

(Unit or Squadron Letterhead)

(Date)

MEMORANDUM FOR AMC PASSENGER SERVICE

FROM: Organization Name

SUBJECT: **CATEGORY V**; Unaccompanied Command Sponsored Dependent Space-A Travel.

1. I certify that, Sponsor's Name, Rank, DOD ID Number, Unit of Assignment, Unit Contact Numbers and his/her dependents listed below are command sponsored.
  - a. Dependents Full Name, Relationship to Sponsor, and DOD ID Numbers
  - b. Provide Passport Numbers if traveling to overseas location
2. This letter authorizes **ONE Round Trip** from the Permanent Duty Station of the sponsor.
3. Space-A travel is authorized for: Overseas-CONUS, CONUS-Overseas and Overseas to Overseas. CONUS to CONUS travel is not authorized. (Note: If manifested from the permanent duty station through more than one CONUS station on the same mission number, enroute CONUS to CONUS travel may occur. The same is true in reverse for return travel.
4. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A travel program is a privilege (not an entitlement). The military does not guarantee transportation to the final destination or return travel. The military is not responsible for providing lodging, ground transportation, meals or other incidental expenses incurred during Space-A travel if flights are delayed, diverted or cancelled.

Unit/Squadron Commander's  
Signature Block