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Transportation

SPACE "A" TRAVEL INFORMATION

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This pamphlet provides information about Space Available ("A") travel. It applies to uniformed service members (active and retired), their family members, and eligible Department of Defense (DOD) employees authorized Space "A" travel under DOD 4515.13-R.

SUMMARY OF REVISIONS

This revision changes the publication number from 439 AWPAM 24-1001 to 439 AWPAM 24-201. A (I) indicates revisions from the previous edition.

1. General Information:

1.1. Space "A" travel is a by product of the DOD primary mission, which is the movement of space required cargo and passengers. The DOD cannot guarantee seats to Space "A" passengers and is not obligated to continue the travel, or return Space "A" passengers to the original point of travel. Space "A" is a privilege and a highly valued benefit for uniformed service members, both active and retired, their family members, and eligible DOD employees. DOD Regulation 4515.13 governs policies to ensure Space "A" procedures are equitably administered.

1.2. Traveling Space "A" on DOD owned or controlled aircraft is subject to mission requirements. Aircraft departing Westover ARB are normally configured for the movement of official duty passengers and/or cargo. Once all duty passengers are accommodated, any remaining seats may then be offered to Space "A" passengers. Air Mobility Command (AMC) cannot guarantee seats to Space "A" passengers. The acceptance of Space "A" passengers for a flight does not obligate the U.S. Government or AMC to continue the travel or return of Space "A" passengers to their point of origin. Since complete travel to the desired destination cannot be guaranteed, Space "A" passengers should be prepared to defray the cost of onward or return movement by commercial transportation, along with other essential personal expenses. Flying Space "A" means you are traveling on a nonscheduled airline and, in most cases, not returning with the same aircraft. Therefore, Space "A" travelers should reconcile themselves to a very flexible travel schedule and have money for whatever emergencies may arise.

2. Eligibility for Space "A":

2.1. Active duty service members and military retirees can take advantage of Space "A" flights between Army, Navy, Air Force, marine Corps air facilities around the world and designated commercial airports.

2.2. Reservists can fly Space "A" throughout the Continental United States (CONUS), Alaska, Hawaii, Guam, Puerto Rico, the Virgin Islands and American Samoa only.

2.3. Family members up to age 23 can fly Space "A" with their parents who are on ordinary leave if they are full time students and have a valid ID card. Only students attending trade schools or who have sponsors stationed in Alaska or Hawaii can travel unaccompanied in Space "A" status. Because student dependents of service members stationed overseas (except Alaska and Hawaii) can make one round trip at government expense per year, they are ineligible for unaccompanied Space "A" travel.

2.4. Military family members traveling Space "A" can now journey to and from overseas on AMC flights even if the plane stops enroute at locations in the CONUS. NOTE: Families still cannot switch planes within the U.S. The new change applies only if the family remains on the same airplane for the entire trip. There is no Space "A" travel for family members within the CONUS.

3. Categories of Eligibility of Space "A" Passengers. If you are eligible for Space "A" travel, your name will be placed in one of six transportation categories.

3.1. Category 1 - Emergency Leave Unfunded Travel. Transportation by the most expeditious routing only for bonafide immediate family emergencies, as determined by DOD Directive 1327.5 (reference d) and service publications for the following travelers:

3.1.1. Uniformed Service members with emergency status indicated in leave orders.

3.1.2. Civilians, U.S. citizens stationed overseas, employees of, the Uniformed Service or Non-Appropriated Fund (NAF) activities and whose travel from the CONUS, Alaska, or Hawaii was incident to a PCS assignment at NAF expense.

3.1.3. Family members of the Uniformed Service, command sponsored, accompanied or unaccompanied may travel within CONUS.

3.1.4. Family members of the Uniformed Service, noncommand sponsored, residing overseas with the sponsor and one-way only to emergency destination.

3.1.5. Family members, command sponsored of a U.S. citizen, civilian employees of the Uniformed Service stationed overseas, a U.S. Citizen, civilian employees of the DOD stationed overseas and paid from NAF, or American Red Cross full time, paid personnel, serving with a DOD component overseas.

