



# Space Available Handbook

**OPR: AMC/A4TP, Passenger Policy Branch**

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## ***AMC Space-A Handbook, 30 January 2012***

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1. Welcome to Air Mobility Command (AMC) and space available (Space-A) travel. AMC is dedicated to helping you, our customer, make the most of your Space-A travel privilege. This handbook was developed to help guide you through the Space-A travel system.

Space-available travel is the specific program of travel authorized by the Department of Defense (DOD) allowing authorized passengers to occupy DOD aircraft seats that are surplus after all space-required passengers have been accommodated. Space-available travel is allowed on a non-mission interference basis only. DOD aircraft shall not be scheduled to accommodate space-available passengers. No (or negligible) additional funds shall be expended and no additional flying hours shall be scheduled to support this program. In order to maintain the equity and integrity of the space-available system, seats may not be reserved or "blocked" for use at en route stops along mission routes.

Our passenger terminals offer information on a variety of flights servicing a multitude of locations. If you are unsure on your travel destination choices, feel free to contact your local AMC Passenger Terminal for information. Terminal contact info can be found at the AMC Travel Website ([www.amc.af.mil/amctravel](http://www.amc.af.mil/amctravel)). This handbook includes important rules for your information and much more is located on the AMC Travel Website.

Space-available travel is a privilege (not an entitlement) that accrues to Uniformed Services members as an avenue of respite from the rigors of Uniformed Services duty. Retired Uniformed Services members are given the privilege in recognition of a career of such rigorous duty and because they are eligible for recall to active duty. The underlying criteria for extending the privilege to other categories of passengers is their support to the mission being performed by Uniformed Services members and to the enhancement of active duty Service members' quality of life.

While we cannot guarantee movement in your desired specific time frame, we will do our best to make available every seat possible. In case you are delayed in getting to your final destination, ensure you have sufficient funds to complete your journey or return home. Remember, space available passengers travel only after all duty cargo and passengers have been accommodated. 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 Passenger Service Agent at the respective passenger terminal or use the Interactive Customer Evaluation (ICE) feedback process located on the [AMC Travel Website](http://www.amc.af.mil/amctravel). (<http://www.amc.af.mil/amctravel/index.asp>). We wish you the best in your travels!

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**2. Registration.** Prospective passengers may register for Space-A travel by two different methods: In-person at the Passenger Service Center counter at the passenger terminal or remotely by fax, email, or by mail. Travelers may select up to five countries. We recommend the "all" choice for the 5th destination so that the traveler may take advantage of unscheduled unique travel opportunities. Travel documents must be presented when selected for travel. Sponsors with family members traveling with them should present all required documents: Identification cards (Common Access Cards [CAC] or DD Form 2, *Armed Forces Identification Card*), passports, immunization records, and visas when required by the Department of Defense (DOD) Foreign Clearance Guide.

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, Reserve members on active duty in excess of 30 days, and cadets and midshipmen of the U.S. Service academies: CAC (Active), Form 2 NOAA (Green) Uniformed Services Identification and Privilege Card (Active), or PHS Form 1866-3 (Green) United States Public Health Service Identification Card (Active); and a valid leave authorization or evidence of pass status as required by the Service concerned.

2.1.2. Retired Uniformed Service Members (to include from the Reserves): 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. Retired Reservists Entitled to Retired Pay at Age 60: DD Form 2 (Red) and a notice of retirement eligibility as described in DoD Directive 1200.15. If the automated DD Form 2 (Red) 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.

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

2.1.5. 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 (Red) and DD Form 1853.

2.1.6. Family Members of Uniformed Services Members: DD Form 1173, *United States Uniformed Services Identification and Privilege Card*. Command/Non-Command/Deployment Letters.

2.1.7. 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.

2.1.8. AMC Form 140, Space Available Travel Request. This can be found on the [AMC Travel Website](http://www.amc.af.mil/amctravel/index.asp). (<http://www.amc.af.mil/amctravel/index.asp>)

2.1.9. Passports and visas (as applicable).

**3. Travel Categories/Selection Priorities.** A complete listing of eligible passengers by category is contained in DOD 4515.13-R ([www.dtic.mil/whs/directives/corres/pdf/451513r.pdf](http://www.dtic.mil/whs/directives/corres/pdf/451513r.pdf)). The following is a partial listing of eligible individuals:

**3.1. Category I.**

3.1.1. 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:

3.1.1.1 United States citizen civilian employees of the DOD stationed overseas.

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

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

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

3.1.1.5 Uniformed Service family members when accompanied by their sponsor may travel within the continental United States (CONUS) if the emergency exists in the CONUS.

