



Space Available Handbook

Table of Contents

1. Welcome	2
2. Registration	3
3. Travel Categories/Selection Priorities	4
4. Baggage	7
5. Selection Process	8
6. Space-A Travel Questions	9
7. Tips for Traveling Space-A	13

AMC Space-A Handbook, 10 Dec 2009

1. Welcome to Air Mobility Command (AMC) and space available (Space-A) travel. AMC is dedicated to helping you, our customer, make the most of your Space-A travel privilege. This handbook was developed to help guide you through the Space-A travel system.

Space-available travel is the specific program of travel authorized by the Department of Defense (DOD) allowing authorized passengers to occupy DOD aircraft seats that are surplus after all space-required passengers have been accommodated. Space-available travel is allowed on a non-mission interference basis only. DOD aircraft shall not be scheduled to accommodate space-available passengers. No (or negligible) additional funds shall be expended and no additional flying hours shall be scheduled to support this program. In order to maintain the equity and integrity of the space-available system, seats may not be reserved or "blocked" for use at en route stops along mission routes.

Our passenger terminals offer information on a variety of flights servicing a multitude of locations. If you are unsure on your travel destination choices, feel free to contact your local AMC Passenger Terminal for information. Terminal contact info can be found at the AMC Travel Website (www.amc.af.mil/amctravel). This handbook includes important rules for your information and much more is located on the AMC Travel Website.

Space-available travel is a privilege (not an entitlement) that accrues to Uniformed Services members as an avenue of respite from the rigors of Uniformed Services duty. Retired Uniformed Services members are given the privilege in recognition of a career of such rigorous duty and because they are eligible for recall to active duty. The underlying criteria for extending the privilege to other categories of passengers is their support to the mission being performed by Uniformed Services members and to the enhancement of active duty Service members' quality of life.

While we cannot guarantee movement in your desired specific time frame, we will do our best to make available every seat possible. In case you are delayed in getting to your final destination, ensure you have sufficient funds to complete your journey or return home. Remember, space available passengers travel only after all duty cargo and passengers have been accommodated. If, at any time during your travel with AMC, we do not meet your expectations or if you have a question or suggestion, please contact an AMC Passenger Service Agent at the respective passenger terminal or use the Interactive Customer Evaluation (ICE) feedback process located on the [AMC Travel Website](#). We wish you the best in your travels!

2. Registration. Prospective passengers may register for Space-A travel by two different methods: In-person at the Passenger Service Center counter at the passenger terminal or remotely by fax, email, or by mail. Travelers may select up to five countries. We recommend the "all" choice for the 5th destination so that the traveler may take advantage of unscheduled unique travel opportunities. Travel documents must be presented when selected for travel. Sponsors with family members traveling with them should present all required documents: Identification cards (Common Access Cards [CAC] or DD Form 2, *Armed Forces Identification Card*), passports, immunization records, and visas when required by the Department of Defense (DOD) Foreign Clearance Guide.

2.1. The following summarizes documentation requirements. Please have them ready for review when selected for travel:

2.1.1. Active Duty Uniformed Services Member: Includes National Guard, Reserve members on active duty in excess of 30 days, and cadets and midshipmen of the U.S. Service academies: CAC (Active), Form 2 NOAA (Green) Uniformed Services Identification and Privilege Card (Active), or PHS Form 1866-3 (Green) United States Public Health Service Identification Card (Active); and a valid leave authorization or evidence of pass status as required by the Service concerned.

2.1.2. Retired Uniformed Service Members (to include from the Reserves): DD Form 2 (Blue), US Armed Forces ID Card (Retired), DD Form 2 NOAA (Blue), Uniformed Services ID Card (Retired), or PHS Form 1866-3 (Blue), US Public Health Service ID Card (Retired).

2.1.3. Retired Reservists Entitled to Retired Pay at Age 60: DD Form 2 (Red) and a notice of retirement eligibility as described in DoD Directive 1200.15. If the automated DD Form 2 (Red) has been issued, the member is registered in his or her service personnel system as a Reserve retiree entitled pay at age 60, and a notice of retirement is not required.

2.1.4. On Active Duty for 30 Days or Less: DD Form 2 (Red) and orders placing the Reservist on active duty and a valid leave authorization or evidence of pass status.

2.1.5. ROTC, Nuclear Power Officer Candidate (NUPOC), and Civil Engineer Corps (CEC) Members: When enrolled in an advanced ROTC, NUPOC, or CEC course or enrolled under the financial assistance program: DD Form 2 (Red) and DD Form 1853.

