

ATTENTION PASSENGERS

ON EARLY CHECK-IN DAYS FOR THE FLIGHT TO GTMO CUBA THE TERMINAL WILL NO LONGER BE STORING CHECKED LUGGAGE OVERNIGHT.

PLEASE BE ADVISED:

YOU ARE STILL WELCOMED AND ENCOURAGED TO CHECK IN YOUR LUGGAGE ON EARLY CHECK-IN DAYS FROM 0900 AM TO 1500 PM, TO MAKE THE DAY OF THE FLIGHT EASIER ON BOTH ENDS. BUT YOU WILL NEED TO TAKE YOUR LUGGAGE WITH YOU.

ATTENTION PASSENGERS

THE SPACE- A EMAIL ADDRESS HAS BEEN UPDATED
FOR NAVAL AIR STATION JACKSONVILLE. ALL
PASSENGERS WHO WOULD LIKE TO SIGN UP FOR
SPACE-A ONLINE PLEASE EMAIL YOUR REQUEST TO:

SPACEAJAX@US.NAVY.MIL

THANK YOU!

ATTENTION CONTRACTORS

- AMC RESERVATIONS FOR CONTRACTOR TRAVEL
 - Step 1: Contact the below person(s) to request the contractor support guide for requesting AMC/Patriot Express bookings.
 - * Contract agency must appoint a travel coordinator (POC) using procedures from Section 2 of the guide.
 - * NAVPTO will only accept reservations from an appointed travel coordinator (POC).
 - * Request for appointment as POC must be sent to kathleen.j.ordway.civ@us.navy.mil and timothy.c.suveges.civ@us.navy.mil.
 - * Once the POC has been confirmed, they may request AMC flights.
 - Step 2: Once a travel date is identified, travel POC will fill out reservation request form following procedures of Section 4 of the guide provided.
 - Step 3: Collect supporting documents.
 - * A Letter of Authorization (on government letterhead, and signed by the Contracting Officer administering the travelers contract) and the reservation request are required when making a reservation. An approved 5512/1 for the period of travel may be required if this is the contractor's initial entry to NSGB.
 - Step 4: Email request to kathleen.j.ordway.civ@us.navy.mil and timothy.c.suveges.civ@us.navy.mil following the instructions in Section 5 of the guide.
 - * Email must be encrypted due to PII requirements. If a password is applied, ensure the POCs are provided the password via separate correspondence after sending the documents.
- Notes:
- * Requests must be sent at least 10 working days, but no more than 90 days prior to 1st travel date.
 - * No group requests. Only one request per email, required to establish order of precedence.
 - * Use the subject line: GTMO AMC TRAVEL REQUEST FOR: (traveler's name).



Traveling with children:

Parents/sponsors who are traveling with children are required to present either a Dependent ID Card for each child, or a copy of the "sponsor page " on MilConnect. NAS JAX terminal has a "Kids Korner" where children are welcome to enjoy a space that is unique to their needs, including books, toys, and videos, and where parents can relax on the couches to watch their kids.

Lodging Listings:

(All prices are subject to change.)

<u>Name</u>	<u>Phone</u>	<u>Rates</u>	<u>Website</u>	<u>Shuttle?</u>
On Base:				
Navy Lodge	904-772-6000	\$78 - \$140	www.navy-lodge.com	for Patriot Express only
Gateway Inn	904-542-3138	\$87 - \$110	www.dodlodging.net	for Patriot Express only
Off Base:				
<i>(hotels are located in Orange Park, Florida)</i>				
Best Western	904-264-4466	\$99 - \$175	www.bestwestern.com	No
Hilton Gardens	904-458-1577	\$96 - \$109	www.hilton.com	No
Days Inn	904-269-8887	\$72 - \$99	www.daysinn.com	No
Hampton Inn	904-278-6140	\$94 - \$150	www.hampton.com	No

Off base establishment listings do not constitute endorsement by AMC or the United States Navy.

Taxi Cab Listings:

(All prices are subject to change.)

<u>Name</u>	<u>Phone</u>	<u>NAS JAX----> JIA</u>
American Corporate Sedan & Limo Services	(904) 994-4043	\$84.00
Airport butterfly shuttle	(904) 888-5100	\$55.00
Stellar Car Services	(904) 502-6458	\$55.00
Westside Taxi	(904) 860-8284	\$65.00

Off base transportation listings do not constitute endorsement by AMC or the United States Navy.



Traveling with pets:

Only dogs and cats are permitted to travel. Pet owner is responsible for providing required documentation: Rabies Vaccination Certificate, Veterinary Health Certificate, and Border Clearance requirements. Service animals must have documentation from a licensed health professional. Pets must always be accompanied by owner, and shipment is at owner's expense (unless on PCS orders). **All pets must remain in a kennel while in the terminal area.** Hard-shell kennels must be used for large dogs, and are transported in the cargo hold area; soft-sided kennels may be used for in-cabin transport and must fit under the seat in front of you. All kennels must be large enough for the pet to stand up, turn around, and lie down. **AMC's weight limit is 150 pounds: pet with kennel.**

Current as of JAN 2024

- **UPDATE TO PATRIOT EXPRESS BAGGAGE POLICY** This change does not affect passengers traveling in a Permanent Change of Station (PCS) status, whose baggage allowances will remain in accordance with current PCS travel policies. We understand this adjustment may require some travelers to pack differently, and we appreciate your flexibility as we implement this change. By reducing the standard baggage weight allowance, we can increase passenger seating capacity on the Patriot Express, allowing more members of our community to travel on this route. For those who may need additional baggage, excess baggage will only be considered on the day of departure and accepted on a space available basis, subject to aircraft weight and balance limitations. While we cannot guarantee excess baggage will be accommodated on every flight, this process provides an opportunity for additional bags to be accepted when aircraft capacity allows