

Traveling Space-A?

Non-Military Personnel can only travel with Tourist Passport!

To travel space A, all Personnel are required to have ID with affiliation regarding the Military and Tourist Passport.

- ACTIVE-DUTY MILITARY without DEPENDENTS
 - I: Leave paperwork and Red Cross Message
 - II: Leave paperwork and Environmental Morale Leave Form
 - III: Leave paperwork and TAD/TDY House Hunting
 - IV: N/A
 - V: Permissive TAD/TDY
 - VI: N/A
- ACTIVE-DUTY MILITARY with DEPENDENTS
 - I: Leave paperwork and Red Cross Message
 - II: Leave paperwork and Environmental Morale Leave Form
 - III: Leave paperwork or TAD/TDY House Hunting
 - IV: N/A
 - V: N/A
 - VI: N/A
- MILITARY DEPENDENT TRAVEL without SPONSOR
 - I: Command Sponsorship Letter or Environmental Morale Leave Form and Red Cross Message
 - II: N/A
 - III: Dependent Verification Letter (Deployed Over 365 Days)
 - IV: Environmental Morale Leave Form or Dependent Verification Letter (Deployed 30 to 364 Days)
 - V: Command Sponsorship Letter or Non-Command sponsorship letter
 - VI: N/A
 - Please ensure that Passport Numbers are included in the letter.

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- DOD/DODEA/NAF CIVILIAN without DEPENDENTS
 - I: Leave paperwork and Red Cross Message
 - II: - Leave paperwork and Environmental Morale Leave Form
 - III: N/A
 - IV: DoDDS Teachers during Summer Break - Environmental Morale Leave Form
 - V: N/A
 - VI: N/A

- DOD/DODEA/NAF CIVILIAN TRAVEL with DEPENDENTS
 - I: Leave paperwork and Red Cross Message
 - II: Leave paperwork and Environmental Morale Leave Form
 - III: N/A
 - IV: N/A
 - V: N/A
 - VI: N/A

- DOD/DODEA/NAF CIVILIAN TRAVEL without SPONSOR
 - I: Environmental Morale Leave Form and Red Cross Message
 - II: N/A
 - III: N/A
 - IV: Environmental Morale Leave Form
 - V: N/A
 - VI: N/A

- RETIRED PERSONNEL
 - I: Red Cross Message
 - Retired Dependents can travel if accompanying remains of deceased sponsor to Conus with death certificate.
 - VI: Retiree Military ID and tourist passport.
 - Retired Dependents cannot travel without sponsor.

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- If you are under CONTRACTOR Status only and not a retiree, CONTRACTORS ARE NOT ALLOWED TO TRAVEL SPACE-A.
- ❖ Space-A fee is \$40.81. Only applies to Patriot Express with destination to Seattle, WA **CARD ONLY.**
- ❖ One Carry On/One Personal Bag is allowed per passenger.
- ❖ Two Check-In bags are authorized. Each bag cannot exceed 70lb.
- ❖ Traveling Space-A, pets are **not** authorized.

PLEASE NOTE THAT SPACE-A IS NOT GUARANTEED

- Attached are examples of the Environmental Moral Leave Form, Command Sponsorship Letter, and Dependent Verification Letter.
- If any of the statuses do not apply to you or need further clarification, please do not hesitate to contact us, or walk into the terminal!

CONTACT INFORMATION

DSN: 253-5509

Website: <https://www.mcasiwakuni.marines.mil/Organizations/Station/AMC-Passenger-Terminal/> Or use the QR Code

E-MAIL: M_IWKN_SMBIwakuniSpa@usmc.mil



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SPACE-A CATEGORIES

CATEGORY I - EMERGENCY LEAVE UNFUNDED TRAVEL

- Transportation by the most expeditious routing only for bona fide immediate family emergencies, as determined by DoDI 1327.06 and military service regulations. This travel privilege will not be used in lieu of funded travel entitlements.
- Emergency travel in connection with serious illness, death, or impending death of a member of the immediate family of the following:
 - Full-time, paid personnel of the American Red Cross serving with United States military services overseas.
 - Uniformed service family members whose sponsors are stationed within the CONUS and the emergency exists overseas.
 - Family members of United States citizen civilian employees of the DoD when both sponsor and dependents are stationed overseas at the same location.