3.1.6. Professional Scout Leaders.

3.2. Category 2 - Environmental and Morale Leave (EML). Sponsors in an EML status and their family members traveling with them also in an EML status. "Sponsor" includes Uniformed Service members, a U.S. citizen civilian employee of the Armed Forces, who are eligible for government funded transportation to the U.S. at tour completion (including NAF employees), American Red Cross full time, paid personnel on duty with a DOD component overseas, a USO professional staff personnel on duty with the Uniformed Services, DOD teachers during the school year, and for employer approved training during recess periods.

3.3. Category 3 - Ordinary Leave, Close Blood or Affinity Relatives, House Hunting Permissive TDY, Medal of Honor Holders and Others.

3.3.1. Uniformed services members in a leave or pass status other than emergency leave (use Category 1) or excess appellate leave for which Space "A" Travel is not authorized. This includes members of the Reserve components on active duty in a leave or pass status.

3.3.2. Family members of the Uniformed Service when accompanied by their sponsor in a leave status other than emergency leave (use Category 1) or excess appellate leave for which space A travel is not authorized.

3.3.3. Close blood or affinitive relatives who are permanent members of the household and dependent upon a military service member, a DOD civilian employee, or American Red Cross employee serving with a DOD component overseas, when the sponsor is authorized transportation of family members at government expense. Travel must be with the sponsors or their family members PCS move.

3.3.4. Spouses of military personnel officially reported in a missing status under 37 U.S.C.551 (reference (II)) and accompanying dependent children and parents when traveling for humanitarian reasons and on approval on a case by case basis by the head of the service concerned (Chief of Staff of the Army, the Chief of Naval Operations, the Chief of Staff of the Air Force, and the Commandant of the Marine Corps) or their designated representative. Travelers shall present an approval document from the service concerned.

3.3.5. Uniformed Service members traveling under permissive TDY orders for house hunting incident to a pending PCS. Also traveling with one accompanying family member.

3.3.6. Medal of Honor recipients, except for active duty, shall present a copy of the Medal of Honor award certificate.

3.3.7. Family members of Medal of Honor recipients when accompanied by their sponsor.

3.3.8. Command sponsored family members of Uniformed Service members accompanying their sponsor on approved circuitous travel. Commanders authorized to publish circuitous travel orders for members under current policy of their Uniformed Service, where extenuating circumstances prevail, may approve requests for Space "A" travel or their family member within and between overseas areas and the CONUS, incident to approved circuitous travel of the member.

3.3.9. Cadets and midshipmen of the U.S. Service academies, and foreign cadets and midshipmen attending U.S. Service academies in a leave status. Foreign cadets and midshipmen's native countries must be identified in the leave authorization.

3.3.10. Civilian U.S. Armed Forces patients who have recovered after treatment in medical facilities and their accompanying nonmedical attendants. Travel is permitted by the most expeditious routing to return the recovered patient and nonmedical attendant to the overseas post of assignment. (During the death or extended hospitalization of the patient, the nonmedical attendant retains the Space "A" travel authority to return to the patients overseas post of assignment.)

3.3.11. Foreign exchange service members on permanent duty with the DOD when in a leave status.

3.3.12. Family members of foreign exchange service members on permanent duty with the DOD when accompanying their sponsor.

3.4. Category 4 - Unaccompanied Family Members on EML and DOD Teachers on EML During Summer.

3.4.1. Family members traveling under the EML Program unaccompanied by their sponsor.

3.4.2. DOD teachers or family members (accompanied or unaccompanied) traveling under the EML program during the summer break.

3.5. Category 5 - Permissive TDY (Non-House Hunting, Foreign Military, Students, Family Members, and Others).

3.5.1. Military personnel traveling on Permissive TDY orders other than for house hunting.

3.5.2. Family members who are college students attending in residence an overseas branch of an American University located in the same overseas area in which they reside, command sponsored, stationed overseas with their sponsor who is a member of the Uniformed Service, a U.S. citizen, civilian employee of the DOD (paid from either appropriated funds or NAF), or an American Red Cross full time, paid employee serving with the DOD. Unaccompanied travel is permitted from the overseas military passenger terminal nearest their sponsors permanent duty station to the overseas military passenger terminal nearest the University and to return during school breaks. Students must present written authorization from an approving authority and only one round trip each year is authorized. Unused trips may not be accumulated from school year to school year.