2.1.6. Family Members of Uniformed Services Members: DD Form 1173, *United States Uniformed Services Identification and Privilege Card*. Command/non-command/deployment letters.

2.1.7. EML Travelers: Travel orders issued by the Unified Command. Participants of the EML program may take no more than two trips per year and may not be taken within 6 months of the beginning or end of the service.

2.1.8. AMC Form 140, Space Available Travel Request. This can be found on the [AMC Travel Website](#).

2.1.9. Passports and visas (as applicable).

3. Travel Categories/Selection Priorities. A complete listing of eligible passengers by category is contained in DOD 4515.13-R (www.dtic.mil/whs/directives/corres/pdf/451513r.pdf). The following is a partial listing of eligible individuals:

3.1. Category I. Emergency travel on a round-trip basis in connection with serious illness, death, or impending death of a member of the immediate family of the following:

3.1.1. United States citizen civilian employees of the DOD stationed overseas.

3.1.2. Full-time, paid personnel of the American Red Cross serving with United States military Services overseas.

3.1.3. Uniformed Service family members whose sponsors are stationed within the continental United States (CONUS) and the emergency exists overseas.

3.1.4. Family members of United States citizen civilian employees of the DOD when both sponsor and dependents are stationed overseas at the same location.

3.1.5. Uniformed Service family members when accompanied by their sponsor may travel within the continental United States (CONUS) if the emergency exists in the CONUS.

3.2. Category II:

3.2.1. Sponsors on environmental and morale leave (EML) and accompanied family members. Military personnel must also be on ordinary leave. Any other type leave such as convalescent or overseas tour extension incentive program (OTEIP) with EML is not authorized.

3.2.2. DOD Dependent School (DODDS) teachers and their accompanied family members in EML status during school year holiday, vacation periods or employer-approved training during recess periods.

3.3. Category III:

3.3.1. Members of the uniformed services in an ordinary or reenlistment leave status and uniformed Services patients on convalescent leave. Members on convalescent leave may not travel overseas unless their leave form is so annotated.

3.3.2. Military personnel traveling on permissive temporary duty (TDY) orders for house hunting.

3.3.2.1. If the permissive TDY is for the purpose of permanent change of station house hunting, the member travels in Category III, may travel within the continental United States (CONUS) as well as international travel, and may be accompanied by one family member.

3.3.2.2. *Bona fide* family members (with a valid identification card) of a Service member of the uniformed Services when accompanied by their sponsor who is in an ordinary leave status within overseas areas between overseas stations and air terminals in the CONUS.

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

3.4. Category IV:

3.4.1. Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML.

3.4.2. DODDS teachers or family members (accompanied or unaccompanied) in an EML status during summer break.

3.5. Category V:

3.5.1. Students whose sponsor is stationed in Alaska or Hawaii.

3.5.2. Students enrolled in a trade school in the CONUS when the sponsor is stationed overseas.

3.5.3. Military personnel traveling on permissive TDY orders for other than house hunting.

3.5.4. Command sponsored dependents (18 years of age) of Uniformed Services members who are stationed overseas may travel unaccompanied from the sponsor's PCS duty location to the CONUS and return. Travel is also authorized within the overseas theater. Travel cannot be between two overseas theaters (i.e., from Germany to Panama or from Japan to England). Dependents must have command sponsored documentation signed by the Commander verifying command sponsorship. Documentation is valid for one round trip.

3.6. Category VI:

3.6.1. National Guard/Reserve components/members of the Ready Reserve and members of the Standby Reserve who are on the Active Status List.

3.6.2. Retired military members who are issued DD Form 2 and eligible to receive retired or retainer pay.

3.6.3. Family members (with a valid identification card) of retired members when accompanied by a sponsor.

Notes:

1. Space-A eligible travelers may not use their privilege for personal gain or in connection with business enterprises or employment. Space-A travel may not be used to establish a home or when international or theater restrictions prohibit such travel.

2. Remember, Space-A seats are normally identified as early as 2-3 hours and as late as 30 minutes prior to departure. Recommend you check with the passenger service center for the space available show time for your flight prior to departing the terminal. Be ready for immediate processing and boarding.

AMC Space-A Handbook, 10 Dec 2009

3. As a Space-A traveler, even though you may be manifested to your destination of choice, at any time during the travel, you can be removed from the flight (bumped) for a space required passenger (those on travel orders) or cargo.
4. Pass. Active duty military may travel on a pass but may only remain on the Space-A register for the duration of the pass. Dependents may accompany their sponsors
5. A complete eligibility listing can be found on the [AMC Travel Website](#).

