



Transportation

SPACE AVAILABLE TRAVEL INFORMATION

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This pamphlet implements AFD 24-1, *Personnel Movement*. It provides Air Mobility Command (AMC) space available travel information. It applies to uniformed service members (active and retired), their family members, and Department of Defense (DoD) employees authorized space available travel under DoD 4515.13-R, *Air Transportation Eligibility*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. General Information.

1.1. Space A travel is a by-product of the DoD primary mission, which is the movement of space required cargo and passengers. DoD cannot guarantee seats to Space A passengers to the original point of travel. Space A is a privilege and a highly valued benefit for uniformed service members, both active and retired, their family members, and eligible DoD employees. DoD Regulation 4515.13 governs policies to ensure Space A procedures are equitably administered.

1.2. Traveling Space A on DoD owned or controlled aircraft is subject to mission requirements. Aircraft departing Westover ARB are normally configured for the movement of official duty passengers and/or cargo. Once all duty passengers are accommodated, any remaining seats may then be offered to Space A passengers. The acceptance of Space A passengers for flight does not obligate the U.S. Government or AMC to continue the travel or return of Space A passengers to their point of origin. Since complete travel to the desired destination cannot be guaranteed, Space A passengers should be prepared to defray the cost of onward or return movement by commercial transportation, along with other essential personal expenses. Flying Space A means you are traveling on a nonscheduled airline and, in most cases, not returning with the same aircraft. Therefore, Space A travelers should reconcile themselves to a very flexible travel schedule and have money for whatever emergencies may arise. If at any time during your travel with AMC we do not meet your expectations or if you have a question or suggestion, please contact an AMC supervisor or use AMC Form 253, **Air Passenger Comment**, avail-

able in every major AMC operating location to pass the word to us at the AMC staff. We wish you the best in your travels!

2. Registration. Passengers may register for travel at the Passenger Service Center, in the passenger terminal, which is located in building 7075, Hanger 3, Southside, 1st floor. In person is the preferred method since it avoids any possible miscommunication. However, since the geographical area that is served by Westover ARB is large, registration by telefax or by telephone is permitted. Telephone and in person registration will be accepted only on Mondays, Wednesdays and Fridays, between 1000-1200 and 1300-1500. The telephone number is (413) 557-2622 or DSN 589-2622. The telefax number is (413) 557-3147. Sponsors who register in person for family members traveling with them should present all required documents: Identification cards (DD Form 2, **Armed Forces Identification Card**), passports, immunization records, and visas when required by the DoD Foreign Clearance Guide. Travel documents must be presented when selected for travel. Travelers may select up to five countries. We recommend the "all" choice for the fifth destination so that the traveler may take advantage of unscheduled unique travel opportunities.

2.1. The following summarizes documentation requirements. Please have them ready for review when selected for travel:

2.1.1. Active Duty Uniformed Services Member (includes National Guard and Reserve members on active duty in excess of 30 days and Cadets and Midshipmen of the U.S. Service Academies): DD Form 2 (Green), **US Armed Forces ID Card (Active)**, DD Form 2 NOAA (Green), **Uniformed Services ID and Privilege Card (Active)**, or PHS Form 1866-3 (Green), **US Public Health Service ID Card (Active)**, and a valid leave authorization or evidence of pass status.

2.1.2. Retired Uniformed Service Members: DD Form 2 (Blue), **US Armed Forces ID Card (Retired)**, DD Form 2 NOAA (Blue), **Uniformed Services ID Card (Retired)**, or PHS Form 1866-3 (Blue), **US Public Health Service ID Card (Retired)**.

2.1.3. National Guard and Reserve Members: Authorized Reserve Component Members (National Guard and Reserve) of the Ready Reserve and members of the Standby Reserve who are on the Active Status List: DD Form 2 (Blue), and DD Form 1853, **Authentication of Reserve Status for Travel Eligibility**.

2.1.4. Retired Reservists Entitled to Retired Pay at Age 60: DD Form 2 (Blue) and a notice of retirement eligibility as described in DoD Directive 1200.15. If the automated DD Form 2 (Blue) has been issued, the member is registered in his or her service personnel system as a Reserve retiree entitled pay at age 60, and a notice of retirement is not required.

