

# Space Available Travel

by SrA Candice Humes, Passenger Service Agent

## What is it?

Space-available travel is a program wherein travelers can fill unused seats on DOD-owned or controlled aircraft only after all duty passengers and/or cargo have been accommodated. It is important to note that space-available travel is a privilege not a right and passenger movement is never guaranteed. This being said, it is recommended that travelers remain as flexible as possible and always have the means (funds) on hand in the event that commercial travel must be used.

## Who Can Use it?

There are six priorities or in "Space-A" terms, "categories" of travel. The following is a very general breakdown of categories starting with the highest, category one:

*\*For a complete and thorough listing of travel eligibility and priority please refer to the following link:*

<http://www.military.com/Travel/TravelPrivileges/0,13396,,00.html>

Category 1: Emergency Leave (Only to be used in the event of extreme humanitarian reasons)

Category 2: Environmental Morale leave or EML (Only for passengers stationed at a base that affords this type of incentive to its members)

Category 3: Ordinary Leave (only for active duty and their accompanying dependants holding a valid leave form)

Category 4: Unaccompanied dependents of deployed members deployed for 120 days or more (must possess a deployment upgrade letter signed by their sponsor's commander, this can be found in the sponsor's orderly room and is valid for 60 days from the date on the letter)

Category 5: Unaccompanied command-sponsored dependants of military members stationed overseas (must possess a command sponsorship letter signed by their sponsor's commander, this can be found in the sponsor's orderly room and is valid for 60 days from the date on the letter)

Category 6: Retirees and their accompanying dependents. Dependents of retirees must be accompanied by their sponsor.

## How does it work?

First and foremost, all passengers desiring travel must be signed up, (entered into passenger manifesting system) at the perspective station at which travel is desired. To sign up you can simply bring all of your travel documentation (leave form, ID card, deployment or command sponsorship letter) to the terminal in person. You may also E-mail or fax these documents. The E-mail address to the Aviano Space-A sign up box is [spacea@aviano.af.mil](mailto:spacea@aviano.af.mil) and the fax number is DSN 632 7782. After your travel documents have

been checked, your information will be entered into a passenger manifesting system and you will be assigned a date/time of sign up. Your date and time of sign up will be used to determine travel priority amongst other travelers within your category; travel is on a first come first served basis. If you are active duty, you must, in effect, be on leave status in order to sign up. Retirees may sign up whenever they like and dependents may sign up after obtaining their command sponsorship letter/ deployment upgrade letter. Passengers will remain in the system for 60 days from the date of sign up, until leave expires, or until travel is completed, whichever comes first.

Due to OPSEC and AMCI 24-101, flight information may not be given out over the telephone or e-mail unless the aircraft in question is within 72 hours of transiting our station. We also have a flight information display set up at the Aviano lodging facility. Exact arrival/departure times, names of passengers and numbers of passengers onboard will not be released. If you would like to view the Aviano flight schedule, you may come into the terminal where you will find a complete listing of the weekly rotator flights projected for three consecutive months. Once you decide what mission you would like try to catch, you simply show up on that date at the advertised roll call time or "show time". This time is a 'no later than time' meaning travelers desiring to compete for a seat must be in the terminal, travel ready i.e., all travel documents in hand, and luggage. Any passengers who arrive late, (for example, after the scheduled roll call has begun), will be added to the end of the standby list. It is usually recommended that passengers show up twenty to thirty minutes prior to mission show times to be marked present at the information window. All passengers must be "travel ready" in order to be marked present. After the roll call begins, the terminal will review a list of all passengers desiring travel in order of priority. The terminal staff will then simply go down the list until they run out of seats. A confirmed seat release, number of seats made available for Space-A travelers, is normally identified as early as two to three hours or as late as thirty minutes prior to the departure of the aircraft in question. Of note, number of seats made available for Space-A travelers fluctuates and is quite often adjusted during mission execution or as dictated.

## **Other important information**

- The Aviano Passenger Terminal's hours of operation are Monday through Friday from 0730 to 1630 hrs. If you call after hours (DSN 632 7680), you will reach the flight recording.
- AMC allows 2 checked-in bags per person at 70lbs each. Be advised that most commercial airlines only allow 50lbs per bag and some only allow one bag per passenger. Be prepared to pay excess baggage fees when connecting from a space-A flight to a commercial airline.
- The international head tax from Aviano to Baltimore is \$27.40 per passenger. The Aviano terminal will only accept US dollars or check.
- Strollers and car seats do not count against your baggage limit. AMC currently does not mandate that children be in car seats while flying. However, if you elect to put your child in a car seat on the aircraft you must ensure that your car seat is aircraft approved.
- Pets may only be transported when the passenger is in a PCS status and the pet has been booked through the TMO.