3.5.3. Family members, command sponsored, stationed overseas with their sponsor who is a member of the Uniformed Services, a U.S. citizen civilian employee of the DOD (paid from either appropriated funds or NAF). Unaccompanied travel is permitted to and from the nearest overseas military academy testing site to take scheduled entrance examinations for entry into any of the U.S. Service academies.

3.5.4. Command sponsored dependents of uniformed service members who are stationed overseas may travel within overseas locations and from overseas to CONUS and CONUS to overseas. Travel restrictions may apply to certain overseas destinations as determined by the appropriate Unified commander. Documentation signed by the sponsor's commander verify command sponsorship shall be presented to the Air Terminal personnel and be in the dependent's possession during travel. This documentation is valid for one round-trip from sponsor's PCS duty location. Dependents, under 18 years of age, must be accompanied by an eligible parent or legal guardian.

3.5.5. Family members of active duty U.S. military personnel stationed overseas who, at the time of PCS, were not entitled to transportation at government expense. Travel is to accompany or join their sponsor at their duty station. Travel may be unaccompanied and is limited to travel from the Aerial Port of Entry (APOE) in the CONUS, Alaska, or Hawaii to the overseas Aerial Port of Departure (APOD) serving the sponsors duty station. Before travel, approval of the overseas major commander is required.

3.5.6. Noncommand sponsored family members, acquired in an overseas area during a military members current tour of assigned duty, not otherwise entitled to transportation at government expense. Travel must be with the members PCS, may be unaccompanied and is limited to travel from the overseas APOE to the APOD in the CONUS, Alaska, or Hawaii. Members PCS orders are required for travel. Command publications pertaining to the acquisition of family members must have been followed.

3.5.7. Unaccompanied spouses of Uniformed Service members stationed in overseas areas in response to written requests from school officials for personal consultation on matters about the needs of family members attending school at an overseas location away from the Uniformed Service members PCS.

3.6. Category 6 - Retired, Dependents, Reserve, ROTC, NUPOC, and CEC.

3.6.1. Retired Uniformed Service members and their family members when accompanying their sponsor.

3.6.2. Family members, command sponsored, stationed overseas with their sponsor who is a member of the Uniformed Service, a U.S. citizen, civilian employee of the DOD (paid from either appropriated funds or NAF) or an American Red Cross full-time, paid employee serving with the DOD. Unaccompanied travel is permitted to the U.S. for enlisting in one of the Armed Forces when local enlistment in the overseas area is not authorized. If an applicant for military service is rejected, return travel to the overseas area may be provided under this eligibility.

3.6.3. Authorized Reserve component members entitled to retired pay at age 60 traveling within the CONUS and directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa (Guam and American Samoa travelers may transit Hawaii or Alaska), or traveling within Alaska, Hawaii, Puerto Rico, or the U.S. Virgin Islands.

3.6.4. The NUPOC, CEC and ROTC students of the Army, Navy or Air Force, receiving financial assistance or enrolled in advanced training, in uniform, during authorized absences from the school. Travel is authorized within and between the CONUS, Alaska, Hawaii, and the U.S. Territories.

NOTE: Travel of retired personnel and their family members is not permitted when travel is for personal gain or in connection with business enterprises or employment; nor is it authorized to establish a home or when international or theater restrictions prohibit such travel. Space "A" travel of dependents is not authorized within CONUS.

4. Travel Priority:

4.1. Available seats are offered to Space "A" passengers only after all official duty passengers have been accommodated. Military members on PCS orders or on emergency leave have top priority for seats. Active Duty service members on ordinary leave get the next priority for Space "A" seats, followed by accompanied or Category 5 active duty family members, retirees and reservists.

4.2. Space "A" travel is one instance in which rank does not have its privilege. Space "A" is offered on a first come, first serve basis.

5. Registration - To Sign Up for Space "A" Travel:

5.1. Persons wishing to register for Space "A" travel may do so in person. This is the preferred method since it avoids any possible miscommunication. However, since the geographical area that is served by Westover ARB is large, registration by telephone may be permitted.