4. Baggage. AMC adheres to all [Transportation Security Agency \(TSA\) \(www.tsa.gov/\)](http://www.tsa.gov/) regulations and requirements for air travel. Each passenger may check two pieces of checked baggage, up to 70 pounds each and 62 linear inches in size. Family members may pool their baggage allowances. Hand-carried baggage must fit under the seat or in the overhead compartment, if available. Baggage weight may be limited due to type of aircraft or other restrictions.

4.1. Hand Carried. Each passenger is permitted to hand-carry one article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small boxes, packages, etc.) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization on military aircraft. Hand carried items will be no larger than 45 linear inches and must fit under the passenger's seat or in the overhead compartment. Items that are too large will not be accepted for passenger cabin storage and must be checked-in. Baggage sizers will be used to aid the passengers and the PSA in determining baggage dimensions.

4.2. AMC adheres to TSA guidelines (listed below) for hand carried baggage.

4.2.1. 3-1-1 for carry-ons: 3 ounce bottle or less (by volume); 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. The 3 oz. container size is a security measure.

4.2.2. Consolidate bottles into one bag and X-ray separately to speed screening.

4.2.3. Declare larger liquids. Medications, baby formula and food, breast milk, and juice are allowed in reasonable quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.

NOTE: *Baggage weight may be limited due to type of aircraft or other restrictions. Check with your Passenger Service Center for more information.*

4.3. Excess Baggage. Excess baggage is not authorized for Space-A passengers.

5. Selection Process. Travelers remain on the register for 60 days or the duration of their leave orders or authorization, whichever occurs first.

5.1. When registering, you are assigned a category of travel (see paragraph 3 for eligibility) and compete for seats within that category based on the date and time of sign-up. This sign-up date/time is yours through to destination and you will receive a new date and time of sign-up when you register for your next destination leg.

5.2. Space required passengers or cargo have priority on AMC missions and may require the removal of Space-A passengers at any point. If removed en route, you may re-register with your original date and time of sign-up. If you change or add destinations, AMC passenger agents will assign a new date and time of sign-up. Once you depart, your name will be removed. Always be prepared to purchase onward or return commercial transportation, meals, and lodging, if flying Space-A becomes a nonviable travel option.

5.3. Space-A roll call: Roll call is a phrase used to signify the beginning of the process in which eligible passengers in each category are selected by date and time of sign-up. This shall enable passengers to plan their activities and ensure equitable opportunities for all. There will be a roll call for each flight. All Space-A passengers shall be assigned a seat (in-lap children are not authorized).

5.3.1. When roll call begins, it will be done based on the category.

5.3.2. Travel Ready. All passengers are required to be travel ready at start of roll call. To be considered travel ready, passengers must have all required documentation, checked baggage and accompanying family members/group member must be present.

5.4. Seat Refusal. All passengers shall be briefed, before selection for movement, when the aircraft shall be un-pressurized, is transporting hazardous cargo requiring a passenger deviation, engine running on/off loading, or human remains are aboard. Passengers who refuse a seat shall not lose their place on the Space-A register.

Notes:

1. Space-A Passenger Removal. When necessary to remove Space-A passengers to accommodate Space-R passenger/cargo, the order of selection for removal shall begin with the lowest category passenger with the latest date/time of sign-up as reflected on the manifest.

2. If removed passengers elect to continue travel to their specified destination, they shall be entered into the Space-A backlog using their original date/time of sign-up.

3. If passengers elect a different specified destination, they shall be assigned a new date/time of sign-up and be placed at the bottom of the Space-A register within their category.

6. Space-A Travel Questions. People not familiar with the Space-A system often do not know the right questions to ask to make their travel easier. The following are some of the most common Space-A questions and their answers. If you have any additional questions, please contact your nearest AMC Passenger Terminal:

Question 1: *Is Space-A travel a reasonable substitute for travel on a commercial airline?*

Answer: The answer depends on you! If your travel schedule is flexible and your finances permit for a possible unexpected stay (sometimes in a "high-cost" area) while awaiting movement, space available travel is a good travel choice. While some travelers sign up and a flight may be available the same day, many factors could come together to make buying a commercial ticket your best or only option. Remember, Space-A travel success depends on flexibility and good timing.

