



Passenger Space A Signup Information



- ✓ The original date and time of sign-up will be documented and remain with the traveler until movement to their declared final destination is complete, their leave terminates, or a maximum of 60 days has passed, whichever occurs first.
- ✓ Passengers dropped from the registry may sign up again in their respective categories and will be provided a new date and time of sign-up.
- ✓ To compete for space-available travel, eligible personnel must present all required documentation and sign up on the space-available roster either in person or remotely, where such capability exists.
- ✓ Military-to Military, married service members may register as a family group provided both members are in leave status at time of sign-up. If leave expiration dates differ, PSAs will sign up members under earliest leave expiration date.
- ✓ Family members may travel as a group. All others must register for space-a travel individually. Sports team group leaders or coaches have no authority to act on behalf of other team members for space-a registration.
- ✓ Passengers changing travel categories (e.g., category III to category II), will receive a new date and time of sign-up
- ✓ Passengers changing destination prior to departure from point of origin, will maintain current date and time of sign-up. If passenger elects to change after departure from point of origin, they will receive a new date and time of sign-up



Reminders for Space Available passengers



- ✓ Travelers should have sufficient personal funds to pay for commercial transportation, lodging, and other expenses if space-available transportation is not available. All associated expenses are the **responsibility of the traveler**.
- ✓ There is **no guarantee** of transportation and reservations **will not** be accepted or made for any space-available traveler.
- ✓ When **missions & cargo loads allow**, seats may be made available to eligible passengers.
- ✓ Passengers traveling in a space-available status **are not permitted** to ship pets, unless it is a service animal (**DOGS ONLY**).
- ✓ Excess baggage is **not authorized**. (Checked baggage may not exceed 2 bags limited to 70lbs and 62 linear inches each)
- ✓ Excess baggage fees will not be charged for space-required passengers traveling on DoD organic airlift when authorized by contingency, exercise, or deployment orders.
- ✓ Active-duty members must be on leave to sign-up and be considered eligible to for any Space-A flight.
- ✓ Space-a travel source of eligibility is the sponsor and cannot be delegated or transferred.
- ✓ **SPACE AVAILABLE (SPACE-A) TRAVEL IS A PRIVILEGE**



Pet Requirements/Information



- ✓ A pet shipment container of **sufficient size** to allow for your pet to stand-up, turn around and lie down with normal posture and body movements.
- ✓ Soft shell kennels will be accepted for in-cabin movements **ONLY**.
- ✓ **Pets are dogs and cats only**. Other animals, such as horses, fish, birds, rodents, ferrets, spiders, and reptiles, are excluded as pets under this authority because of their size, exotic nature, shipping restrictions, host-nation restrictions, or special handling difficulties that pose unavoidable safety or public health concerns.
- ✓ Passengers are **limited to a maximum of two** pets for each family.
- ✓ The **owner of the pet is responsible** for the preparation and care of the animal and for all documentation, immunization, and border clearance requirements.



Service Animal Information



- ✓ **No later than 48 hours before the date and time of departure**, the service animal handler must provide the departing DoD passenger terminal service a signed statement of assurance.
- ✓ A service animal may be removed from the premises if the handler cannot control the animal or the animal poses a threat to the health or safety of passenger service personnel, the aircraft crew, or other travelers.
- ✓ The service animal handler must harness, leash, or otherwise tether the service animals in the air terminal or on an aircraft.
- ✓ Transportation of a service animal in the cabin or cargo hold is authorized without charge when accompanying a passenger who is otherwise authorized transportation under this issuance. DoD personnel will make every effort to ensure individuals with disabilities are not separated from their service animals.
- ✓ Passengers are authorized **no more than two properly trained service animals** that must be able to fit on the service animal handler's lap or in the service animal handler's foot space on DOD or commercial aircraft.
- ✓ Animal species other than dogs, emotional support animals, comfort animals, companionship animals, and service animals in training are not service animals for the purposes of Part 382.3 of Title 14, CFR, and this issuance.



Privacy Act Information

Authority: 10 USC 8013, Secretary of the Air Force and E.O. 9397 (SSN).

Purpose: Passenger Name Records are used to prepare aircraft Manifests for passenger identification processing and movement on military aircraft, commercial contract (charter aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in this system are also used to develop billing data to the using Military Service or other organization, determine passenger movement trends, forecast future travel requirements, and identify, research, and resolve transportation related problems

Routine Uses: In addition to those disclosures generally permitted under 5 USC 552 a (b) of the Privacy Act, these records or information contained there in may specifically be disclosed outside the DOD as a routine use pursuant to 5 USC 552 a (b) (3) as follows: to customs officials for the purpose of notifying foreign countries of personnel and equipment arrivals; records from the system are routinely disclosed to other federal agencies and offices providing transportation, and to civilian airlines and airports for transportation services, developing billing data, manifesting passengers, and for forecasting future requirements. The Blanket Routine Uses published at the beginning of the Air Force's compilation of systems of records notices, apply to this system.

Disclosure is Voluntary: Non-disclosure of information will prevent the processing and movement of the passenger.