**3.2. Category II:**

3.2.1. Sponsors on environmental and morale leave (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 permanent change of station house hunting, the

member travels in Category III, may travel within the continental United States (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 the CONUS.

3.3.3. Foreign exchange service members on permanent duty with the DOD, when in a leave status.

3.3.3.1 Dependents of military members deployed more than 365 consecutive days.

**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.

3.4.3 Dependents of military members deployed more than 120 consecutive days.

**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 the 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 the CONUS and return.

3.5.4.1. 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).

3.5.4.2. Dependents must have command sponsored documentation signed by the Commander verifying command sponsorship. Documentation is valid for one round trip.

3.5.5 Unaccompanied Command-Sponsored dependents

**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 DD Form 2 and eligible to receive retired or retainer pay.

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

Notes:

1. Only active duty service members and their dependents, certain government agency personnel, and retired service members and their dependents are authorized to use the Space-A program. However, some restrictions may exist; contact your local terminal for guidance. American Samoan Veterans desiring movement for medical care are afforded the chance to travel to the medical facility only. Spouses of deceased service members, spouses of retired members not travelling with the sponsor, and medically disabled veterans (non-retired), have not been afforded this entitlement by OSD.
2. Space-A eligible travelers may not use their privilege for personal gain or in connection with business enterprises or employment. Space-A travel may not be used to establish a home or when international or theater restrictions prohibit such travel.
3. Due to recent policy change, Space-A seats are now identified as early as 5 hours and as late as 2 hours prior to departure. Recommend you check with the passenger service center for the space available show time for your flight prior to departing the terminal. Be ready for immediate processing and boarding.
4. As a Space-A traveler, even though you may be manifested to your destination of choice, at any time during the travel, you can be removed from the flight (bumped) for a space required passenger (those on travel orders) or cargo.
5. Pass. Active duty military may travel on a pass but may only remain on the Space-A register for the duration of the pass. Dependents may accompany their sponsors
6. A complete eligibility listing can be found on the [AMC Travel Website](http://www.amc.af.mil/amctravel/index.asp). (<http://www.amc.af.mil/amctravel/index.asp>)

**4. Baggage.** AMC adheres to all [Transportation Security Agency \(TSA\) \(www.tsa.gov/\)](http://www.tsa.gov/) regulations and requirements for air travel. Each passenger may check two pieces of checked baggage, up to 70 pounds each and 62 linear inches in size. Family members may pool their baggage allowances. Hand-carried baggage must fit under the seat or in the overhead compartment, if available. Baggage weight may be limited due to type of aircraft or other restrictions.

4.1. Hand Carried. Each passenger is permitted to hand-carry one article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small boxes, packages, etc.) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization on military aircraft. Hand carried items will be no larger than 45 linear inches and must fit under the passenger's seat or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Baggage sizers will be used to aid the passengers and the PSA in determining baggage dimensions.

4.2. AMC adheres to TSA guidelines (listed below) for hand carried baggage.

4.2.1. 3-1-1 for carry-ons: 3 ounce bottle or less (by volume); 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. The 3 oz. container size is a security measure.

4.2.2. Consolidate bottles into one bag and X-ray separately to speed screening.

4.2.3. Declare larger liquids. Medications, baby formula and food, breast milk, and juice are allowed in reasonable quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.

**NOTE:** *Baggage weight may be limited due to type of aircraft or other restrictions. Check with your Passenger Service Center for more information.*

4.3. Excess Baggage. Excess baggage is not authorized for Space-A passengers.

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

5.1. When registering, you are assigned a category of travel (see paragraph 3 for eligibility) and compete for seats within that category based on the date and time of sign-up. This sign-up date/time is yours through to destination and you will receive a new date and time of sign-up when you register for your next destination leg.

5.2. Space required passengers or cargo have priority on AMC missions and 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 sign-up. If you change or add destinations, AMC passenger agents will assign a new date and time of sign-up. Once you depart, your name will be removed. Always be prepared to purchase onward or return commercial transportation, meals, and lodging, if flying Space-A becomes a nonviable travel option.

