



Important Message for All Travelers

- All passengers pre-booked by **SATO/TMO** on the Patriot Express (PE) to Baltimore-Washington International (BWI); please utilize the 24-hour early check-in to minimize wait times. Check-in cutoff time is no later than **4 hours and 30 minutes** prior to the estimated departure time.
- Passengers must have all documents ready and in-hand at the time of check-in. Required documents include: **Military ID, Dependent ID's, Passports (if applicable), travel orders (non-NATO), and all pet documentation (if applicable)**. It is highly recommended that passengers contact the terminal 24-hours in advance to check for any possible flight changes.
- As of January 2025, the Ramstein Passenger Terminal is a cashless location. All transactions will be processed by card.
- As of January 2025, passengers desiring travel to the **United Kingdom** must now pay a visa requirement at the cost of **£10**. Application and general information may be found at <https://apply-for-an-eta.homeoffice.gov.uk/how-to-apply>.
- Due to a shortage of Passenger Name Tags, passengers are encouraged to provide their own Name Tags for all checked baggage.





Passenger Space-A Signup Information

- The original date and time of signup will be documented and remain with the traveler until movement to their declared 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 signup.
- 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 that both members are in leave status at the time of sign up. If leave expiration dates differ; PSAs will sign up members under the 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 signup.
- Passengers changing destination prior to departure from point of origin, will maintain current date and time of signup. If a passenger elects to change after departure from their point of origin, they will receive a new date and time of signup.





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) with a signed statement of assurance.
- Excess baggage is **not authorized**. (Checked baggage may not exceed 2 bags limited to 70lbs and 62 linear inches each).
- Excess baggage fees may 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 completely stand-up, turn around and lie down with normal posture and body movements.
- Soft shell kennels will be accepted for in-cabin movements ONLY.
- Per the regulations, **pets are considered as 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**. If the family is traveling with more than two pets, other transportation must be arranged for the additional animal.
- The owner of the pet assumes all responsibility for the preparation and care of the animal, and for all documentation, immunization, and border clearance requirements.





Service Animal Information

- The service animal handler must provide the departing DoD passenger terminal service a signed statement of assurance **no later than 48 hours** before the date and time of departure.
- 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** considered service animals for the purposes of Part 382.3 of Title 14, CFR, and this issuance.





Information for Space Available Families

- DoD ID and Passports are required for all dependent travelers ten years and older. For travelers under the age of ten, Defense Enrollment Eligibility Reporting System (DEERS) documents (form 1172), and passport is required for proof of sponsorship. This form must be presented to the technician before they are selected for a space available flight.

To retrieve your DD form 1172-2 from ID Card Office Online, you may utilize the steps listed below:

- Using your CAC, visit the ID Card Office Online website at: <https://idco-pki.dmdc.osd.mil>.
- Click *Continue* under the *Family ID Cards* tab, listed on the Home Page.
- Select *MyAuth Login* (NOTE: If you do not have a MyAuth account, you must create one first).
- Select *Consent* on the USG IS splash page.
- Once you are redirected to the MyAuth page, select *Sign in with CAC* and click *OK*.
- Wait for the Family Member list to populate, then select *Print Family Roster* under *Family Member Nominations*.
- Select dependents and click *Next*.
- Select "I agree" after reading privacy act information and click *Next*.
- Click *Confirm* to generate your DD Form 1172-2 for all selected dependents.
- Once the form is generated, select *Display Form* and print your DD Form 1172-2.





Warnings / Restrictions

- FAA Regulations require that firearms in checked bags be declared, unloaded, and in a locked container. Any passenger who fails to declare firearms or transport firearms are subject to civil penalty of \$25,000.
- Passengers who refuse to present identification and or permit checked baggage inspection may not be transported.
- Federal law forbids the carriage of hazardous materials aboard aircraft in checked or hand carried baggage which includes explosives, compressed gases, flammable liquids/solids, oxidizers, poisons, corrosives and radioactive material. A violation can result in the penalties of up to \$25,000- and 5-years imprisonment.
- Federal law prohibits the transfer, use or possession of narcotics including marijuana aboard aircraft.
- Federal Aviation Administration prohibits passengers from drinking alcohol on board aircraft unless the carrier serves it. Passengers who disregard this regulation can be turned over to Security Forces or Local Law Enforcement. -FAA restriction is referenced in 14 CFR, Chapter I, Subchapter G, Part, 121, Subpart T, paragraph 121.575.
- Samsung has issued a recall of all its Galaxy Note 7 devices; this includes all original and replacement Galaxy Note 7 devices. These devices contain batteries which may not meet the United Nations testing requirements for transportation on board an aircraft. They are prohibited anywhere on board all aircraft by U.S. Federal regulation. You may not pack a Samsung Galaxy Note 7 in your checked baggage or carry one on board the aircraft in your carry-on baggage or on your person. Violations of the U.S. Government's restrictions on offering or transporting dangerous goods on board an aircraft may place your safety, that of our other passengers and crew at risk. You may also be subject to substantial civil penalties imposed by Government. -Order Number: FAA-2016--028

****Failure to comply may result in a delay of the processing of your flight.****

AMCVA 24-5, 1 October 2007 Supersedes AMCVA 24-3,
1 March 1995 OPR: HQ AMC/A4T Prescribing Directive:
PUBLIC LAW 107-71-Nov 19, 2001 Releasability: There
are no releasability restrictions on this Visual Aid





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.