Question 2: *Who determines eligibility to fly Space-A?*

Answer: The four Services jointly establish Space-A eligibility. AMC's first responsibility is airlifting official DOD traffic so Space-A passengers are accommodated only after official duty passengers and cargo.

Question 3: *How long does my name stay on the Space-A list?*

Answer: All travelers remain on the register 60 days after registration, for the duration of their leave orders authorization, or until they are selected for travel, whichever occurs first.

Question 4: *What is country sign-up, and how does it affect me?*

Answer: Under this program, you may sign up for five different countries rather than five different destinations. You are also eligible for the "ALL" sign-up which makes you eligible for all other destinations served. This gives you a greater selection of destinations from which to choose.

Question 5: *What is remote sign-up?*

Answer: Remote sign-up allows passengers to enter the backlog by faxing, emailing, or mailing copies of proper service documentation, along with desired country destinations and family members' first names to the aerial port of departure. The fax data header, email header data or the date and time the letter was received at the Passenger Service Center counter, will establish date/time of sign-up; therefore, active duty personnel must ensure sign-up is accomplished no earlier than the effective date of leave. AMC terminals are not responsible for faxes, emails or mailed requests not received. The original date and time of sign-up shall be documented and stay with the passenger until his or her destination is reached. On reaching destination, the passenger may again sign-up for space available travel to return to home station. All necessary documentation will be needed at you time of check in at the terminal. (see attach 1 for examples of remote sign-up requests)

Question 6: *What is self sign-up?*

Answer: Self sign-up (also known as in-person sign-up) is a program that allows passengers to sign-up at a terminal without waiting in line. Most locations now provide self sign-up counters with easy

AMC Space-A Handbook, 10 Dec 2009

to follow instructions for registration. Passenger sign-up machines (kiosks) are now in most terminals. Active duty personnel must ensure sign-up takes place no earlier than the effective date of leave. If your travel will take you to a foreign country, ensure border clearance documentation is up to date. If you are unsure, verify it with a passenger service representative on duty.

Question 7: *How can I find where my name is on the Space-A register?*

Answer: Each terminal maintains a Space-A register (organized alphabetically, by priority and the date and time of registration for travel) that is updated daily. The register is conveniently located in the terminal and directly accessible to you. Travelers may call the terminal direct to find their standing on the list.

Question 8: *As an Air Reserve Component (ARC) member (Reserve and Guard), where can I fly?*

Answer: ARC members with DD Form 2 (Red) identification and DD Form 1853 may fly to, from, and between Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the CONUS. Additionally, when on active duty, members may fly anywhere overseas that AMC has flights operating.

Question 9: *As a Retiree, where can I fly?*

Answer: Retired members with DD Form 2 (Blue) identification card may fly anywhere AMC has flights operating, including the CONUS. However, Space-A is not authorized for the Central Command (CENTCOM) area.

Question 10: *I am deployed. Can my family members travel without me?*

Answer: As long as the sponsor is deployed at least for 120 consecutive days, family member 18 years of age or older are authorized to fly unaccompanied. For 120 days or greater, the family member moves in Category 4. For greater than 365 days, the family member moves in Category 3. However, they will only be eligible to move in this category after every other Category 3 member has been selected.

Question 11: *Can I have family members travel with another military member if given power of attorney, other releases, or authority?*

Answer: No. Unless moving in Environmental and Morale Leave (EML) status, family members may only travel when accompanied by their sponsor (refer to question 32 for EML).

Question 12: *I am disabled. Can I have a brother, sister, or friend accompany me to help me?*

Answer: The only persons permitted to accompany you are your dependents or other persons eligible for Space-A travel. Every effort shall be made to transport passengers with disabilities who are otherwise eligible to travel. Passenger service personnel and crew members shall provide assistance in boarding, seating, and deplaning passengers with special needs.

Question 13: *Do I have to be in uniform to travel?*

Answer: Each Service determines its own travel uniform policies. Currently, all the services permit appropriate civilian attire on DOD-owned or controlled aircraft. When civilian clothing is worn, use common sense. Attire should be in good taste and not in conflict with accepted attire in the overseas country of departure, transit, or destination, as defined by the DOD Foreign Clearance Guide. Certain attire is prohibited to be worn (reference section 8). It should also be capable of keeping you warm, especially on military aircraft.

