

How Do I Fly Using Space-Available Travel?

Step 1: Ensure you have all proper documentation:

1. I.D. card (required for dependents age 10 or older)
2. Passport
3. Leave orders
4. EML paperwork (if applicable)
5. Command sponsorship letter (if applicable)
6. Copy of deployed members orders (if applicable)

Step 2: Sign-up for Space-Available travel via one of the four following ways:

1. **E-mail** space.available@kadena.af.mil and include the following:
 - Name
 - Rank
 - Service Affiliation
 - Required documentation from **Step 1** above.
2. **Fax** all above information to DSN: 634-4221/Commercial: 011-81-611-734-4221
3. **Walk-in** to the Passenger Terminal, proceed to the Passenger Service Center (PSC) counters, and be prepared to provide the above documentation.
4. **Kiosk** sign-up in the Passenger Terminal is easy and convenient.

Note: All you need to sign-up for Space-Available travel via the kiosk is your DoD ID. Passenger Service Agents will verify your passport, ID, and required documentation at time of selection.

Step 3: On the day of your desired flight, mark yourself “present” for roll-call at the PSC counters or the Self-Service Kiosks in the Passenger Terminal before the roll-call begins. You will need to show the following documentation:

1. I.D. card
2. Passport
3. Required documentation listed in **Step 1**.

Step 4: If selected for the flight, proceed to the check-in counters. You will only need to show your I.D. card.

Step 5: Proceed to the baggage check-in counters to check-in your baggage. The baggage allowances are listed below:

C-130, C-17, C-5, KC-10, and KC-135: 2 bags (70 lbs. each)

C-9 and C-40: 40 lbs. total weight (including carry-on)

UC-35 and C-12: 30 lbs. total weight (including carry-on)

*** ATTENTION ACTIVE DUTY MEMBERS:** YOU MUST BE ON LEAVE IN ORDER TO SIGN-UP FOR SPACE-AVAILABLE TRAVEL, AND YOU MUST MAINTAIN YOUR LEAVE STATUS IN ORDER TO BE ELIGIBLE TO FLY SPACE-A. YOUR ELIGIBILITY FOR SPACE-A EXPIRES THE DAY YOUR LEAVE EXPIRES.