5.3. Space-A roll call: Roll call is a phrase used to signify the beginning of the process in which eligible passengers in each category are selected by date and time of sign-up. This shall enable passengers to plan their activities and ensure equitable opportunities for all. There will be a roll call for each flight. All Space-A passengers shall be assigned a seat (in-lap children are not authorized).

5.3.1. When roll call begins, it will be done based on the category.

5.3.2. Travel Ready. All passengers are required to be travel ready at start of roll call. To be considered travel ready, passengers must have all required documentation, checked baggage and accompanying family members/group member must be present.

5.4. Seat Refusal. All passengers shall be briefed, before selection for movement, when the aircraft shall be un-pressurized, is transporting hazardous cargo requiring a passenger deviation, engine running on/off loading, or human remains are aboard. Passengers who refuse a seat shall not lose their place on the Space-A register.

Notes:

1. Space-A Passenger Removal. When necessary to remove Space-A passengers to accommodate Space-R passenger/cargo, the order of selection for removal shall begin with the lowest category passenger with the latest date/time of sign-up as reflected on the manifest.

2. If removed passengers elect to continue travel to their specified destination, they shall be entered into the Space-A backlog using their original date/time of sign-up.

3. If passengers elect a different specified destination, they shall be assigned a new date/time of sign-up and be placed at the bottom of the Space-A register within their category.

**6. Space-A Travel Questions.** People not familiar with the Space-A system often do not know the right questions to ask to make their travel easier. The following are some of the most common Space-A questions and their answers. If you have any additional questions, please contact your nearest AMC Passenger Terminal:

**Question 1: What is Space-A?**

Answer: Space-A is short for "Space-Available air transportation on government owned or controlled aircraft." When mission and cargo loads allow, there are often seats made available to eligible passengers. With a little patience and flexibility, you can travel all over the world for almost nothing.

**Question 2: What restrictions are there on Space-A?**

Answer: You cannot use Space-A privileges for personal gain or in connection with business enterprises or employment. You also can't use Space-A travel to establish a home, to transport dependents to a duty station where you are or will be serving an unaccompanied tour, to transport dependents to a TDY duty station, or when international or theater restrictions prohibit such travel.

**Question 3: When can I mark myself present for a flight?**

Answer: You may mark yourself present for a flight up to 24 hours prior.

**Question 4: Where do I get the terminal phone numbers?**

Answer: The phone numbers can be found in guidebooks, on information sheets provided by the passenger terminals, and through the World Wide Web on the Internet. Many passenger terminals now have their own World Wide Web pages and Facebook pages, and many of them also list phone numbers.

**Question 5: *I have command-sponsored dependents. Can they travel unaccompanied?***

Answer: Yes, if you are 18 years of age or older. However, the intent of this program is to afford command sponsored dependents relief from their overseas duty location. Travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas within the same theater. Once your dependent lands in the CONUS, they are no longer authorized to travel Space-A to another destination unless they are manifested on an aircraft that is only transiting the en route CONUS location. Please refer to [AMC Travel Website](http://www.amc.af.mil/amctravel/index.asp) (<http://www.amc.af.mil/amctravel/index.asp>) for additional info.

**Question 6: My husband is stationed in Korea, can I go Space-A to visit him?**

Answer: Travel is authorized to the sponsor's unaccompanied permanent PCS location. Travel under this program is not authorized when the sponsor is on TDY/TAD orders. Travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location. The sponsor must obtain documentation, in the form of a letter, verifying authorized travel from their current unit commander.

**Question 7: I just traveled from Overseas to CONUS under the Command Sponsored Dependent Program. What do you mean I cannot travel from state to state (CONUS to CONUS)?**

Answer: Once a dependent lands in the CONUS, their onward travel is complete unless they are manifested on an aircraft that is only transiting the en route CONUS location or transiting a CONUS location is required, i.e. EDF-HIK

**Question 8: What documentation do I need for dependents without an ID card and less than 10 years old?**

Answer: Dependents without an ID card and less than 10 years old must have proof of age, i.e. birth certificate, passport, or other Government provided document.

