

Space-A / Space-R Information Sheet

In order to standardize space available / space required information to improve customer service, the Elmendorf passenger terminal has implemented this page to brief passengers on rules and requirements that must be met, in order to be selected for a flight.

All Passengers:

1. Must proceed to the Passenger Service Counter up to 24 hours prior to the space A call to be marked present to validate your space A sign-up.
2. Must not wear open-toed, open-heel or high-heeled shoes.
3. Active duty military member must not wear or display body piercing or tattoos which are against DoD regulations.
4. Clothing which is considered offensive or inappropriate such as torn, dirty or tattered is prohibited.
5. You are authorized 2 checked bags per passenger, not to exceed 62 linear inches (L+W+H) and 70 pounds each. A single carry on bag (22"x14"x9") that must be able to fit under a seat is also authorized per passenger.
6. Passengers on C-12, C-21, and UC-35 aircrafts, 30 pounds total baggage, while those on C-9 aircrafts are limited to 70 pounds total weight.
7. Ensure that no prohibited items are placed in your checked bags, including but not limited to: safety matches, lighter fluid or refills, oxygen or air cylinder, dry ice in quantities exceeding 4.4 pounds per person or ammunition exceeding 11 pounds or .50 Caliber in size. Ammunition must be properly boxed or in manufacturers containers.
8. Ensure that no prohibited items are placed in your carry-on bags, including but not limited to: firearms, lighter fuel, brass knuckles, flares, tear gas, mace, gun powder, primers, edged or sharp objects, regardless of length, to include pen/pocket knives, safety razors, small scissors, box cutters, finger nail files, etc., must be disposed of or place in your checked baggage.
9. For children under the age of 2 years, less than 40 pounds or less than 40 inches tall, a FAA approved infant car seat to travel is highly encouraged.
10. Smoking is not allowed on Department of Defense owned or controlled aircrafts.

At the Space A Call All Passengers:

1. Travelers must be travel ready, all travelers must be in terminal, all baggage must be in terminal, all required documents must be in your possession: leave paperwork, command sponsorship letter, 1 form of ID, rental cars and lodging keys must be returned.
2. Must pay attention to your space available category. Once your category has passed, you will have to wait until all other categories are called before being re-considered for selection.
3. Once your name has been called, please come forward with all travel documents, ID cards (for dependents 10 years of age or older) and passports/visas if necessary.
4. Once selected, proceed to the check-in counter with all of your baggage including carry-on bags.

For Passengers parking at the Passenger Terminal:

1. Long term parking passes are required for vehicles in the long term parking lot. Vehicles may remain up to 60 days with a valid pass. Parking in the short-term lot is limited to 12 hours. Any vehicles parked in the wrong lot or longer than allowed will be towed. Long term parking passes will **only** be issued when you are checked-in/selected for a flight. If long term parking is full, please park in the very back of short term parking, furthest away from the terminal.

DEPARTMENT OF THE AIR FORCE
732D AIR MOBILITY SQUADRON (AMC)

12 July 2001

MEMORANDUM FOR 732 AMS/TRP

FROM: 732 AMS/CCQ
15380 Airlifter Drive
Elmendorf AFB AK 99506-3935

SUBJECT: Unaccompanied Command Sponsored Dependent Space "A" Travel

1. I certify that TSgt Xxxxx Xxxxxx, 012-34-5678, and his/her dependents listed below are command sponsored. They are allowed to travel unaccompanied on military aircraft IAW DoD 4515.13R, Chapter 6.

- a. Xxxx Xxxxx 000-00-0000
- b. Xxxx Xxxxx 000-00-0000
- c. Xxxxxx Xxxxx 000-00-0000

2. Dependents must have this original letter in their possession at all times during travel on military aircraft. This letter is valid for one (1) round trip from the permanent duty station of the sponsor and return to the permanent duty station. While traveling space available without the sponsor, the travel is category V. Subsequent travel will require accomplishment of this letter for each trip.

LANCE A. HOPPER, Capt, USAF
Squadron Section Commander

SAMPLE
UNACCOMPANIED DEPENDENT OF DEPLOYED MILITARY MEMBER
VERIFICATION LETTER

Date

MEMORANDUM FOR AMC PASSENGER SERVICE AGENTS

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

SUBJECT: Dependent Verification Letter

1. The individuals listed below are dependents of MSgt Cindy D. Public, USAF, SSAN XXX-XX-XXXX.

<u>Dependents Names</u>	<u>SSAN</u>	<u>Relationship to Sponsor</u>
Richard C. Public	XXX-XX-XXXX	Husband
Richie C. Public	XXX-XX-XXXX	Son
Shaun E. Public	XXX-XX-XXXX	Son

2. In accordance with DoD 4515.13-R, "Air Transportation Eligibility," this letter verifies these dependents are authorized Space-available (Space-A) air transportation to/from CONUS and OCONUS locations, between CONUS locations, and within/between OCONUS theaters, unaccompanied only during the sponsor's deployment, starting on (state military member's departure date) and ending on (state military member's return date).

3. 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.

4. 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 canceled."

JOHN DOE, Lt Col, USAF
Commander

Attachment 2