5.2. Registration will be accepted only on Mondays, Wednesdays and Fridays, between 1000-1200 and 1300-1500. This must be accomplished by speaking with personnel of the Space "A" travel section.

5.3. Personnel may sometimes be called away from the office and, therefore, will not be available at the time you telephone.

5.3.1. If you come in person, it is suggested that you wait for a reasonable time, pending the return of the personnel.

5.3.2. If you are telephoning to register, please be patient and try again.

5.3.3. In either case of the above, please provide the following information:

5.3.3.1. Your name as it appears on your ID card.

5.3.3.2. Your grade, branch of service, whether active duty, retired, reserve, or DOD civilian.

5.3.3.3. Address. Where you may be contacted in CONUS.

5.3.3.4. Telephone number. Where you may be contacted in CONUS.

5.3.3.5. Passport number and expiration date., if applicable.

5.3.3.6. The flights in which you are interested.

5.3.4. Sponsors may also register their family members traveling with them in the same category. Signing up for a Space "A" flight is very specific in that a sponsor may not sign up as one person only and then on the day of the scheduled flight appear with one or more family members to travel on the same flight. Sign up should include all the persons who are traveling Space "A".

5.3.5. In all cases, the following documents are required for each person traveling Space "A":

5.3.5.1. A valid ID card: (This does not apply to family members under age 10.) Active Duty member- green card; Retired - DD Form 2; Active Reserve Component- Green DD Form 2 and a valid DD Form 1853, **Authentication of Reserve Status for Travel Eligibility**.

5.3.5.2. Leave authorization/order for active duty military members on ordinary leave who are in a leave status throughout the waiting and travel periods. **NOTE:** Active duty members may sign up for 72 hours on their ID card for CONUS only.

5.3.5.3. The DD Form 1853, or notice of retirement eligibility for members of the Reserve components.

5.3.5.4. Emergency leave or permissive temporary duty orders.

5.3.5.5. Medal of Honor recipients are required to present Medal of Honor award certificate.

5.3.5.6. If traveling to overseas areas (where applicable) you should have passport/visas and immunization records. Passengers are responsible for obtaining passport, visa and immunization records as required.

6. Telephone Numbers and Location of Space "A" Travel:

6.1. Registration: DSN 589-2622 or Commercial 1-413-557-2622. You will be mailed a Space "A" travel information pamphlet. You will also be given a registration number; please retain this number for future reference.

6.2. Flight Schedules: DSN 589-2549 or Commercial 1-413-557-2549. **NOTE:** The times of departure are available and are kept as current as possible. However, times of departure are subject to change up to the actual departure time. Persons who have registered for Space "A" should check frequently for possible changes in flight schedule.

6.3. Location. The Space "A" travel section is located in building 7075, Hangar 3, North side, 1st floor.

7. Show Time. All Space "A" travelers, who register, will report to the Space "A" Travel office (building 7075) at least three hours prior to flight time. Show time is a roll call of space required and Space "A" passengers who are waiting for a specific flight. Passengers arriving after roll call will be processed after all others are complete, no matter when the date or time of registration occurred. Also, such passengers will not be allowed to jeopardize the aircraft departure time or mission safety. Passengers who are under the influence of drugs or alcohol or show inappropriate behavior will be denied boarding the aircraft. Flight lunches are not available at Westover ARB. Plan ahead and bring your own lunch.

8. Motor Vehicle Parking. Long term parking is available and you will be directed upon arrival.

9. Roll Call:

9.1. Roll call will be done in the order of the date and time of registration (registration number) of each passenger. You must have your baggage with you for processing at that time.

9.2. All Space "A" travelers will be required to pass through a metal detector or undergo any further inspection deemed necessary. Individuals with pace makers should advise security prior to inspection. All baggage is x-rayed and subject to inspection.

10. Baggage:

10.1. Each passenger will be authorized two pieces of checked baggage not to exceed a total weight of 140 pounds. Baggage carried in the passenger section must fit under the seat or in an approved compartment. All previous baggage tags must be removed with the exception of identification tags. Bags should also have identification inside them.