**Question 9: My sponsor was retired and is now deceased. Can I still fly Space A.?**

Answer: No. Space-A travel is a privilege granted to the service member and does not carry over after death to dependents. With one exception; only dependents of retired Uniformed Services members who die overseas, Travel is authorized for the purpose of accompanying the remains of the deceased retired member from overseas to the CONUS. Return travel is authorized if accomplished within one year of arrival in the CONUS. Documentation certified by DoD mortuary affairs personnel shall be presented to air terminal personnel, and shall be in the dependents' possession during travel.

**Question 10: I have non-command sponsored dependents. Can they travel unaccompanied?**

Answer: Yes, for those 18 years or older. Travel is authorized to the sponsor's unaccompanied permanent PCS location. Travel is not authorized to meet up at another location. Travel under this program is not authorized when the sponsor is on TDY/TAD orders. Travel is authorized CONUS-Overseas, Overseas-CONUS, and Overseas-Overseas. Once your dependent lands in the CONUS, they are no longer authorized to travel Space-A to another destination. CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location. Please refer to AMC Travel Website for additional info.

**Question 11: I am a disabled veteran, with a retiree card (DD Form 2). Can I fly Space-A?**

Answer: Yes. However, there are certain restrictions you need to be aware of. If you require motorized assistance to move around, the current allowance is for mobility assistance equipment shall not to exceed 100 lbs. in weight.

**Question 12: After I sign-up, what is my next step?**

Answer: On the day you would like to travel, you must mark yourself present for travel either at the Kiosk or see a passenger service agent at the counter.

**Question 13: What is EML and does it apply to Space-A?**

Answer: EML stands for Environmental and Moral Leave. Typically, only unfunded EML travel is authorized for use in the Space-A program. Passengers travelling in the EML status are given a higher priority than those traveling on ordinary leave.

**Question 14: What is remote sign-up?**

Answer: Remote sign-up allows passengers to sign-up for space available travel by emailing or faxing copies of proper service documentation along with desired country destinations and family member's first names to the aerial port of departure. The email or fax data header will establish date/time of sign-up; therefore, active duty personnel must ensure that their email or fax is sent no earlier than the effective date of leave. Mailed in entries will also be permitted and date and time for sign-up will be the time it is received at the Passenger Service Counter.

**Question 15: 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 of specific requirements a passenger service representative on duty would be happy to assist.

**Question 16: How can I find where my name is on the Space-A register?**

Answer: Each terminal maintains a Space-A register organized by priority category and the date and time of registration for travel. The register is conveniently located in the terminal and directly accessible to you and updated daily. Travelers may call the terminal to find where they stand on the register.

**Question 17: As a Reservist, where can I fly?**

Answer: Reserve members with DD Form 2 (Red) identification and DD Form 1853 may fly to, from, and between Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Continental United States (CONUS). Dependents are not authorized to travel. Additionally, when on active duty for more than 30 consecutive days, members may fly anywhere overseas that AMC has flights operating, when on the member is on leave.

**Question 18: Can dependents travel with retired Reservists?**

Answer: Dependents can travel with retired sponsors if their sponsor carries a DD Form 2 (Blue retired ID card), NOT a DD Form 2 (Red). When carrying "Red" card, only sponsor can travel Space-A.

**Question 19: What is Date and Time of Sign-up?**

Answer: Date and Time of Sign-up is the time used to determine the next selected passenger in their category during the Roll Call process. 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 20: Can I travel unaccompanied Space A if my husband is deployed?**

Answer: Unaccompanied dependents of deployed uniformed service members, when the deployment orders indicate the deployment is between 120 and 365 consecutive days, are authorized to travel Space-A unaccompanied in Category IV. If the deployment period exceeds 365 consecutive days, the unaccompanied dependents are authorized Category III travel.

**Question 21: 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 except as noted in Question 10.

**Question 22: 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 spouse, dependents 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 23: Do I have to be in uniform to travel?**

Answer: Each service determines its own travel uniform policies. Currently, services except the Marine Corps permit appropriate civilian attire on DoD-owned or controlled aircraft. When civilian clothing is worn it 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. Passengers are also reminded the high heeled, open toed and "five finger" styled shoes may not be worn on military aircraft.

**Question 24: 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. Each passenger is permitted to hand-carry one article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small boxes, packages, etc.) for storage in the passenger cabin area.

