

## **Space-Available Travel Handbook Frequently Asked Questions (FAQ's)**

Space-Available regulations and guidance can be found in the following regulations:  
**AMCI 24-101, Volume 14, DoD 4515.13-R** and **Defense Transportation Regulation (DTR)**.

Country clearance, travel restrictions and notices may be found in the [DoD Foreign Clearance Guide \(FCG\)](#), [Personal Property Consignment Instruction Guide \(PPCIG\)](#) or at [Travel.State.gov](http://Travel.State.gov).

For additional travel information visit our [AMC Travel Webpage](#).

### **Question 1: What is Space-A?**

**Answer:** Space-A or Space-Available air travel on DoD owned or controlled aircraft. When mission and cargo loads allow, there are often seats made available to eligible passengers. With a little patience and flexibility, you can travel all over the world at almost no cost.

### **Question 2: What documents do I need to sign-up and travel Space-A?**

**Answer:** To travel space available and depending on your status, you must have in your possession the following items, a valid Department of Defense issued Identification card, travel authorizations (orders), for example, leave form, unaccompanied dependent memorandum, EML orders, DD Form 1853, or emergency orders. For international travel a valid passport must be presented prior to selection.

### **Question 3: What restrictions are there on Space-A travel?**

**Answer:** You cannot use Space-A travel privileges for: Personal gain or in connection with business enterprises or employment; to establish a home; to transport dependents to a duty station where you are or will be serving an unaccompanied tour; to transport dependents to a TDY duty station or when international or theater restrictions prohibit such travel.

### **Question 4: When can I mark myself present for a flight?**

**Answer:** You may mark yourself present for a flight 24 hours prior to scheduled departure.

### **Question 5: After I sign-up, what is my next step?**

**Answer:** On the day you would like to travel, you must see a passenger service agent to be marked present. Once marked present you will be able to compete for space available travel in the next 24 hours. Once selected, you must be travel ready, this means all family members are present, travel documents verified and baggage is ready for check-in.

### **Question 6: Can my command-sponsored dependents travel unaccompanied without me?**

**Answer:** Yes, if you are 18 years of age or older. However, non-spouse dependents 18 years and older cannot act as escorts for minor siblings. The intent of this program is to afford command sponsored dependents relief from their overseas duty location. Travel is authorized Overseas-Continental United States (CONUS), CONUS-Overseas, and Overseas-Overseas. Once your dependent lands in CONUS, they are no longer authorized to travel Space-A to another destination unless manifested on an aircraft that is only transiting the en route CONUS location. Please refer to [AMC Travel Website \(http://www.amc.af.mil/amctravel\)](http://www.amc.af.mil/amctravel) for additional information.

### **Question 7: My sponsor is stationed in Korea; can I fly Space-Available to visit?**

**Answer:** Travel is authorized to the sponsor's unaccompanied permanent PCS location. Travel under this program is not authorized when sponsor is on TDY/TAD orders. Travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route

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CONUS location. Sponsor must obtain proper documentation from their unit commander verifying authorized travel.

### **Question 8: I just traveled from Overseas to CONUS under the Command Sponsored Dependent Program. Why can't I travel from state to state (CONUS to CONUS)?**

**Answer:** Once a dependent lands in CONUS, onward travel is complete unless they are manifested on an aircraft that is transiting the en route CONUS location, i.e. Joint Base Elmendorf-Richardson, Travis AFB-Dover AFB where Dover is the final destination on the same mission.

### **Question 9: What documentation do I need for dependents under 10 years old without an ID card?**

**Answer:** Dependents less than 10 years old without an ID card should show proof of age, i.e. birth certificate, passport or other government provided document.

### **Question 10: My sponsor was retired and is now deceased. Can I still fly Space-Available?**

**Answer:** No, Space-A travel is a privilege granted to the service member and does not carry over after death to dependents. With one exception; dependents of retired Uniformed Services members who die overseas, travel is authorized for the purpose of accompanying remains of the deceased retired member from overseas to CONUS. Return travel is authorized if accomplished within one year of arrival in CONUS. Documentation certified by DoD mortuary affairs personnel shall be presented to air terminal personnel and shall be in the dependents' possession during travel.

