18.....	Information Center
19.....	Sick Call
20.....	Mail
21.....	Orders
22.....	Summary of Rules
23.....	Disciplinary Action Regarding "No Show" Passengers

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## INSTRUCTIONS FOR EMBARKING PASSENGERS

### 1. REGISTRATION

Having registered with Port Control Office, Embarkation-Debarcation Section, ATC Passenger Terminal, all embarking passengers will conform with instructions contained herein.

### 2. SERVICE RECORDS

Service records of enlisted men and all other records will be turned in to the Port Control Office by person in charge of enlisted men, or the individual himself, at time of registration. Do not depart Hamilton Field without service records for enlisted men. Service records will be available immediately prior to plane departure. Enlisted mens service records and allied papers, and officers records, are delivered to the passenger at the Port Control Counter immediately before weigh-in.

### 3. BAGGAGE CHECKS

Should you have baggage which did not accompany you, turn in baggage checks for same with your name, rank and description thereon, to the Embarkation Baggage Section, Room A28, in the Terminal Building, at time of registration. Baggage will be picked up upon arrival and delivered to your quarters. Notify registrar at time of registration if your baggage is not available for departure.

### 4. QUARTERS

a. Officers will be sent to Building T-644 for quarters assignment at the rate of 25¢ per night. Enlisted men will be assigned quarters in Barrack T-175. Sidearms and knives must be checked as follows:

(1) Enlisted Men - Orderly Room T-175. Must clear with Orderly before departure, and turn in bed tag to Port Control prior to departure.

(2) Officers - Embarkation Baggage Section, Passenger Terminal.

b. Transients, under certain circumstances, while awaiting shipment may obtain permission at Port Control Office to live off the post. In such cases, the permission must be written, along with the transient signing out in the OFF-POST REGISTER. In doing so, quarters on the field should be surrendered, as any per diem payable is affected by retaining quarters on the field and living off the post.

### 5. MESS

a. Officers will mess at T-642 (24 hour mess adjacent to Transient Officers Quarters)

b. Enlisted men will mess at Barrack 176 or at Building 487 if between the hours of 1730 and 0600. Enlisted men will be furnished a Mess Pass at the time of registration upon which hours of mess are shown. Return this pass to the Port Control Office before departing from Hamilton.

### 6. PROCESSING

a. Transient personnel will be furnished a Processing Check Sheet to serve as a guide in the completion of processing. Processing will be completed and Processing Check Sheets turned in to Port Control Office as soon as possible after arrival. NO PASSES WILL BE GIVEN UNTIL PROCESSING CHECK SHEET IS RETURNED.

b. Dress: Class "A" uniform. Ties must be worn. DO NOT MIX UNIFORMS.

## INSTRUCTIONS FOR EMBARKING PASSENGERS (cont'd)

c. When groups of men are processed, the group shall remain intact and controlled by the ranking man until processing is completed and processing forms turned in to Port Control Office. The man in charge will then maintain liaison between his group and the Port Control Office for the duration of their stay at Hamilton Field.

### 7. PASS CONTROL

a. Enlisted men become eligible for normal overnight pass (1700 to 0800) when they have completed processing, and remain eligible until alerted for departure. Enlisted men must sign for passes at 1700 at Building 175, and pick up passes at Building 175 between 1700 and 1745 daily. They are required to return from pass by 0800, turn in pass, and sign in at Building 175.

b. Officers become eligible for normal overnight pass after they have completed processing, and remain eligible until alerted for departure. Officers are required to be on the post between the hours of 0800 to 1700 daily, and may not leave the post at anytime after being alerted for departure.

### 8. ALERT PERIODS

a. Alert lists for officers are posted in Buildings 644 and 201 between the hours of 1030-1100, and 1600-1645 daily. It is the officer's responsibility to read these bulletin boards twice daily at hours specified.

b. Enlisted men are required to attend the alerts in person at Building 175 at 1030 and 1600-1630 daily.

c. All personnel are required to attend the alerts unless a processing appointment conflicts, or unless the passenger has already been alerted.

d. SEE NOTE AT END OF THESE INSTRUCTIONS CONCERNING "NO SHOW" PASSENGERS.