Question 14: *How much baggage can I take?*

Answer: As a Space-A traveler, you may check two pieces of luggage at 70 pounds each per person. Family members traveling together may pool their baggage allowance as long as the total does not exceed the total allowance. You may hand carry only what fits under your seat or in the overhead compartment, if available. (see section 4 above)

Question 15: *Can I pay for excess baggage when flying space available?*

Answer: No. Only duty status passengers may pay for excess baggage.

Question 16: *Do you have any recommendations on baggage?*

Answer: Yes. Travel light and take only essentials. Do not place valuables, medicine, or important documents in your checked baggage. Be sure your name and current address are on and inside your bags. AMC terminals have baggage ID tags available for you to use. Pack at least one set of essential clothing in your carry-on, as well as any particular toiletries (toothbrush, face cloth, etc).

Question 17: *Can my pet travel with me on a Space-A flight?*

Answer: No. DOD has reserved pet shipments for passengers in permanent change of station (PCS) status only.

Question 18: *Will Space-A travel cost much?*

Answer: In general, no. Some terminals must collect a head tax or a federal inspection fee from Space-A passengers on commercial contract missions. Meals may be purchased at a nominal fee out of most air terminals while traveling on military aircraft.

Question 19: *What facilities are available at AMC terminals (nursery, BX, snack bar)?*

Answer: Facilities at most military terminals are generally the same as commercial facilities. Facilities include snack bars or vending machines, cable TV, traveler assistance, baggage lockers United Services Organization (USO) lounges (at some locations), and family lounges (at major terminals). The type of facility available will vary according to the terminal size and location.

NOTE:

Most AMC passenger terminals close at night. Space-A travelers should be prepared to pay for billeting expenses.

AMC Space-A Handbook, 10 Dec 2009

Question 20: *What are the trends in the availability of Space-A travel? Does it seem as if there will be more or less Space-A travel in the coming year?*

Answer: Although AMC has led efforts to improve Space-A travel in the past few years, movement still remains a result of available seats released after all duty passengers/cargo are accommodated. AMC is dedicated to putting a passenger in every available seat.

Question 21: *What is the best time of the year to travel Space-A?*

Answer: Any time other than peak travel and holidays (December-January and June-July) periods.

Question 22: *Is it easier to go to some destinations?*

Answer: Yes. Places where we fly often (Germany) are much easier than low frequency areas (Australia or New Zealand).

Question 23: *Can people travel Space-A to Alaska or South America?*

Answer: Yes. Travelers may obtain Space-A travel to Alaska, South America, and other interesting locations; i.e., Australia, New Zealand, etc. Travel to Alaska is relatively easy when departing from the West Coast (Travis AFB, California, and McChord AFB, Washington). Travel to South America and other remote areas is much more difficult. Infrequent flights to remote areas are primarily cargo missions and have few seats available for passenger movement. Expect long waiting periods for movement.

Question 24: *I am retired and am traveling on a passport and my flight originated overseas. Where in the CONUS can I fly into?*

Answer: When traveling on a passport, you (family members, retired uniform service, reserve, etc.) may return to the CONUS only through authorized ports of entry where customs and immigration clearance is available. While you may depart the CONUS literally from any military airfield, reentry locations for passport holders are limited.

Question 25: *Can I fly on Space-A on other than AMC flights?*

Answer: Yes. Your travel eligibility is for all DOD-owned or controlled aircraft. AMC, however, does not always maintain flight status of other command/services' flights.

Question 26: *Can I call the bases for flight information? If so, what are the phone numbers?*

Answer: We encourage you to call the passenger terminal you plan on traveling to 30-60 days before travel. The terminal will be happy to discuss their flight schedule, Space-A backlog, movement forecast, etc. Please be aware that certain information will not be accurate until at least 72 hours prior to departure. However, some basic missions fly regularly (e.g., 3 flights per week from 1 location to another). Feel free to check the AMC Travel Website for contact information for the [AMC Passenger Terminals](#).

Question 27: *I have command-sponsored dependents. Can they travel unaccompanied?*

Answer: Yes, if you are 18 years of age or older. However, the intent of this program is to afford command sponsored dependents relief from their overseas duty location. Travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas within the same theater. Once your dependent lands in the CONUS, they are no longer authorized to travel Space-A to another destination unless they are manifested on an aircraft that is only transiting the en route CONUS location. Please refer to [AMC Travel Website](#) for additional info.