### **Question 11: I have non-command sponsored dependents. Can they travel unaccompanied?**

**Answer:** Yes, for those 18 years or older travel is authorized to the sponsor's unaccompanied permanent PCS location. Travel is not authorized to meet up at another location. Travel under this program is not authorized when sponsor is on TDY/TAD orders. Travel is authorized CONUS-Overseas, Overseas-CONUS and Overseas-Overseas. Once the dependent lands in the CONUS, they are no longer authorized to travel Space-A to another destination. CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is transiting the en route CONUS location. Refer to AMC Travel Website for additional info.

### **Question 12: Can I have family members travel with another military member if given power of attorney, other releases, or authority?**

**Answer:** No, family members may only travel when accompanied by their sponsor except as noted in Question 10.

### **Question 13: Where do I find terminal phone numbers?**

**Answer:** Terminal phone numbers can be found in guidebooks, information sheets provided by passenger terminals and the Internet. Many passenger terminals list their phone numbers on their web and social media pages (i.e. Facebook).

### **Question 14: What is Environmental and Morale Leave (EML).**

**Answer:** EML is authorized at overseas installations where adverse environmental conditions require special arrangements for leave in more desirable places.

### **Question 15: What is remote sign-up?**

**Answer:** Remote sign-up allows passengers to sign-up for space-available travel by emailing or faxing copies of proper service documentation along with desired country destinations and family member's first names to the aerial port of departure. Email or fax data header will establish

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date/time of sign-up; therefore, active duty personnel must ensure email or fax is sent no earlier than the effective date/time of leave. Sign-up via postal mail will also be permitted date and time for sign-up will be assigned when received at the Passenger Service Counter.

### **Question 16: What is self sign-up?**

**Answer:** Self sign-up allows passengers to sign-up at a terminal without waiting in line. Most locations provide self sign-up counters with easy to follow instructions for registration. Active duty personnel must ensure sign-up takes place no earlier than the effective date/time of leave. If your travel will take you to a foreign country, ensure border clearance documentation is up to date. If you are unsure of specific requirements a passenger service representative on duty would be happy to assist.

### **Question 17: How can I find where my name is on the Space-Available register?**

**Answer:** Each terminal maintains a Space-A register organized by priority category along with date and time of registration for travel. The register is conveniently located in each terminal directly accessible and updated daily. Travelers may call any terminal to find out where they stand on the register.

### **Question 18: As a Reservist, where can I fly?**

**Answer:** Reserve members with DD Form 2 (Red) identification or DoD CAC 57 and DD Form 1853 may fly to, from and between Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, American Samoa and in CONUS. Dependents are not authorized to travel. Additionally, when on active duty for more than 30 consecutive days, members may fly anywhere overseas that AMC has flights operating, when member is on leave.

### **Question 19: Can dependents travel with retired Reservists?**

**Answer:** Once the reserve member reaches the age of 60 and is entitled to retired pay, then dependents will be authorized to travel with the sponsor.

### **Question 20: What is Date and Time of Sign-up?**

**Answer:** Date and Time of Sign-up is used to determine the next selected passenger in their category during the Roll Call process. Original date and time of sign-up shall be documented and stay with the passenger until his or her destination is reached. On reaching destination, the passenger may sign-up for Space-Available travel to return to home station.

### **Question 21: Can I travel unaccompanied Space-A if my military sponsor is deployed?**

**Answer:** Unaccompanied dependents of deployed uniformed service members, when deployment orders indicate deployment is between 120 and 365 consecutive days, are authorized to travel Space-A unaccompanied in Category IV. If deployment period exceeds 365 consecutive days, unaccompanied dependents are authorized Category III travel.

### **Question 22: I am a retiree that requires a wheelchair to get around. Can I fly Space-Available?**

**Answer:** Yes, however, there are certain restrictions you need to be aware of. Wheel chairs and mobility assistance equipment is eligible for air transport, however, if you require motorized assistance, the current weight allowance for mobility assistance equipment is 100lbs maximum.