2.1.5. Retired Reservists Qualified for Retired Pay: DD Form 2 (Blue), DD Form 2 NOAA (Blue), or PHS Form 1866-3 (Blue).

2.1.6. On Active Duty for 30 Days or Less: DD Form 2 (Blue) and orders placing the reservist on active duty and a valid leave authorization or evidence of pass status.

2.1.7. ROTC, Nuclear Power Officer Candidate (NUPOC), and Civil Engineer Corps (CEC) Members: When enrolled in an advanced ROTC, NUPOC, or CEC course or enrolled under the financial assistance program: DD Form 2 (Blue) and DD Form 1853.

2.1.8. Family Members of Uniformed Service Members: DD Form 1173, **United States Uniformed Services Identification and Privilege Card**.

2.1.9. Environmental and Morale Leave (EML) Travelers: Travel orders issued by the Unified Command. Participants of the EML program may take no more than two trips per year and may not be taken within 6 months of the beginning or end of the service.

NOTE: Registration Cancellation (Sign Up): Failure to cancel registration may restrict you from Space A travel for one year. If there is a need for cancellation, it is your responsibility to cancel as soon as possible. The telephone number is (413) 557-2622 or DSN 589-2622.

3. Travel Categories/Selection Priorities. Available seats are offered to Space A passengers only after all official duty passengers have been accommodated. Military members on permanent change of station (PCS) orders or on emergency leave have top priority for seats. Active duty service members on ordinary leave get the next priority for Space A seats, followed by accompanied Category 5 active duty family members, retirees and reservists. Space A travel is one instance in which rank does not have its privilege. Space A is offered on a first come, first serve basis. A complete listing of eligible passengers by category is contained in DoD 4515.13-R. The following is a partial listing of eligible individuals:

3.1. **Category I.** Emergency travel on a round-trip basis in connection with serious illness, death, or impending death of a member of the immediate family of the following:

3.1.1. United States citizen civilian employees of the DoD stationed overseas.

3.1.2. Full-time, paid personnel of the American Red Cross serving with the United States military services overseas.

3.1.3. Uniformed Service family members whose sponsors are stationed within the continental United States (CONUS) and the emergency exists overseas.

3.1.4. Family members of United States citizen civilian employees of the DoD when both sponsor and dependents are stationed overseas at the same location.

3.1.5. Uniformed Service family members when accompanied by their sponsor may travel within the CONUS if the emergency exists in the CONUS.

3.2. **Category II.**

3.2.1. Sponsors on EML and accompanied family members. Military personnel must also be on ordinary leave. Any other type leave such as convalescent or overseas tour extension incentive program (OTEIP) with EML is not authorized.

3.2.2. DoD Dependent School (DoDDS) teachers and their accompanied family members in EML status during school year holiday, vacation periods or employer-approved training during recess periods.

3.3. **Category III.**

3.3.1. Members of the uniformed services in an ordinary or reenlistment leave status and uniformed services patients on convalescent leave. Members on convalescent leave may not travel overseas unless their leave form is so annotated.

3.3.2. Military personnel traveling on permissive temporary duty (TDY) orders for house hunting.

3.3.2.1. If the permissive TDY is for the purpose of PCS house hunting, the member travels in Category III, may travel within CONUS as well as international travel, and may be accompanied by one family member.

3.3.2.2. Bona fide family members (with a valid identification card) of a service member of the uniformed services when accompanied by their sponsor who is in an ordinary leave status within overseas areas between overseas stations and air terminals in CONUS.

3.3.3. This privilege does not apply to travel of dependents to or from a sponsor's restricted or unaccompanied tour location or to travel in a leave status to or from TDY locations. It applies only to round-trip travel to an overseas area or CONUS with the sponsor. DoD 4515.13-R restricts use of these privileges to establish a home for family members in an overseas area or CONUS.

3.3.4. Foreign exchange service members on permanent duty with DoD, when in a leave status.

3.4. **Category IV.**

3.4.1. Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML.