Question 28: *I have non-command sponsored dependents. Can they travel unaccompanied?*

Answer: Yes, for those 18 years or older. Travel is authorized to the sponsor's unaccompanied permanent PCS location. Travel is not authorized to meet up at another location. Travel under this program is not authorized when the sponsor is on TDY/TAD orders. Travel is authorized CONUS-Overseas, Overseas-CONUS, and Overseas-Overseas. Once your dependent lands in the CONUS, they are no longer authorized to travel Space-A to another destination. CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location. Please refer to AMC Travel Website for additional info.

Question 29: *I am a disabled veteran. Can I fly Space-A?*

Answer: No. Current guidance prohibits disabled veterans, without the retiree card (DD Form 2), from travelling Space-A.

Question 30: *I am a disabled veteran, with a retiree card (DD Form 2). Can I fly Space-A?*

Answer: Yes. However, there are certain restrictions you need to be aware of. If you require motorized assistance to move around, the current allowance is for mobility assistance equipment shall not to exceed 100 lbs. in weight.

Question 31: *After I sign-up, what is my next step?*

Answer: On the day you would like to travel, you must mark yourself present for travel either at the Kiosk or see a passenger service agent at the counter.

Question 32: *What is EML and does it apply to Space-A?*

Answer: EML stands for Environmental and Moral Leave. Typically, only unfunded EML travel is authorized for use in the Space-A program. Passenger travelling in the EML status are given a higher priority than those traveling on ordinary leave.

7. Tips for Traveling Space-A:

- 7.1. Plan your trip, be flexible, be patient. As a rule of thumb, military installations offer more travel opportunities than commercial gateways (i.e., travel chances are better to Europe from Dover AFB DE than Baltimore IAP MD).
- 7.2. If possible, travel at off-peak Space-A travel periods (i.e., peak periods are the summer months after school is dismissed and Christmas holiday season). Historically, Feb-Mar and Oct-Nov are low travel periods.
- 7.3. Be as flexible as possible in choosing a destination. If your destination is Ramstein AB, Germany, consider a flight into Spangdahlem AB, Germany, or even RAF Mildenhall, United Kingdom, as an alternative. Once at RAF Mildenhall, try for another flight bound for Germany.
- 7.4. Carry extra cash with you when you travel. There is a head tax on all contracted commercial aircraft and federal inspection fee on all CONUS arrivals. In addition, if your mission diverts to another location at any time, you will possibly need cash for essentials.
- 7.5. When traveling Space-A with young children, prepare for possible delays along the way where baby supplies may not be readily available. A good supply of games and books is also recommended. Be aware that a baby's ears, like adults, are sensitive to altitude pressure changes.
- 7.6. Space-A is just that, space that is available after all mission requirements are fulfilled. Military aircraft are subject at all times, first and foremost, to DOD mission response.
- 7.7. Be familiar with the restrictions of your destination. Retirees do not have the same options that active duty personnel do when arriving or transiting through a country. For example, did you know retirees travelling in Germany for less than 30 days are not allowed to shop in at the Base Exchange? Some sites to check for restrictions are: Department of State Travel Advisory (<http://travel.state.gov>), Foreign Clearance Guide (www.fcg.pentagon.mil/), and the website for the specific destination in mind.
- 7.8. You can fly on non-AMC missions as a Space-A passenger. However, we do not manage these missions. For information on these missions, you will need to contact the respective military installation you would like to travel out of. Basic contact information for these locations can be found on the respective Service military websites.

8. Travel Attire

8.1. Uniform Policy. Uniform wear is controlled by dress and appearance regulations of each Service. However, wearing of the uniform may be prohibited in accordance with the DOD Foreign Clearance Guide or restricted travel advisory message.

8.2. Appropriate civilian attire (not torn, dirty, tattered, revealing or suggestive clothing, etc.) should be worn and good personal hygiene is a must.

8.2.1 Passenger footwear must not be of the type that could hinder emergency egress or increase chances of injury. The wear of open-toe or open heel shoes (sandals, flip-flops, etc.) is prohibited on organic aircraft. Shoes with heels should have a wide base and be designed low to the ground. Narrow-based, high-heeled shoes are not to be worn. Since passengers traveling on organic aircraft may have to climb up and down vertical ladders to board most aircraft, they should dress accordingly. This restriction does not apply to Patriot Express/commercial aircraft.

8.2.1.1. The wear of shoes with integrated wheels (Heelys) is allowed within the terminal and on organic or commercial contract flights, however the wheels must remain retracted.

8.2.2. Body Piercing and Tattoos. Major, obvious or blatant violations of the DOD policy on body piercing and tattoos are not allowed for military passengers (active duty and reserve/guard) departing on all AMC flights.