



# NEW HOURS OF OPERATION



Our terminal hours of operation are from **0800 – 1600**.

To reach a passenger service agent please call **(671)-366-6148** or **(671)-366-2097**.

To confirm virtual/email sign-up please call **(671) 366-6148** to speak with an agent.



# TRAVEL DOCUMENTATION



CATEGORY I: MILITARY ID, PASSPORT, OR BIRTH CERTIFICATE. REDCROSS NOTIFICATION NUMBER, MEMORANDUM FROM YOUR COMMANDER OR LETTER FROM YOUR DOCTOR, AND LEAVE PAPERWORK

CATEGORY II: CAC, LEAVE PAPERWORK, ENVIRONMENTAL MORALE LEAVE DOCUMENTATION (USPACOM FORM 505/3), DEPENDENT I.D., PASSPORT, OR BIRTH CERTIFICATE AND PRIVILEGE CARD FOR ANY DEPENDENT ACCOMPANYING THE UNIFORMED SERVICES MEMBER,

CATEGORY III: COMMON ACCESS CARD (CAC), DEPENDENT I.D., PASSPORT, OR BIRTH CERTIFICATE, VALID LEAVE PAPERWORK, (FOR DEPENDENTS) DEPLOYMENT LETTER WHEN SPOUSE IS DEPLOYED FOR OVER 365 DAYS

CATEGORY IV: ENVIRONMENTAL MORALE LEAVE DOCUMENTATION (USPACOM FORM 505/3), DEPENDENT I.D., PASSPORT, OR BIRTH CERTIFICATE (FOR DEPENDENTS) DEPLOYMENT LETTER WHEN SPOUSE IS DEPLOYED FOR 30 - 364 DAYS

CATEGORY V: COMMON ACCESS CARD (CAC), PERMISSIVE TDY ORDERS, UNACCOMPANIED COMMAND SPONSORSHIP PAPERWORK AND NON-COMMAND SPONSORSHIP PAPERWORK, DEPENDENT I.D.

CATEGORY VI: RETIREE I.D. OR VETERANS DD FORM 2765 PRIVILEGE CARD WITH "RETIRED" IN THE SPONSOR AFFILIATION BLOCK, 100% DISABLED VETERANS MUST HAVE DEERS DOCUMENTATION OF VA DOCUMENTS OUTLINING THE 100% DAV IF IT IS NOT LISTED ON THE PRIVILEGE CARD, (FOR DEPENDENTS) DEPENDENT I.D. AND PRIVILEGE CARD FOR ANY DEPENDENTS ACCOMPANYING THE SPONSOR WITH "RETIRED" IN THE SPONSOR AFFILIATION BLOCK, PASSPORT, OR BIRTH CERTIFICATE



# PET TRAVEL POLICY



In accordance with FAA & AMC Pet Travel Policy, In-cabin pet kennels/carriers are treated like carry-on baggage and will be stowed under the passenger seat in front of you and pets must remain in container for the duration of the flight.

- Passengers are responsible for providing an authorized kennel/carrier and ensuring your pet is transported in accordance with International Air Transport Association (IATA) and U.S. Department of Agriculture guidelines.
  - Kennels must provide adequate ventilation on at least three sides.
- Several layers of newspaper, shredded paper or absorbent material should be placed in the bottom of all kennels.
  - Do not use any, hay, grass, wood shavings, sand or soil.
- Kennels must be large enough for your pet to stand-up, turn around, and lie down with normal posture and body movement. Snub-nosed breeds will require 10% larger kennel to allow more airflow. Pets will not be accepted if containers are too small. See image on next page for proper measurements.
  - 2-piece kennels must be bolted together with metal nuts/bolts.
    - Plastic/nylon slides, clips, or screws/bolts are not authorized.
- Securing kennel door with a zip tie is recommended for additional safety but not required.
  - Soft-sided pet carriers may be accepted for in-cabin movement only.
  - Combined weight of your pet and kennel will not exceed 150 pounds.