3.4.2. DoDDS teachers or family members (accompanied or unaccompanied) in an EML status during summer break.

3.5. **Category V.**

3.5.1. Students whose sponsor is stationed in Alaska or Hawaii.

3.5.2. Students enrolled in a trade school in CONUS when the sponsor is stationed overseas.

3.5.3. Military personnel traveling on permissive TDY orders for other than house hunting.

3.5.4. Command sponsored dependents (18 years of age) of uniformed services members who are stationed overseas may travel unaccompanied from the sponsor's PCS duty location to CONUS and return. Travel is also authorized within the overseas theater. Travel cannot be between two overseas theaters (i.e., from Germany to Panama or from Japan to England). Dependents must have command sponsored documentation signed by the commander verifying command sponsorship. Documentation is valid for one round trip.

3.6. **Category VI.**

3.6.1. National Guard/Reserve components/members of the Ready Reserve and members of the Standby Reserve who are on the Active Status List.

3.6.2. Retired military members who are issued a DD Form 2 and eligible to receive retired or retainer pay.

3.6.3. Family members (with a valid identification card) of retired members when accompanied by a sponsor.

4. Selection Process. Travelers remain on the register for 60 days or the duration of their leave orders or authorization, whichever occurs first.

4.1. When you register, you are assigned a category of travel (see paragraph 3. for eligibility) and compete for seats within categories based on the date and time of registration. This date and time of sign-up is yours through to your destination; you will receive a new date and time when you register for your return travel. You have the option to stand by for any flight you believe you may have a reasonable opportunity on which to travel.

4.2. Space required passengers or cargo may require the removal of Space A passengers at any point. If removed en route, you may re-register with your original date and time of registration. AMC passenger agents will assign a new date and time to any country you change or add on your application. Names of all originating space available passengers who depart on a flight will be removed from all destinations. Always be prepared to purchase onward or return commercial transportation, meals, and lodging.

5. Show Time. All Space "A" travelers who register will report to the Space A Travel office (Building 7075, Hanger 3, Southside, 1st Floor) at least three hours prior to flight time. Show time is a roll call of space required and Space A passengers who are waiting for a specific flight. Passengers arriving after roll call will be processed after all others are completed, no matter when the date or time of registration occurred. Also, such passengers will not be allowed to jeopardize the aircraft departure time or mission safety. Passengers who are under the influence of drugs or alcohol or show inappropriate behavior will be denied boarding the aircraft. Flight lunches are not available at Westover ARB. Plan ahead and bring your own lunch.

6. Motor Vehicle Parking. Long term parking is available and you will be directed upon arrival.

7. Roll Call.

7.1. Roll call will be done in the order of the date and time of registration (registration number) of each passenger. You must have your baggage with you for processing at that time.

7.2. All Space A travelers will be required to pass through a metal detector or undergo any further inspection deemed necessary. Individuals with pace makers should advise security prior to inspection. All baggage is x-rayed and subject to inspection.

8. Space A Travel Questions. People not familiar with the Space A system often do not know the questions to ask to make their travel easier. See Frequently Asked Questions ([Attachment 1](#)).

9. Tips for Traveling Space A.

9.1. Plan your trip, be flexible, be patient. As a rule of thumb, military ports offer more travel opportunities than commercial gateways.

9.2. If possible, travel at off-peak Space A travel periods (i.e., peak periods are the summer months after school is dismissed and Christmas holiday season). Historically, Feb-Mar and Oct-Nov are low travel periods.

9.3. Be as flexible as possible in choosing a destination. If you want to get to Ramstein AB, Germany, consider a flight into Rhein-Main, Germany, or even RAF Mildenhall, United Kingdom, as an alternative. At Mildenhall, try for another flight bound for Germany.