CATEGORY II - ACCOMPANIED EML (ENVIRONMENTAL AND MORALE LEAVE)

- Sponsors on environmental and morale leave and accompanied family members. DoD Dependent School teachers and their accompanied family members in EML status during school year holiday or vacation periods.

CATEGORY III - ORDINARY LEAVE, RELATIVES, HOUSE HUNTING PERMISSIVE TDY, MOH HOLDERS & FOREIGN MILITARY

- Members of the uniformed services in an ordinary or re-enlistment leave status.
- Military personnel traveling on permissive temporary duty (TDY) orders for house hunting.

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- If the permissive TDY is for the purpose of permanent change of station house hunting, the member travels in Category III and can be accompanied by one family member.
- Dependents of military members deployed for more than 365 consecutive days.
- Bona fide family members (up to age 23 with a valid identification card) of a service member of the uniformed services when accompanied by their sponsor who is in an ordinary leave status within overseas areas between overseas stations and air terminals in the CONUS.
- This privilege does not apply to travel of dependents to or from a sponsor's restricted or unaccompanied tour location or to travel in a leave status to or from TDY locations. It applies only to round-trip travel to an overseas area or the CONUS with the sponsor. DODI 4515.13 restricts use of these privileges to establish a home for family members in an overseas area or the CONUS.
- Foreign exchange service members on permanent duty with the DoD, when in a leave status.

CATEGORY IV - UNACCOMPANIED EML (ENVIRONMENTAL AND MORALE LEAVE)

- Dependents of military members deployed for more than 30 consecutive days.
- Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML.
- DoDDS teachers or family members (accompanied or unaccompanied) in an EML status during summer break.

CATEGORY V - PERMISSIVE TDY (NON-HOUSE HUNTING), STUDENTS, DEPENDENTS, POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE & OTHERS

- Unaccompanied Command-sponsored dependents.
- Students whose sponsor is stationed in Alaska or Hawaii.

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- Students enrolled in a trade school in the CONUS when the sponsor is stationed overseas.
- Military personnel traveling on permissive TDY orders for other than house hunting.

CATEGORY VI - RETIRED, DEPENDENTS, RESERVE, ROTC, NUPOC, CEC, VETERANS WITH A PERMANENT SERVICE-CONNECTED DISABILITY RATED AS TOTAL, AND SURVIVING SPOUSES OF SERVICE MEMBERS WHO DIED IN ACTIVE DUTY, INACTIVE DUTY TRAINING, OR ANNUAL TRAINING STATUS A

- National Guard/Reserve components/members of the Ready Reserve and members of the Standby Reserve who are on the Active Status List.
- Retired military members who are issued DD Form 2 and eligible to receive retired or retainer pay.
- Family members (with a valid identification card) of retired members when accompanied by a sponsor.
- Surviving Spouses (i.e., Widow/Widowers) of Service members who died while on active duty, inactive duty training, or annual training status as well as retired military members, and their accompanying dependents, must have a DoD USID and privilege card. Dependents who are under the age of 14 must possess a Federal-, State-, local-, or tribal government-issued identification.
- Authorized veterans with a permanent service-connected disability rated as total or VA-100% Disabled Veteran.

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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:
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TRAVELER'S INFORMATION

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

DATES

11. Effective Sign-up Date:	12. Expiration Date (<i>Max 90 days</i>):
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ITINERARY

13. From (<i>point of origin</i>)	14. To (<i>May be multiple destinations, but first reached is the final destination</i>)	15. Return (<i>point of origin</i>)
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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
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THIS SECTION FOR AUTHORIZING OFFICIAL ONLY18. REMARKS (*Comments if needed.*)

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19. Typed Name, Grade, Title of Unit Commander or Designated Approving Official	20. Signature
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PRIVACY ACT STATEMENT

Authority: 10 U.S. Code 124; Executive Order 9397, 22 Nov 1943. Social Security Number (SSN).