### 9. TRANSPORTATION

#### a. ON THE BASE:

(1) Limited on the base transportation can be secured if you have baggage to move in connection with your departure or preparation for departure. Call 3297 or inquire at the Information and Transportation Counter, Port Control. Shuttle bus transportation is available between main gate, center post area, and Terminal building.

#### b. OFF POST TRANSPORTATION:

(1) Personnel traveling to San Francisco on official orders or official business, may obtain tickets at Debarkation Control Counter, Passenger Terminal Building, for hourly Greyhound bus to San Francisco.

(2) A military bus operates between San Francisco, Hamilton Field, Fairfield, and Mather Field. Call 3297 concerning schedule or check at Transportation Counter, Passenger Service Section, Port Control.

## INSTRUCTIONS FOR EMBARKING PASSENGERS (cont'd)

### 10. DEPARTURE FROM HAMILTON FIELD

- a. Passengers who have been alerted proceed as follows:
- (1) Report immediately or at hour specified on alert sheet to Port Control Alert Section for final instructions regarding weigh-in, transportation to Terminal at departure time, etc. Purchase in-flight lunch at Port Control Alert Section.
  - (2) Do not give up your quarters at the time of being alerted. Check out of quarters prior to transportation "pick-up time", as announced at Port Control Alert Section.
  - (3) Weigh-in and secure records and orders from Port Control.
  - (4) Briefing on "ditching procedure" is received after weigh-in, and before departure.
- b. Baggage Allowance: Will be specified in your orders. Supply Section, Terminal Building, can assist you if no exact weight is specified in your orders. The only items which are not charged against your baggage allowance, if worn or carried, are: Web belt, Canteen, Knife, Ordnance material, and a coat on your arm. Musette bags and brief cases are not weight free, but may be carried separately.
- c. CHECK-WEIGH your baggage after processing and before being alerted. Scales are available at:
- Building 645 - Officers
  - Building 175 - Enlisted Men
  - Embarkation Baggage Room, Terminal Building - Both
- d. DRESS warmly for flight. Wear equivalent of wool uniform plus trench coat or field jacket. Female passengers wear slacks. Inasmuch as bulk baggage (B-4, barracks bag, etc) will not be accessible during flight, passengers are advised to pack in musette bag a summer uniform, toilet articles for use to destination. Stopovers are not authorized unless specified in orders.

### 11. SURPLUS BAGGAGE

- a. Baggage for water shipment will have two (2) tags on each article with owner's name, rank and serial number. Baggage of persons traveling in movements will have the movement number on the tags. All such baggage will be delivered to Embarkation Baggage Room, ATC Terminal. Tags are available there.
- b. Baggage for shipment home by Railway Express Collect, should be taken to Room A-28, Embarkation Baggage Room, where two (2) express tags will be attached.

### 12. BASE REGULATIONS

- a. Every transient will be guided by the following Base Regulations regarding dress, and will be expected to conduct himself in accordance with the regulations and customs of the service regarding military discipline and courtesy.
- b. Wool service uniform is authorized.
  - c. Flight jackets are to be worn only on flying missions.
  - d. Coats, blouses and field jackets must be buttoned at all times.
  - e. Neckties are mandatory at Hamilton Field.
  - f. Field jackets, flying jackets, and flying clothing may not be worn off the post except if carrying special permit. (EM - transient pass. Officers - uniform permit obtained at Port Control)

INSTRUCTIONS FOR EMBARKING PASSENGERS (cont'd)

13. POST FACILITIES

- a. Transient Officers' Club located in Building T-644.
- b. Day Room for Officers in Building 190.
- c. Day Room for Enlisted Men in Building 190.
- d. Movies nightly. Consult Daily Bulletin in quarters for time & bill.
- e. P.X. located in center of post area. Hours are: 0900-1800 daily.
- f. Sub P.X. and restaurant in Terminal Building. 24-hour service.
- g. Post office in Barrack 430.
- h. Swimming pools. Officers at Officers' Club. EM near tennis courts.
- i. N.C.O. Club - T-508.
- j. Service Club - T-438.