### **Question 23: I am disabled. Can my brother, sister or friend accompany me to help me?**

**Answer:** The only persons permitted to accompany you are your spouse, dependents or other persons eligible for Space-A travel. Every effort shall be made to transport passengers with disabilities who are otherwise eligible to travel. Passenger service personnel and crew members

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shall provide assistance in boarding, seating and deplaning passengers with special needs. NOTE: Aircraft configuration, steep ladders, constrained areas, cargo already loaded, weight restrictions and offload equipment at arrival locations are limiting factors for persons with disabilities.

### **Question 24: Do I have to be in uniform to travel?**

**Answer:** Each service determines its own travel uniform policies. When civilian clothing is worn on DoD-owned or controlled aircraft it should be in good taste and not in conflict with accepted attire in the overseas country of departure, transit or destination, as defined by the DoD Foreign Clearance Guide. Clothing should also be capable of keeping you warm especially on military aircraft. Passengers are reminded high heeled, open toed and "five finger" styled shoes may not be worn on military aircraft.

### **Question 25: How much baggage can I take?**

**Answer:** As a Space-A traveler, you may check two pieces of luggage at 70 pounds each per person. Family members traveling together may pool their baggage allowance as long as number of bags does not exceed the total allowance. Each passenger is permitted to hand-carry one article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small boxes, packages, etc.) for storage in the passenger cabin area. NOTE: Smaller type aircraft have restrictions (C-12, C-21 & UC-35 aircraft have 30lbs baggage limitation. Navy C-40 & C-9's are restricted to two bags at 50lbs total).

### **Question 26: Can I take excess baggage when flying Space-Available?**

**Answer:** No, only duty passengers may check-in excess baggage.

### **Question 27: Do you have any recommendations on baggage?**

**Answer:** Yes, travel light, take only essential items. Do not place valuables, medicine, or important documents in your checked baggage. Be sure your name and current address are on and inside each bag. AMC terminals have baggage ID tags available for your use. It is also advisable to place a copy of your leave/EML paperwork inside each checked baggage.

### **Question 28: Can my pet travel with me on a Space-A flight?**

**Answer:** No, DoD has reserved pet shipments for passengers in Permanent Change of Station (PCS) ONLY. NOTE: Service animals may fly with a member with proper /documentation.

### **Question 29: Is Space-A travel expensive?**

**Answer:** In general, no. You might spend a few dollars on phone calls, a room for the night along the way, or a bus fare to get from one base to another. You will be assessed a Federal Inspection Service fee if you travel on a commercial mission arriving the United States from overseas. Head tax is another fee that applies to Space-A passengers who arrive/depart Customs Territories of the United States to/from overseas locations on these missions. It will depend on how frugal you are (e.g. take a bus vs. rent a car) and how lucky you are (e.g. get a room on base vs. pay for an off base hotel room). Meals may be purchased at a nominal fee at most air terminals while traveling on military aircraft. Meal service on AMC commercial (i.e. Patriot Express) is complimentary.

### **Question 30: What services are available at AMC terminals?**

**Answer:** Facilities may include Base Exchange, eatery, United Services Organization (USO) and/or family lounge. The type of facility available varies according to terminal size and location. NOTE: Most AMC passenger terminals close overnight. Space-A travelers should be prepared for billeting expenses.

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**Question 31: What are current trends in availability of Space-A travel? Will there be more or less Space-A travel opportunities in the coming year?**

**Answer:** Although AMC has led efforts to improve Space-A travel in the past few years, movement still remains a result of unused seats. Present DoD personnel and budget trends are affecting Space-A movement opportunity. AMC is dedicated to putting a passenger in every available seat.

**Question 32: What is best time of the year to travel Space-Available?**

**Answer:** Any time other than peak travel and holidays (December-January and June-August) periods.

**Question 33: Is it easier to go to some destinations more than others?**

**Answer:** Yes, places where we fly often such as Japan and Germany are much easier than low frequency areas. Larger aerial ports have regular flights to regions of the world (i.e. Dover/Baltimore to Europe or Travis to Pacific) as opposed to smaller terminals with random flights.