Principal Purpose: Used to authorize travel in Space Available status on DOD aircraft by Environmental and Morale Leave (EML) by eligible members and authorized dependents.

Routine Use: Used by appropriate authority to evaluate an applicant's and/or applicant's authorized dependent(s) eligibility to be issued travel authorization under the EML program. Use of SSN is necessary to make positive identification of individual records. This information becomes the record copy of orders after approval/authentication and enables members/authorized dependent(s) in designated areas to procure transportation from and to aerial port of embarkation.

Disclosure: Voluntary. However, failure to complete this form precludes publication of EML orders.

RESTRICTIONS

- Travel is space available only.
- Travel is authorized from or return to EML designated site by authorized uniform Service members and authorized dependents. It is not for dependent travel for visiting uniformed Service member's EML duty station.
- Travel must comply with directives pertaining to passports, visas, foreign customs, country clearances, and immunizations.
- Travel within CONUS under this program is prohibited.
- Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation is not available.
- Members must conform to appropriate service uniform directives when traveling aboard DOD-owned or controlled aircraft, except as stipulated in the Foreign Clearance Guide. Failure to conform with uniform directives may result in the loss of travel privileges.
- Maximum authorized baggage is 2 pieces not to exceed 70 pounds each.
- Failure to register for follow-on routing within 6 hours at transit terminal may result in the loss of follow-on priority and/or sign-up order.
- Travel must be completed by the date indicated in Section 3.
- Violation of DOD 4515.13-R, may result in the individual being held accountable for charges based on AMC tariff rate.

TRAVEL INFORMATION

DATE/TIME DEPART PERM DUTY STATION	DATE/TIME ARRIVE DESTINATION	DATE/TIME DEPART DESTINATION	DATE/TIME ARRIVE PERM DUTY STATION	LEAVE LOCATION

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INSTRUCTIONS FOR COMPLETING
USPACOM FORM 505/3, UNFUNDED EML TRAVEL AUTHORIZATION

Section 1. ROUTING INFORMATION

1. To. Name and rank of Unit Commander/Designated Approving Official.
2. From. Name and Rank of Servicemember/sponsor.

Section 2. TRAVELER'S INFORMATION

3. Name of Sponsor. Last name, first name and middle initial of SM/sponsor.
4. Grade. Grade of SM/sponsor.
5. ~~SSN. Social Security Number (SSN) of SM/sponsor.~~ *AD: DoD ID #
*CIV: Passport #
6. Unit/Organization. Unit/organization of SM/sponsor
7. Sponsor's List all travelers intending to perform EML travel on this authorization. Attach additional sheet if required.
8. List passport and ~~social security number (SSN)~~ for each traveler. If the traveler has not been assigned both a passport number and SSN, either is sufficient. *AD: DoD ID #
*CIV: Passport #
9. For sponsors: Enter grade and Service; e.g., CAPT/USN or GS-11/DNC (Dept. of Navy Civilian). For Dependents: Enter dependency status; e.g., DEP/WIFE.
10. Enter date of birth of dependent children who are traveling on the authorization.

Section 3. DATES

11. Effective Sign-Up Date. Date travelers plan to sign up for EML travel. Sign-up may not occur prior to effective sign-up date.
12. Expiration Date. All EML authorizations are valid for 90 days from effective sign-up date. Sponsor or unit commander or designated approving official must forward requests for extension to USPACOM through respective USPACOM representative/subunified commander for approval.

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Section 4. Itinerary. Use point of origin, destinations, and in transit stations listed in enclosures (1) and (2) of this instruction.

13. From. Indicate country from which travel commences.

14. To. Unfunded EML destination. First destination not designated intermediate reached is the final for unfunded EML purposes.

15. Return. Same as point of origin.

Note: EML authorizations only authorize travel to the single destination cited. Without regard to which transiting en route terminals are listed in Section 7, the EML traveler may stay only at the destination site listed in Section 4 Block 14.

Section 5. Sponsor Certification.