NOTE: Smaller type aircraft have restrictions (C-12, C-21, UC-35 aircraft have 30lb baggage limitation. Navy C-40 & C-9's are restricted to two bags at 50 lbs total).

**Question 25: Can I pay for excess baggage when flying Space Available?**

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

**Question 26: Do you have any recommendations on baggage?**

Answer: Yes. Travel light, take only essential items. Do not place valuables, medicine, or important documents in your checked baggage. Be sure your name and current address are on and inside your bags. AMC terminals have baggage ID tags available for your use. It is also advisable to place a copy of your leave/EML paperwork inside your checked baggage.

**Question 27: Can my pet travel with me on a Space-A flight?**

Answer: No. DoD has reserved pet shipments for passengers in Permanent Change of Station (PCS) status. Note: Service animals may fly with a member with proper /documentation.

**Question 28: Will Space-A travel cost much?**

Answer: In general, no. You might spend a bit on phone calls to find out about flights, a room for the night along the way, or a bus fare to get from one base to another. You will be assessed a Federal Inspection Fee if you travel on a commercial mission arriving the United States from overseas. Head tax is another fee that applies to Space-A passengers who arrive/depart the Customs Territories of the United States (CTUS) to/from overseas locations on these missions. It will depend on how frugal you are (e.g. take a bus vs. rent a car) and how lucky you are (e.g. get a room on base vs. pay for an off base hotel room). Meals may be purchased at a nominal fee at most air terminals while traveling on military aircraft. Meal service on AMC Category B full planeload charters is complimentary.

**Question 29: What facilities are available at AMC terminals (Family Lounge, BX, and Snack Bar)?**

Answer: Facilities at most military terminals are generally the same as commercial facilities. Facilities include exchanges, barber shops, snack bars, television, traveler assistance, United Services Organization (USO) lounges, and Family Lounges. The type of facility available will vary according to the terminal size and location. NOTE: Most AMC passenger terminals close overnight. Space-A travelers should be prepared for billeting expenses.

**Question 30: 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 affecting Space-A movement opportunity. AMC is dedicated to putting a passenger in every available seat.

**Question 31: 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-August) periods.

**Question 32: Is it easier to go to some destinations?**

Answer: Yes. Places where we fly often such as Japan and Germany are much easier than low frequency areas.

**Question 33: 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 Travis AFB, California, and McChord AFB, Washington. Travel to South America and other remote areas can be 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 34: I am retired and am traveling on a passport and my flight originated overseas. Where in the Continental United States (CONUS) can I fly into?**

Answer: When traveling on a passport, all family members, retired uniform service, reserve, and others may return to the CONUS only through authorized ports of entry where customs and immigration clearance is 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 available.

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### **Question 35: 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' scheduled flight information.

### **Question 36: Can I call the bases for flight information?**

Answer: We can only release limited flight information up to 72 hours. However, 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 Space-A opportunities from their location.

### **Question 37: Where and when can my family members travel with me?**

Answer: Except EML and emergency travel, family members must be accompanied by the sponsor to fly Space-A. Family members may travel to/from and between overseas locations and within the Continental United States. Dependents of active duty members may travel within the Continental United States (CONUS) when accompanying their sponsor on emergency leave. One dependent may accompany the sponsor on permissive house-hunting trips incident to a permanent change of station (PCS). Command sponsored dependents stationed overseas are allowed unaccompanied travel to, from, and within the overseas theater (in addition to environmental morale leave previously authorized). Travel restrictions may apply to certain overseas areas as determined by the unified commander. Unaccompanied dependents must have documentation signed by their sponsor's commander verifying command sponsorship during their travel and show to Passenger Terminal personnel. This document is only valid for one round-trip from the sponsor's duty location. Family members under 18 years of age must be accompanied by an eligible parent or legal guardian. These changes do not affect the assignment categories for Space-A travel.

### **Question 38: May I use my Government Travel Card (GTC) or personal credit card to pay for meals and any other fees associated with AMC travel?**

Answer: Yes. The Government Travel Card and personal credit cards are accepted at most AMC terminals. Contact your local and or departing terminal to ensure service is available. NOTE: The Government Travel Card is for official use only.

### **Question 39: 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 Continental United States.

### **Question 40: I am a disabled vet but not retired, can I fly Space-A?**

Answer: Sorry but even though you are entitled to other benefits, Space-A travel privilege is not one of them at this time.