9.4. There is a head tax on CONUS outbound or federal inspection fee on CONUS inbound international commercial charters.

9.5. When traveling Space A with young children, prepare for possible delays along the way where baby supplies may not be readily available. A good supply of games and books is also recommended. Be aware that a baby's ears, like an adults, are sensitive to altitude pressure changes.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1

FREQUENTLY ASKED QUESTIONS

Question 1: *Is Space A travel a reasonable substitute for travel on a commercial airline?*

Answer: The answer depends on you! If your travel schedule is flexible and your finances permit for a stay (sometimes in a "high-cost" area), while awaiting movement, space available travel is a good travel choice. While some travelers' sign up and travel may be the same day, many factors could come together to make buying a commercial ticket your best or only option. Remember, Space A travel success depends on flexibility and good timing.

Question 2: *Who determines eligibility to fly Space A?*

Answer: The four Services jointly establish Space A eligibility. AMC's first responsibility is airlifting official DoD traffic. Space A passengers are accommodated only after official duty passengers and cargo.

Question 3: *How long does my name stay on the Space A list?*

Answer: All travelers remain on the register 60 days after registration, for the duration of their leave orders authorization, or until they are selected for travel, whichever occurs first. Revalidation has been eliminated.

Question 4: *What is country sign-up, and how does it affect me?*

Answer: Under this program, you may sign up for five different countries rather than five different destinations. You are also eligible for the "ALL" sign-up which makes you eligible for all other destinations served. This gives you a greater selection of destinations from which to choose.

Question 5: *What is remote sign-up?*

Answer: Remote sign-up allows passengers to enter the backlog by telefaxing copies of proper service documentation along with desired country destinations and family members first names to the aerial port of departure. The telefax data header will establish date/time of sign-up, therefore, active duty personnel must ensure the telefax is sent no earlier than the effective date of leave. AMC terminals are not responsible for faxes not received. Mail entries will also be permitted. Some of our AMC terminals now accept e-mail sign-up. The original date and time of sign-up shall be documented and stay with the passenger until his or her destination is reached. On reaching destination, the passenger may again sign-up for space available travel to return to home station.

NOTE: If applicable, a statement that all required border clearance documents are current, is required.

Question 6: *What is self sign-up?*

Answer: Self sign-up is a program that allows passengers to sign-up at a terminal without waiting in line. Most locations now provide self sign-up counters with easy to follow instructions for registration. Active duty personnel must ensure sign-up takes place no earlier than the effective date of leave. If your travel will take you to a foreign country, ensure border clearance documentation is up to date. If you are unsure, verify it with a passenger service representative on duty.

Question 7: *How can I find where my name is on the Space A register?*

Answer: Each terminal maintains a Space A register (organized alphabetically, by priority and the date and time of registration for travel) that is updated daily. The register is conveniently located in the termi-

nal and directly accessible to you. Travelers may call the terminal direct to find where they stand travel wise.

Question 8: *As a Reservist, where can I fly?*

Answer: Reserve members with DD Form 2 (Blue) identification and DD Form 1853 may fly to, from, and between Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, American Samoa, and CONUS. Additionally, when on active duty, members may fly anywhere overseas that AMC has flights operating.

Question 9: *As a Retiree, where can I fly?*

Answer: Retired members with DD Form 2 (Blue) identification card may fly anywhere AMC has flights operating, including the CONUS.

Question 10: *Where and when can my family members travel with me?*

Answer: Except EML, Emergency Travel, and Command Sponsored Category V, family members must be accompanied by the sponsor to fly Space A. Family members may travel to/from and between overseas locations but not within the CONUS unless manifested on domestic leg segments of international travel.

Question 11: *Can I have family members travel with another military member if given power of attorney, other releases, or authority?*

Answer: No. Family members may only travel when accompanied by their sponsor.

Question 12: *I am disabled. Can I have a brother, sister, or friend accompany me to help me?*

Answer: The only persons permitted to accompany you are your dependents (not in CONUS) or other persons eligible for Space A travel. Every effort shall be made to transport passengers with disabilities who are otherwise eligible to travel. Passenger service personnel and crew members shall provide assistance in boarding, seating, and deplaning passengers with special needs.

Question 13: *Do I have to be in uniform to travel?*

Answer: Each Service determines their own travel uniform policies. Currently, all the services permit appropriate civilian attire on DoD-owned or controlled aircraft.