Pay vouchers will be prepared upon request by Officers' Pay Section, Room A-20, ATC Terminal. Enlisted personnel are paid through Personnel Section, Room A-22, ATC Terminal. This must not conflict with processing schedule.

14. Transients are cautioned against leaving personal or government property lying loose in quarters where same may be pilfered. In event of loss however, transients should immediately make a complete report to the Intelligence and Security Officer, Barrack 7.

15. Transients are cautioned against unnecessary or unauthorized discussion of military information. DO NOT DISCUSS MILITARY INFORMATION EXCEPT IN LINE OF DUTY. GET SPECIFIC INSTRUCTIONS AT PORT CONTROL OFFICE.

16. CHECKS

- a. All transients clearing through the Airport of Embarkation are advised that it will be impossible to cash personal checks while outside the continental limits in any part of the Pacific area. Disbursing officers in this area have been instructed that they may cash Travelers checks drawn only on the following institutions:

Mellon National Bank of Pittsburgh  
National City Bank of New York  
Bank of America National Trust & Savings Assoc.  
The American Express Company &  
American Express Company Money Orders

- b. Advice has been received that Money Orders and Travelers checks of the American Express Company are preferred because of the speed by which they may be negotiated in this area.

17. No lighter fluid or inflammable material will be taken on plane by transients or packed in their baggage to be shipped by water.

18. For any information desired during your stay here at the field, inquire at Port Control Counter, Information Section, ATC Terminal, phone 3297.

19. SICK CALL

All transients reporting for sick call or requiring medical or dental attention will report to Medical Officer, Medical Section, ATC Terminal.

INSTRUCTIONS FOR EMBARKING PASSENGERS (cont'd)

20. MAIL

a. Mail may be deposited in the APOE Postal Section, ATC Terminal, which also sells stamps and money orders.

b. Subject matter of mail and conversation will be restricted to comply with the rules of safeguarding military information.

21. ORDERS

YOU MUST CARRY WITH YOU AT ALL TIMES AT LEAST ONE COPY OF THE ORDERS BRINGING YOU HERE.

OFFICERS MUST CARRY THEIR 201 FILES AND RECORDS WITH THEM IN PROCESSING.

22. COOPERATE IN THE FOLLOWING

a. Process and turn in processing sheet immediately.

b. Attend the alerts.

c. Wear proper uniform.

d. If you depart from this station by any method other than on scheduled trips, SIGN OUT AT PORT CONTROL OFFICE.

e. Observe pass rules.

23. "NO SHOW" PASSENGERS

Passengers will be provided advance notification of scheduled departure so as to insure sufficient time to prepare themselves and their baggage for arrival at the Passenger Terminal at the scheduled time. In the event that, despite all reasonable notification, passengers arrive at the Terminal subsequent to the closing of the manifests, or fail to appear entirely, at the discretion of the Base Commander, the following procedure will be followed in part or in its entirety:

a. MILITARY PASSENGERS AND CIVILIANS TRAVELING ON DIRECTIVE ORDERS:

- (1) They will be placed at the bottom of the backlog in the priority classification for which travel has been authorized.
- (2) They will be restricted to the limits of the base.
- (3) A detailed report will be prepared and mailed to the headquarters issuing the travel orders, suggesting disciplinary action be taken.
- (4) In the event more stringent measures are warranted, the officer, enlisted man, or civilian, may be disciplined under the 104th Article of War.

b. CIVILIAN PASSENGERS TRAVELING ON INVITATION ORDERS:

- (1) They will be placed at the bottom of the backlog in the priority classification for which travel has been authorized.
- (2) They will be restricted to the limits of the base.
- (3) A detailed report will be prepared and mailed to the headquarters issuing the travel orders.

c. OTHER CIVILIAN PASSENGERS:

- (1) They will be placed at the bottom of the backlog in the priority classification for which travel has been authorized.
- (2) A detailed report will be prepared and mailed to the U.S. Department Division of Foreign Service Administration, Transportation Unit, 1734 New York Ave NW, Washington, D. C.

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1178 Pacific Ave  
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