16. The sponsor will read and sign. However, in cases when the sponsor is deployed or for any reason unable to sign, the sponsor's unit commander/designating approving official can sign this block.

17. Date. Date signed by sponsor or for cases cited in paragraph 16 above, unit commander/designated approving official.

Date must be the same as or earlier than effective date in Section 2.

Section 6. This Section For Authorizing Official Only.

18. Remarks. Comment as required.

19. Typed Name, Grade, Title of Unit Commander or Designated Approving Authority.

20. Signature. Signature of unit commander or designated approving official.

NOTE: The USPACOM Form 505/3 provides unfunded EML authorization when sponsor and dependents are traveling together. If dependent(s) and sponsor's name do not appear on the same EML travel authorization order, dependents will be processed as if unaccompanied and receive less priority in space available than the sponsor. If two separate EML orders are presented, attach the orders together. The sponsor and

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dependent(s) must sign up at the same time. Passenger service personnel will combine two original copies of the order and upgrade dependent status to category II (CAT II). If the sponsor must return to the duty station earlier than the dependent(s), sponsor must present copy of the EML order for return travel. The original copy is used by the dependent(s) for return travel in CAT IV.

RESTRICTIONS. A listing of restrictions regarding EML travel is provided for the traveler's information on the reverse of the form.

REPRODUCTION OF USPACOM Form 505/3 (07-10) is authorized by direct copy or computer generation. Computer generated forms must be verbatim, in the same format, and identified with the proper title and document number.

(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

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

(Date)

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

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

1. I certify that (Sponsor's Name, Rank, DOD ID, unit of assignment, unit contact numbers) and his/her dependent(s) listed below are Non-command sponsored.
 - a. Provide current location for dependent(s) (domicile)
 - b. List Dependent(s) relationship to sponsor, Full Name(s) and DOD ID(s)
 - c. Provide passport number(s) when traveling to overseas location
2. Other requirements:
 - a. _____ is an approved unaccompanied tour location
 - b. _____ length of Authorized stay at unaccompanied tour location
 - c. _____ valid travel period
3. This letter is valid for one round trip to the sponsor's overseas PCS duty location; however, as long as they are moving towards their declared destination they should be allowed to transit other locations.
4. Space-A 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 CONUS location.
5. Upon arrival at the members PCS location, Non-Command sponsored dependents are not eligible to travel beyond the members PCS location unaccompanied.
6. 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

For Official Use Only
"Privacy Act of 1974
Personal Data – IAW DoD 5400.11R"

USE UNIT LETTERHEAD

22 September, 2016

MEMORANDUM FOR AMC PASSENGER SERVICE AGENTS

FROM: 31st Fighter Wing
Aviano AB, Italy
APO AE 09604

SUBJECT: Dependent Verification Letter (Dependents of Deployed Military Member)

1. The individual(s) listed below is a (are) dependent(s) of MSgt Michael D. Public, USAF, DOD ID Number XXXXXXXXXXXX.

<u>Dependent Names</u>	<u>DOD ID</u>	<u>Relationship to Sponsor</u>
Jordan A. Public	XXXXXXXXXXXX	Spouse
David M. Public	XXXXXXXXXXXX	Son
Renee K. Public	XXXXXXXXXXXX	Daughter

2. In accordance with DODI 4515.13, "Air Transportation Eligibility," this letter verifies dependents are authorized Unaccompanied Space Available (Space A) air transportation during the sponsor's deployment, starting on (deployment departure date) and ending on (deployment return date). Space-A air transportation is authorized to/from CONUS and OCONUS locations, between CONUS locations, and within/between OCONUS theaters.

3. Category of travel when member is deployed:

- a. 30-364 days Category IV
- b. 365 or more consecutive days Category III

4. Dependents under the age of 18 must be accompanied by an eligible parent or legal guardian. For additional information or questions, please contact our unit at DSN XXX-XXX-XXXX or Commercial (XXX) XXX-XXXX.

5. I certify the dependents listed above were briefed the following: "The 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 canceled."

JOHN DOE, Lt Col, USAF
Commander