

# GRYPHON BOARDING and BAGGAGE INSTRUCTIONS

## IMPORTANT NOTICE FOR EMPLOYERS OF PASSENGERS ENTERING SATHER AB

All companies with in-coming employees carrying only a passport and LOA MUST send a representative to the Gryphon check-in counter one hour prior to scheduled arrival time at Sather AB to provide proof the arriving employee will be met and escorted by a representative of the sponsoring organization. This applies to all passengers who do not have a valid DOD CAC or MNF-I card in their possession.

Security protocol requires outgoing passenger arrival at Sather AFB beginning 3 hours and up to and until 1 hour 15 minutes before scheduled departure. Passengers should expect a possible hand search of all baggage--both checked and carry-on. Passengers arriving late will not be allowed to board the aircraft due to insufficient time for security check before departure.

**BAGGAGE INSTRUCTIONS** - Due to a requirement recently imposed by United Airlines' Security Department, all passengers with checked baggage flying on United Airlines are required to present their bags personally at check-in. The impact of this new regulation necessitates that all passengers with non-carry-on sized bags process through Immigration and Customs at Kuwait International Airport and proceed to the check-in counter at Zone 1 on the departure level. Gryphon Airlines staff will assist in expediting this process.

All passengers with carry-on-sized baggage (up to 2 bags) may remain in-transit and process through the United Airlines/Kuwait Airways transfer desk. *This applies only to passengers traveling on United Airlines.* We sincerely apologize for this inconvenience and are working with United's senior management to resolve this issue as soon as possible.

**All weapons, ammunition and prohibited items must be declared.** See [www.flygryphon.com](http://www.flygryphon.com) for downloadable firearms form. Items not allowed in carry-on luggage or on your person include firearms and ammunition, explosives, knives and other sharp objects, and anything that has the appearance of a weapon. Explosives are strictly prohibited. If any of these items are packed in checked-on baggage, they must be declared to Gryphon personnel at check-in. See <http://www.tsa.gov/travelers/airtravel/> for more detailed information regarding TSA regulations.

### **BOARDING INSTRUCTIONS - *For passengers boarding at Sather Air Force Base at BIAP***

Check-In Procedure: (please call +964-781-265-3728) in Baghdad if you have further questions or issues.

#### **Effective between March 15 and March 28, 2010:**

**17:00** – Check-in begins at Gryphon desk in trailer at Sather AFB/military side of BIAP. Our office is located directly across from the USO office at the passenger terminal on Sather Air Force base.

**18:45** – Check-in closes at Gryphon desk

**19:10** – Briefing held in front of Gryphon trailer at Sather AB

**19:30** – Scheduled arrival of inbound flight

**20:15** – Scheduled departure of outbound flight.

**21:30** – Scheduled arrival of flight at Kuwait International Airport

#### **Effective between March 29, 2010:**

**16:00** – Check-in begins at Gryphon desk in trailer at Sather AFB/military side of BIAP. Our office is located directly across from the USO office at the passenger terminal on Sather Air Force base.

**17:45** – Check-in closes at Gryphon desk

**18:10** – Briefing held in front of Gryphon trailer at Sather AB

**18:30** – Scheduled arrival of inbound flight

**19:15** – Scheduled departure of outbound flight.

**20:30** – Scheduled arrival of flight at Kuwait International Airport

**Passengers with connecting flights at Kuwait International Airport**

All passengers will be asked at check-in if they have a connecting flight at KWI. Please have airline and flight information available. This will expedite the transfer of passengers and bags between airlines upon arrival.

**AMERICAN CARRIERS: Passengers connecting to United Airlines / Wash. D.C. Dulles (IAD)**

All passengers connecting with UNITED AIRLINES with checked bags are required by United Airlines to have bags re-screened in Kuwait. Our staff will guide United passengers through Visa and check-in process in time to make your connection to Dulles.

**NON-AMERICAN CARRIERS:** Passengers transferring to non-American carriers in Kuwait will be provided labeled baggage tags and claim stubs in Baghdad. Our staff in Baghdad will attach tags at the check-in. The stubs will be kept by passengers and handed to the transfer desk in Kuwait for baggage transfer without passengers having to get a VISA or leave the transit area.