

# SPACE A TRAVEL

## The 117th Passenger Service is maintained by the 117th LRS / Small Air Terminal

24 Hour Space Available Recording:

(205) 714-2439, DSN 778-2439

Option 1: Flight availability, destinations, and dates  
Option 2: Preregistration information  
Option 3: General questions or concerns

Fax  
(205) 714-2610, DSN 778-2610

E-mail  
[117ARW.SPAC EA@ang.af.mil](mailto:117ARW.SPAC EA@ang.af.mil)

### Terminal Location

5401 East Lake Blvd.  
Building 139  
Birmingham, AL 35217-3545

### General Information

A. Space available air transportation is a privilege extended to active duty military members, Department of Defense (DoD) civilians, retired military personnel, and their dependents. This program is governed by DoD Regulation 4515.13R, Air Transportation Eligibility. Prior to acceptance, all personnel must meet the requirements outlined in this regulation. All flights are subject to change without prior notice.

B. Traveling space available on DoD owned or controlled aircraft is subject to mission requirements. Aircraft departing Birmingham ANGB are normally configured for the movement of official duty passengers and/or cargo. Once all duty passengers and cargo are accommodated, any remaining seats will then be offered to our space available passengers. Every attempt will be made to utilize all available seats.

C. The 117th ARW cannot guarantee seats to space available passengers. The acceptance of a space available passenger for a flight does not obligate the US Government or 117th ARW to continue their travel or return passengers to their point of origin. Since complete travel to the desired destination cannot be guaranteed, space available passengers should be prepared to defray the cost of onward (or return) movement by commercial transportation, along with other essential personal expenses.

### Registration

A. Persons wishing to register for space available travel can do so by submitting [AMC Form 140](#) via fax, e-mail, mail or in person at the Passenger Service Sign up (Bldg 139).

#### **NON Title 10 Military Members (Traditional Guardsmen and Technicians)**

Members must submit [AMC Form 140](#) to the Small Air Terminal up to 60 days prior to departure date. Form must be submitted by mail, email, in person, or via fax (205-714-2610). Local procedures also require the individual to include the mission destination and departure date on which they wish to travel. Dependents of non Title 10 members are NOT permitted to travel Space Available. Individuals must sign up NLT the last duty day for SAT Technicians. (Duty days are Tue-Fri, 0700-1730)

#### **AGR / Title 10 Members**

Members must submit [AMC Form 140](#) to the SAT as above. Form must be submitted by mail, email, in person, or via fax (205-714-2610). However, Title 10 may not sign up before the last duty day immediately prior to the start of leave. Title 10 members must show signed leave forms to include their return date. Dependents may travel Space Available WITH Title 10 members.

B. Registration in person will only take place Tuesday, Wednesday and Thursday 0800 to 1100 and 1300 to 1500. Fax and e mail registration will be taken at any time.

C. Sponsors may register their family when traveling together; however, all required travel documents must be present. Our passenger service personnel at the show time of your flight will review the following documents:

- All personnel must possess a valid ID. This does not apply to dependents under the age of 10.
- Leave authorization for active duty military members on ordinary leave.

- Environmental Morale Leave (EML) authorizations for eligible EML participants.
- [DD Form 1853](#) (Authentication of Reserve Status for Travel Eligibility) or notice of retirement eligibility for members of the reserve component
- Emergency leave or permissive temporary duty (TDY) orders.
- Medal of Honor recipients are required to present Medal of Honor Award Certificate.
- Passport/visa(s) and immunization records when traveling to overseas areas when applicable. Refer to Foreign Clearance Guide website for more specific info for each destination: <https://www.fcq.pentagon.mil/fcq.cfm>

D. Through the AMC "One-time Sign-up" program, passengers retain their original date/time of sign-up while traveling via in transit stations on to a specified final destination. Passengers MUST be able to show some type of document (i.e. your original sign up sheet) at each en-route station with the date/time stamp to receive this date/time. Passenger sign up date and time expires after 60 days (retirees and Guard/Reserve) or after being chosen for a flight or leave expires (active duty).

E. Upon registration you will be offered air transportation on a "first-in, first-out" basis (regardless of rank or service), based upon established space available categories.

### Categories

Category 1: Active duty military members and dependents on emergency leave.

Category 3: Active duty military members on leave or pass status and Medal of Honor recipients. Active duty on house hunting orders (only 1 dependent allowed).

Category 5: British, Canadian, and Australian Exchange Officers/ Enlisted personnel on duty with the DoD when traveling in a leave or pass status; and active duty military members traveling on permissive TDY/TAD orders.

Category 6: Retired military members, ROTC students of the Uniformed Services receiving financial assistance and advance training, and members of the guard/reserve components.