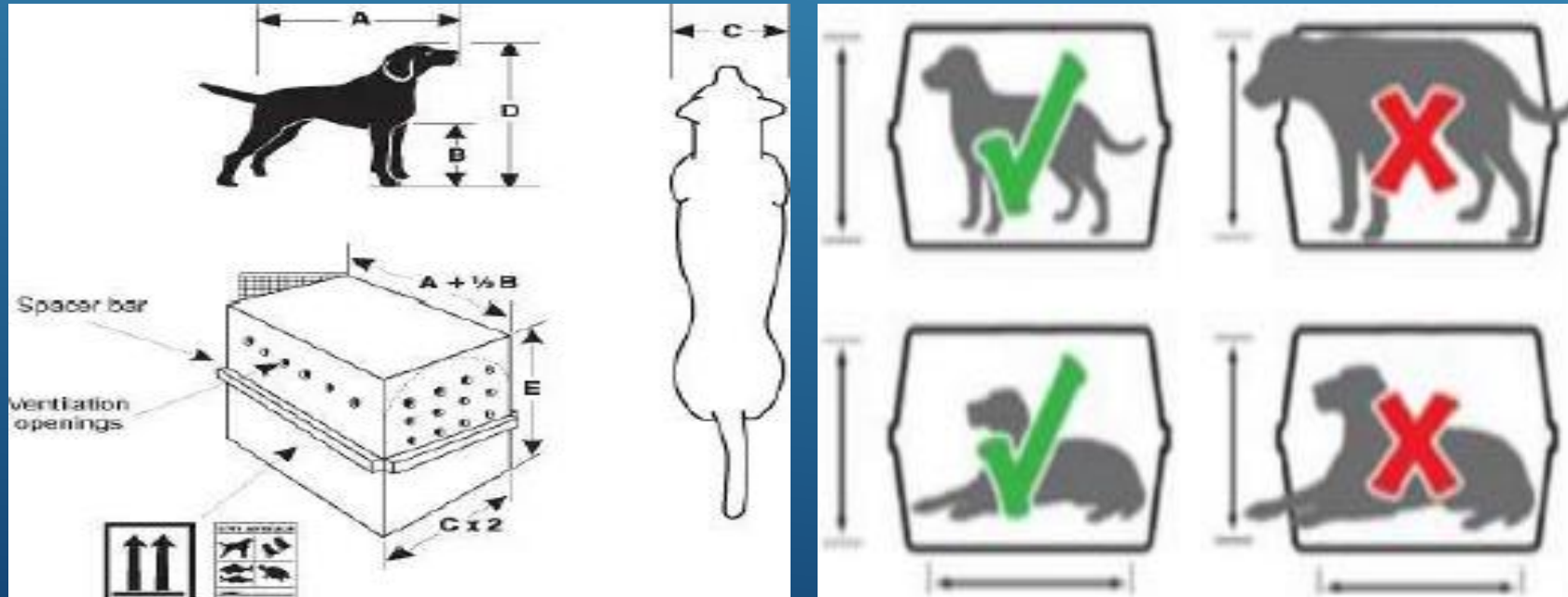


# PET TRAVEL POLICY CONT.



In keeping with major airline in-cabin kennel requirements:

- Soft-sided kennels should be constructed of leak-proof/water repellent padded nylon with mesh ventilation on at least two sides.
- Kennel size must not exceed 18"L x 11" W x 10.5" H





# ENVIRONMENTAL MORALE LEAVE (EML)



\*When on Environmental Morale Leave, make sure you have the correct form with the other required documents. Below is a template of how the EML form should look.\*

USPACOMINST 0201.2  
23 August 2012

**TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN  
UNFUNDED ENVIRONMENTAL AND MORALE LEAVE**  
(Ref: USPACOMINST 0201.2)

Read Privacy Act statement and restrictions on reverse prior to completing this form

**ROUTING INFORMATION**

1. To: \_\_\_\_\_ 2. From: \_\_\_\_\_

**TRAVELER'S INFORMATION**

3. Name of Sponsor (Last, First MI)	4. Grade	5. SSN	6. Unit / Organization
7. Name (Last, First MI)	8. Passport # / SSN	9. Grade / Status	10. DOB (Minor Dependents)

**DATES**

11. Effective Sign-up Date: \_\_\_\_\_ 12. Expiration Date (Max 90 days): \_\_\_\_\_

**ITINERARY**

13. From (point of origin) \_\_\_\_\_ 14. To (May be multiple destinations, but first reached is the final destination) \_\_\_\_\_ 15. Return (point of origin) \_\_\_\_\_

**SPONSOR CERTIFICATION**

I have read and understand USPACOMINST 0201.2 and the restrictions printed on the reverse of this form. I certify the information provided on this form is true and accurate to the best of my knowledge.

16. Signature of Sponsor \_\_\_\_\_ 17. Date \_\_\_\_\_

**THIS SECTION FOR AUTHORIZING OFFICIAL ONLY**

18. REMARKS (Comments if needed)

19. Typed Name, Grade, Title of Unit Commander or Designated Approving Official \_\_\_\_\_ 20. Signature \_\_\_\_\_

USPACOM FORM 605/3 EF (07-10) Previous editions are obsolete.

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