

SPACE-A PRIORITY OF MOVEMENT

There are six categories of space-available travel. Space- Available travelers are placed in one of the six categories based on their status (e.g., Active Duty Uniformed member, etc.) and their situation (e.g., emergency leave, etc.) as shown below. DODI 4515.13, Air Transportation Eligibility governs category classification of Space-available travelers.

CAT/PRI	SPACE AVAILABLE PRIORITIES
1/A	Emergency Leave (Unfunded)
2/C	Environmental Moral Leave
3/D	Ordinary Leave, House Hunting
4/E	Unaccompanied EML
5/F	Unaccompanied Dependent, Permissive TDY
6/R	Retired, Reserves/Guard, ROTC

Priority of Movement: The numerical order of Space-Available categories indicates the precedence of movement between categories; e.g., travelers in Category III move before travelers in Category IV. In each category, transportation is furnished on a first-in, first-out basis.

Conditions of Travel: There is no guaranteed space for any traveler. The Department of Defense is not obligated to continue an individual's travel or return him or her to their point of origin or any other point. Travelers shall have sufficient personal funds to pay for commercial transportation to return to their residence or duty station if space-available transportation is not available. Space-Available travel is a privilege and will not be used for personal gain.



U.S. AIR FORCE

CUSTOMER SERVICE SATISFACTION

AMC is committed to provide you with the best possible service. Our passenger service agents are dedicated professionals who take great pride in offering the best customer service.

Passenger Terminal personnel are your best avenues for answers to your questions and concerns. Let us know if you have any questions or concerns during your travels.

For additional travel information, visit our AMC Travel Website at: <http://www.amc.af.mil/amctravel/>

To submit comments, visit the *Interactive Customer Evaluation* (ICE) website at: <https://ice.disa.mil>

Please be sure to select the appropriate military installation.

GENERAL TRAVEL INFORMATION

FOR *SPACE AVAILABLE TRAVEL*



AMC Travel Website

<http://www.amc.af.mil/amctravel/>

March 2016

SIGNING UP FOR SPACE-A TRAVEL

DOD Instruction 4515.13 and AMCI 24-101, Vol. 14 establishes guidance for Space-Available travel. Space-Available registration occurs at passenger terminals where you plan to depart from and may be submitted in person, via fax, email, internet and mail. NOTE: All passenger terminals will accept remote sign-up via email. Basis for date/time of sign-up:

Date/Time of Sign-Up Determination

Fax: Fax Header Data

Email: Email Header Data

Mail: Date & time received at the PSC counter

Internet: System time stamp

NOTE: For verification, bring a copy of the email and or fax report in the event the system is down.

REQUIRED TRAVEL DOCUMENTS

Active duty Uniformed Services Members: Includes National Guard, Reserve members on active duty in excess of 30 days, and cadets and midshipmen of the U.S. Service academies, require a U.S. Armed Forces Common Access Card (CAC), a valid leave authorization or evidence of pass status as required by the Service concerned to travel Space Available.

Retired Uniformed Services Members: DD Form 2 (Blue) U.S. Armed Forces Identification Card (Retired).

National Guard and Reserve Members: Authorized Reserve Component Members are required to have a valid DD Form 2 (Red), "Armed Forces of the United States Identification Card (Reserve) or U.S. Armed Forces Common Access Card (CAC) and a signed DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*, and may only register for travel to/from eligible destinations IAW DODI 4515.13.

Gray Area Retiree's: Retired Reservists entitled to Retired Pay at age 60 must present a valid DD Form 2 (Red) identification card. **Note:** Gray Area retirees are only authorized to travel within the Continental United States (CONUS) and directly between the CONUS & Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam, & American Samoa.

ARRIVING AT THE PASSENGER TERMINAL

Travel Ready: All passengers are required to be ready for travel at start of Roll Call/Show Time. To be considered travel ready, passengers must have all required documentation, checked baggage and all accompanying family members/group members must be present. All vehicles must be parked in long term parking prior to Roll Call/Show Time. For further information, please contact the AMC Passenger Terminal nearest you or your departure terminal.

Checked Baggage: IAW DODI 4515.13; Space-Available passengers are authorized two pieces of checked baggage not to exceed 62 linear inches each and/or a combined weight of 140 pounds of baggage; (not to exceed 70 lbs. per bag each) for larger type aircraft. On smaller type aircraft, passengers are limited to one bag weighing no more than 30 pounds. Excess baggage is not authorized for Space-Available passengers. NOTE: In most instances, family members may pool their baggage allowances.

Space-Available Roll Calls: Are established by location, so please check with your departure passenger terminal. Roll Call is a phrase used to signify the beginning of the process in which eligible passengers in each category are selected by their date and time of sign-up. This will enable passengers to plan their activities and ensure equitable opportunities for all. Roll Call times may vary according to different types of missions; i.e., scheduled Patriot Express/Category M and operational support airlift missions.

Space-Available passengers will not be removed in favor of other Space-Available passengers. All space-available passengers competing for a seat must be marked present at the beginning of Roll Call; however, if passengers are physically present, but have not been marked present in GATES before Roll Call, they may still be accommodated. Those passengers must wait until all other Space-Available passengers marked present at the beginning of the Roll Call have been afforded the opportunity to compete for the open seats.

Passengers must be travel ready at the time of selection. Failure to comply may result in non-selection for the flight. Passengers may choose not to meet all Space-Available Roll Calls for any flight going to their desired destination. They will not be removed from the Space-Available Register.

UNDERSTANDING THE SPACE-A SIGN-UP LIST

Sign-up Time: The Greenwich Mean Time (otherwise known as "Zulu" time) is used at all passenger processing locations.

Date and Time of sign-up: Passengers will retain their original date/time of sign-up from the point of origin to the final destination, provided they are continuing to move to their declared final destination. Please ensure your final destination is annotated on the boarding pass.

Duration on the List: Unless otherwise identified, prospective passengers will be removed from the Space-Available Register after remaining on the list for 60 days or when the travel authorization (leave or pass) expires, whichever occurs first. Passengers removed from the register will be allowed to sign up again with a new date/time of sign-up. NOTE: Once a passenger departs a station their record shall be purged at that particular station.

They will need a new date/time of sign-up prior to any future travel from that location.

Space-Available Passenger Removal: When necessary to remove Space-Available passengers at **en route stations** to accommodate Space-Required passengers/cargo, the order of selection for removal will begin with the lowest priority passenger with the latest date/time of sign-up as reflected on the manifest. If removed passengers elect to continue travel to their specified destination, they will be entered into the Space-Available backlog using their original date/time of sign-up. When necessary to remove Space-Available passengers at the **originating station**, the order of selection for removal will begin with the lowest priority passenger with the latest date/time of sign-up as reflected on the manifest.

Space-Available Travel for Dependents of Deployed Active Duty Members: Unaccompanied command sponsored dependents of deployed active duty uniformed service members are authorized to travel, when the deployment orders indicate the deployment is for at least 120 consecutive days or more (Cat IV), or over 365 days (bottom of Cat III).