### Overseas Space A Categories

Category 1: Verified non-funded emergency leave for civilians, dependents of members of the Uniformed Services and other civilian personnel serving with a DoD component overseas UNDER CERTAIN CIRCUMSTANCES (check with DoD Reg. 4515.13R, Table 6-1 for specific occurrences). Note: The Category 1 travel privilege shall not be used in lieu of a funded travel entitlement.

Category 2: Active duty military members, DoD civilians, and their accompanied dependents traveling on EML; DoDDS teachers and their accompanied dependents on EML status during the school year.

Category 3: Active duty military members and their accompanied dependents on ordinary leave. Cadets and midshipmen of the US service academies, when on a leave status. Medal of Honor recipients and their accompanied dependents presenting DD Form 1173 (Dependent ID card) and permissive TDY for house hunting pending PCS move and one accompanied dependent.

Category 4: Unaccompanied dependents (18 years or older) traveling on EML. DoDDS teachers and their accompanied dependents on an EML status during the summer break.

Category 5: Active duty military members traveling permissive TDY; British, Canadian, and Australian Exchange Officers/Enlisted personnel on duty with the DoD, when traveling on a leave status, and their accompanied dependents; and student travel. Travel restrictions may apply to certain overseas destinations as determined by the appropriate unified commander. Documentation signed by the sponsor's commander verifying command sponsorship shall be presented to air terminal personnel and shall be in the dependent's possession during travel. This documentation is valid for one round-trip from sponsor's PCS location. An eligible parent or legal guardian must accompany dependents under 18 years of age.

Category 6: Retired military personnel and their accompanied dependents; and members of the reserve components traveling between Alaska, Hawaii, Puerto Rico, America Samoa, the Virgin Islands, Guam, and the CONUS. You may register for up to five destinations. If you decide to register for a destination other than those selected during initial registration, we will require an additional application for air travel reflecting a new date/time for the new destination.

### Leave Information

You may remain on the space available register until the departure date of the trip, or until your leave authorization expires, whichever is sooner. If you are removed within the above time frame, you may sign up again for travel. You will receive a new date/time of sign up. All travel documents should again be presented.

### Baggage

A. Baggage allowances for Space A passengers is two pieces not exceeding 70 pounds each (140 pounds total) and 62 linear inches (sum of length plus width plus height) (AMCI 24-101 V14). Single items exceeding 70 pounds or 62 linear inches will be counted as two pieces. Items exceeding 100 pounds or 80 linear inches will not be accepted. *Exceptions:* A3, B4 duffel, and sea bags are allowed and will be counted as one piece provided they do not exceed 100 pounds or 80 linear inches. The same applies to golf clubs, large

garment bags, surfboards, snow skis, bicycles, fishing equipment, rucksacks, wheel chairs, and/or musical instruments. All items listed above should be properly packed to avoid injury to baggage handling personnel or damage to other baggage. Passengers are only allowed one baggage described as an exception. *Note:* Baggage weight may be limited due to aircraft type or other restrictions. Check with Passenger Service Center for more information. All personal baggage must have current identification with phone number and forwarding address.

**B. Helpful baggage tips:**

- Allow yourself sufficient time to arrive at the passenger terminal, park and get your baggage inside and through the security checkpoint.
- Remove any previous baggage destination tags before checking in.
- As many pieces of baggage look alike, please ensure the baggage you claim is yours.

**Prohibited Items**

Air Mobility Command directs that all baggage be screened IAW Transportation Security Administration rules and regulations. Travelers must comply with TSA guidelines for prohibited items. A complete listing of prohibited items may be obtained from <http://www.tsa.gov>.

**Space A Show Time and Seats**

A. Normally, a space available roll call will be conducted 2 hours prior to departure on all flights (Discretion of the passenger service representative may be used to adjust the time as the show time is based on multiple factors). Selection will begin with the passenger having the highest category of travel with the earliest date/time of sign-up.

B. Space available flights are subject to change without prior notice. Travelers must check on status of flights a missions change and seats are not guaranteed.

C. Once selected for space available travel; you will be required to show your ID card and all other pertinent documentation.

D. NON Title 10 travelers report with a current, signed [DD Form 1853](#).

E. Title 10 travelers must report with a signed leave form

F. Travelers must wear closed toe/closed heel shoes. SANDLES ARE NOT PERMITTED. Clothing must be conservative in nature with no offensive pictures, writing, etc.

G. Smoking is PROHIBITED on all flights

**Rotating**

When necessary to off load space available passengers at an en-route station to accommodate official duty passengers or cargo, the order of selection for removal will begin with the lowest category passenger having the latest date/time of sign-up, as reflected on the manifest. However, space available passengers will not be rotated to accommodate other space available passengers, regardless of their category. When removed, the space available passenger's date/time of sign-up will be applied at the en-route station. Category 1 passengers will not be rotated at en-route stations.

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For additional tips and information on Space Available Travel you can visit:

<http://www.spacea.net> \*

\*This website is not endorsed by the Air Mobility Command, the United States Air Force, or the Alabama Air National Guard.