**Question 34: Can people travel Space-A to Alaska or South America?**

**Answer:** Yes, travelers may obtain Space-A travel to Alaska, South America and other interesting locations; i.e. Australia, New Zealand, etc. Travel to Alaska is relatively easy when departing from Travis AFB, California and Joint Base Lewis-McChord, Washington. Travel to South America and other remote areas can be much more difficult. Infrequent flights to remote areas are primarily cargo missions and have few seats available for passenger movement, expect long waiting periods for movement.

**Question 35: I am retired and traveling on a passport and my flight originated overseas. Where in the Continental United States (CONUS) can I fly into?**

**Answer:** When traveling on a passport, all family members, retired uniform service, reserve and others may return to the CONUS through authorized ports of entry where customs and immigration clearance is available. While you may depart the CONUS literally from any military airfield, reentry locations for passport holders are limited. Active duty passengers who do not require immigration clearance have more reentry options available.

**Question 36: Can I fly on Space-Available on other than AMC flights?**

**Answer:** Yes, your travel eligibility is for all DoD-owned or controlled aircraft. AMC, however, does not always have knowledge of other command/services' scheduled flight information.

**Question 37: Can I call bases for flight information?**

**Answer:** Due to security reasons we can only release limited flight information up to 72 hours. However, we encourage you to call the passenger terminal you plan on traveling through 30-60 days before travel. Passenger terminals will be happy to discuss Space-A opportunities from their location.

**Question 38: Where and when can my family members travel with me the Military Sponsor?**

**Answer:** Few examples listed below are not all inclusive. Family members may travel to/from and between overseas locations and within the Continental United States (CONUS). Dependents of active duty members may travel within CONUS when accompanying their sponsor on emergency leave. One dependent may accompany the sponsor on permissive house-hunting trips incident to a permanent change of station. Command sponsored dependents stationed overseas are allowed unaccompanied travel to, from and within their overseas theater (in addition to environmental morale leave previously authorized). Travel restrictions may apply to certain overseas areas as

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determined by the combatant commander. Unaccompanied dependents must have documentation signed by their sponsor's commander verifying command sponsorship during their travel and show to passenger terminal personnel. Command sponsorship letter is valid for one round-trip from the sponsor's duty location. Family members under 18 years of age must be accompanied by an eligible parent or legal guardian.

**Question 39: May I use my Government Travel Card (GTC) or personal credit card to pay for meals and any other fees associated with AMC travel?**

**Answer:** Yes, the GTC and personal credit cards are accepted at most AMC terminals. Contact your local and or departing terminal to ensure service is available. NOTE: Government Travel Card is for official use only.

**Question 40: As a Retiree, where can I fly?**

**Answer:** Retired members with DD Form 2 (Blue) identification card may fly anywhere AMC has flights operating, including the Continental United States.

**Question 41: I am a Disabled Veteran but I did not retire, can I fly Space-Available?**

**Answer:** Sorry, but even though you are entitled to other benefits, Space-A travel privilege is not one of them at this time.

**Question 42: Is Space-Available travel a reasonable substitute for commercial airline travel?**

**Answer:** The answer depends on you. Space-A travel may be a good travel choice if you have a flexible schedule and your finances allow for a hotel stay (sometimes in a "high-cost" area) while awaiting movement. While some travelers may sign up and travel the same day, many factors could come together and make buying a commercial ticket your best or only option. Traveling Space-A depends on flexibility and good timing.

**Question 43: Who determines travel eligibility to fly Space-A?**

**Answer:** DoD4515.13R governs travel eligibility. Passenger terminal personnel interpret travel documents and ensure travel eligibility.

**Question 44: How long does my name stay on the Space-A list?**

**Answer:** All travelers remain on the list for 60 days after registration, for the duration of their travel authorization or until they are selected for travel.

**Question 45: What is country sign-up, and how does it affect me?**

**Answer:** When signing up to travel space available, you may sign up for five different countries, for example, Germany, Japan, CONUS (USA), Turkey and Korea. This allows you to compete for any mission flying into that specific country rather than a specific destination.

**Question 46: What documents are required for Mil to Mil/step parent dependent travel?**

**Answer:** Regardless of which parent is designated as the sponsor in DEERS, the designated military sponsor may authorize the non-sponsor parent in writing with an original signature notarized letter that is valid for 180 days from the date it was signed and notarized. Non-sponsor parent must carry authorization letter during travel.