When civilian clothing is worn, use common sense. Attire should be in good taste and not in conflict with accepted attire in the overseas country of departure, transit, or destination, as defined by the DoD Foreign Clearance Guide. It should also be capable of keeping you warm especially on military aircraft.

Question 14: *How much baggage can I take?*

Answer: As a Space A traveler, you may check two pieces of luggage at 70 pounds each per person. Family members traveling together may pool their baggage allowance as long as the total does not exceed the total allowance. You may hand carry only what fits under your seat or in the overhead compartment, if available.

Question 15: *Can I pay for excess baggage when flying space available?*

Answer: No. Only duty status passengers may pay for excess baggage.

Question 16: *Do you have any recommendations on baggage?*

Answer: Yes. Travel light, take only essentials. Do not place valuables, medicine, or important documents in your check baggage. Be sure your name and current address are on and inside your bags. AMC terminals have baggage ID tags available for you to use.

Question 17: *Can my pet travel with me on a Space A flight?*

Answer: No. DoD has reserved pet shipments for passengers in PCS status. Additionally, travel with pets would be difficult at best due to limited aircraft pet spaces, pet import documentation requirements, and the possibility of quarantine in the event of an aircraft divert.

Question 18: *Will Space A travel cost much?*

Answer: In general, no. Some terminals must collect a head tax or a federal inspection fee from Space A passengers on commercial contract missions. Meals may be purchased at a nominal fee out of most air terminals while traveling on military aircraft. Meal service on AMC Category B full planeload charters is complimentary.

Question 19: *What facilities are available at AMC terminals (nursery, BX, snack bar)?*

Answer: Facilities at most military terminals are generally the same as commercial facilities. Facilities include exchanges, barber shops, snack bars, pay television (free television lounge in some military terminals), traveler assistance, baggage lockers or rooms, United Services Organization (USO) lounges, and nurseries (at major terminals). The type of facility available will vary according to the terminal size and location. **NOTE:** Most AMC passenger terminals close at night. Space A travelers should be prepared to defray billeting expenses.

Question 20: *What are the trends in the availability of Space A travel? Does it seem as if there will be more or less Space A travel in the coming year?*

Answer: Although AMC has led efforts to improve Space A travel in the past few years, movement still remains a result of unused seats. Present DoD personnel and budget trends are effecting Space A movement opportunity. AMC is dedicated to putting a passenger in every available seat.

Question 21: *What is the best time of the year to travel Space A?*

Answer: Any time other than peak travel and holidays (December-January and June-July) periods.

Question 22: *Is it easier to go to some destinations?*

Answer: Yes. Places where we fly often (Germany) are much easier than low frequency areas (Australia or New Zealand).

Question 23: *Can people travel Space A to Alaska or South America?*

Answer: Yes. Travelers may obtain Space A travel to Alaska, South America, and other interesting locations; i.e., Australia, New Zealand, etc. Travel to Alaska is relatively easy when departing from the West Coast (Travis AFB, California, and McChord AFB, Washington). Travel to South America and other remote areas is much more difficult. Infrequent flights to remote areas are primarily cargo missions and have few seats available for passenger movement. Expect long waiting periods for movement.

Question 24: *I am retired and am traveling on a passport and my flight originated overseas. Where in the CONUS can I fly into?*

Answer: When traveling on a passport, (family members, retired uniform service, reserve, etc.) you may return to CONUS only through authorized ports of entry where customs and immigration clearance are available. While you may depart the CONUS literally from any military airfield, reentry locations for passport holders are limited. Active duty passengers who do not require immigration clearance have more reentry options open.

Question 25: *Can I fly on Space A on other than AMC flights?*

Answer: Yes. Your travel eligibility is for all DoD-owned or controlled aircraft. AMC, however, does not always have knowledge of other command/services flights. Telephone numbers are available for many of the passenger terminals in the CONUS

Question 26: *Can I call the bases for flight information? If so, what are the phone numbers?*

Answer: We encourage you to call the passenger terminal you plan on traveling through 30-60 days before travel. The terminal will be happy to discuss their flight schedule, Space A backlog, movement forecast, etc.