**Question 41: Is Space-A travel a reasonable substitute for commercial airline travel?**

Answer: The Answer depends on you. Space Available travel may be a good travel choice if you have a flexible schedule and your finances allow for a hotel stay (sometimes in a "high-cost" area) while awaiting movement. While some travelers may sign up and travel the same day, many factors could come together and make buying a commercial ticket your best or only option. Traveling Space-A depends on flexibility and good timing.

**Question 42: Who determines eligibility to fly Space-A?**

Answer: The four services jointly establish Space-eligibility. AMC's first responsibility is airlifting official DoD travelers. Space-A seats can be offered only after official duty passengers and cargo.

**Question 43: How long does my name stay on the Space-A list?**

Answer: All travelers remain on the list for 60 days after registration, for the duration of their travel authorization, or until they are selected for travel.

**Question 44: 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.

**Question 45: I am deployed. Can my family members travel without me?**

Answer: As long as the sponsor is deployed at least for 120 consecutive days, family member 18 years of age or older are authorized to fly unaccompanied. For 120 days or greater, the family member moves in Category 4. For greater than 365 days, the family member moves in Category 3. However, they will only be eligible to move in this category after every other Category 3 member has been selected.

**7. Tips for Traveling Space-A:**

- 7.1. Plan your trip, be flexible, be patient. As a rule of thumb, military installations offer more travel opportunities than commercial gateways (i.e., travel chances are better to Europe from Dover AFB DE than Baltimore IAP MD).
- 7.2. 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.
- 7.3. Be as flexible as possible in choosing a destination. If your destination is Ramstein AB, Germany, consider a flight into Spangdahlem AB, Germany, or even RAF Mildenhall, United Kingdom, as an alternative. Once at RAF Mildenhall, try for another flight bound for Germany.
- 7.4. Carry extra cash with you when you travel. There is a head tax on all contracted commercial aircraft and federal inspection fee on all CONUS arrivals. In addition, if your mission diverts to another location at any time, you will possibly need cash for essentials.
- 7.5. 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 adults, are sensitive to altitude pressure changes.
- 7.6. Space-A is just that, space that is available after all mission requirements are fulfilled. Military aircraft are subject at all times, first and foremost, to DOD mission response.
- 7.7. Be familiar with the restrictions of your destination. Retirees do not have the same options that active duty personnel do when arriving or transiting through a country. For example, did you know retirees travelling in Germany for less than 30 days are not allowed to shop in at the Base Exchange? Some sites to check for restrictions are: Department of State Travel Advisory (<http://travel.state.gov>), Foreign Clearance Guide ([www.fcg.pentagon.mil/](http://www.fcg.pentagon.mil/)), and the website for the specific destination in mind.
- 7.8. You can fly on non-AMC missions as a Space-A passenger. However, we do not manage these missions. For information on these missions, you will need to contact the respective military installation you would like to travel out of. Basic contact information for these locations can be found on the respective Service military websites.

## **8. Travel Attire**

8.1. Uniform Policy. Uniform wear is controlled by dress and appearance regulations of each Service. However, wearing of the uniform may be prohibited in accordance with the DOD Foreign Clearance Guide or restricted travel advisory message.

8.2. Appropriate civilian attire (not torn, dirty, tattered, revealing or suggestive clothing, etc.) should be worn and good personal hygiene is a must.

8.2.1. Passenger footwear must not be of the type that could hinder emergency egress or increase chances of injury. The wear of open-toe or open heel shoes (sandals, flip-flops, etc.) is prohibited on organic aircraft. Shoes with heels should have a wide base and be designed low to the ground. Narrow-based, high-heeled shoes are not to be worn. Since passengers traveling on organic aircraft may have to climb up and down vertical ladders to board most aircraft, they should dress accordingly. This restriction does not apply to Patriot Express/commercial aircraft.

8.2.1.1. The wear of shoes with integrated wheels (Heelys) is allowed within the terminal and on organic or commercial contract flights, however the wheels must remain retracted.

8.2.2. Body Piercing and Tattoos. Major, obvious or blatant violations of the DOD policy on body piercing and tattoos are not allowed for military passengers (active duty and reserve/guard) departing on all AMC flights.

