

DEPARTMENT OF THE (Insert Branch of Service Here)
(Unit or Squadron Letterhead)

(Date)

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

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

1. I certify that (Sponsor's Name, Rank, Social Security Number, unit of assignment, unit contact numbers) and his/her dependents listed below are command sponsored.

- a. List Dependents relationship to sponsor, Full Names and Social Security Numbers
- b. List passport numbers here also if traveling to overseas location

2. This letter is good for one round trip from the permanent duty station of the sponsor and return to the permanent duty station.

3. Space-A travel is authorized 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 if manifested from the CONUS to the permanent duty station through more than one CONUS station on the same mission number, enroute CONUS to CONUS travel may occur.

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