10.2. Flammables are strictly forbidden inside baggage; this includes lighters of any type and lighter fluids.

10.3. Once inspection has been completed, you will enter a bus for transportation to the flight line or a holding area, in which you must remain.

11. Registration Cancellation (Sign-Up). Failure to cancel registration may restrict you from Space "A" travel for one year. If there is a need for cancellation, it is your responsibility to cancel as soon as possible. The telephone number is 413-557-2622 or DSN 589-2622.

MARTIN M. MAZICK, Colonel, USAFR
Commander

Attachment 1**MOST FREQUENTLY ASKED QUESTIONS ABOUT SPACE "A" TRAVEL**

1. Are family members authorized?

Yes, but they must be accompanied by their sponsor. Family members may not travel Space "A" within the CONUS unless the flight is manifested on a domestic leg segment of an international flight. Family members are unauthorized to travel with another military member or another person authorized Space "A".

2. If I, the sponsor, am handicapped, may I have a brother, sister, or friend accompany me?

No, only your family members may accompany you within the limitation stated in 1.

3. Can I pay for excess baggage if space is available on the flight?

No, only travelers on active duty status may pay for excess baggage.

4. Am I required to be in uniform?

No, it is no longer required.

5. May Reservists and National Guard members fly Space "A"?

Reservists and National Guard members in an active pay status may fly anywhere in CONUS, Alaska, Hawaii, Puerto Rico, Guam, American Samoa and the U.S. Virgin Islands. Reserve and National Guard members cannot fly Space "A" to a foreign country. Members must have a Green ID card, DD Form 2, DD Form 1853 signed by the Commander or authorized representative within the last six months. The same is true of Reserve and National Guard members who have received official notification of retirement eligibility but have not reached retirement age (age). This "gray area" retirement eligibility group must present their valid ID cards and retirement eligibility notice letter, if applicable.

6. When may Reservist and National Guard eligible family members fly Space "A"?

When the sponsor retires and receives retired pay and full benefits at age 60, eligible family members may then fly Space "A". Family members must be accompanied by their sponsor when flying Space "A" and may only fly on flights going overseas or in the overseas area.

7. I am a 100% Disabled American Veteran (DAV) and I've heard that some of us can fly Space "A" and some can't. Could you give me more information of 100% DAVs and Space "A"?

The DAVs must be retired from a Uniformed Service to qualify for Space "A" travel. Those members who were separated in lieu of being retired are not eligible. An easy way to check your eligibility is if your monthly retired check is paid by a Uniformed Service finance center and your ID card is a DD Form 2 (old cards are gray in color and new cards are blue), you can fly Space "A". If you are paid by the Veterans Administration and your ID card is a DD Form 1173 (butterscotch in color), you cannot fly Space "A". The color of ID cards and their form numbers are the key to being allowed to sign up for a Space "A" flight. The DD Form 1173 is the same ID card used by family members. In any case, family members are generally not allowed to fly Space "A" without their sponsors. The butterscotch colored card is a red flag alerting the officials at the Space "A" desk that the carrier of the DD Form 1173 is not eligible to fly Space "A" unaccompanied.

8. Does rank/grade have anything to do with who gets a Space "A" flight?

No. Travel opportunities are available on a first-in, first-out basis within DOD established categories and travel priorities. Travel is afforded on an equitable basis to officers, enlisted personnel, DOD, other civilian employees and their family members without regard to rank or grade, military or civilian, or branch of service.

9. As a Space "A" passenger, will I be subjected to security screening prior to boarding a flight?

Yes, in most cases you and your baggage will receive electronic and/or personal security screening prior to boarding the flight or entering a secure area.

10. Is smoking permitted on board the aircraft?

No.

11. What about billeting, meals, and standby passenger status?

There is no provision for meals or guaranteed billeting at Westover ARB. Westover ARB has a small passenger terminal and there are no provisions for standby passengers. Keep in mind that military aircraft may have intermediate stops which last 16 hours or more. A passenger terminal is not to be used as a hotel. At each destination you will be under the jurisdiction of the passenger terminal at that base.

Contact us at (413) 557-2622 or DSN: 589-2622.