

DEPARTMENT OF THE (Insert Branch of Service Here)
(Unit or Squadron Letterhead)

(Date)

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

SUBJECT: **CATEGORY IV**; Space-A Dependent Verification Letter or Unaccompanied Command Sponsored Dependent Letter of deployed military members for at least 120 consecutive days.

1. I certify that (Sponsor's Name, Rank, Social Security Number, unit of assignment, unit contact numbers) and his/her dependents listed below are command sponsored.

- a. List Dependents relationship to sponsor, Full Names, Social Security Numbers and Dates of Birth.
- b. List passport numbers if traveling to overseas location.

2. Space-A Travel for Dependents of Deployed Active Duty Military Members to include Guard and Reserve personnel. Unaccompanied dependents of deployed uniformed service members, when the deployment orders indicate the deployment is between 120 and 364 consecutive days, are authorized to travel Space-A unaccompanied in Category IV. If the deployment period is 365 or more consecutive days, the unaccompanied dependents are authorized Category III travel. Unaccompanied dependents traveling in this category will only be selected after all active duty Service Members and accompanying family members are accommodated. This includes Navy personnel assigned to a deployed ship with Permanent Change of Station orders. This authorization is only valid for the duration of the deployment period of the deployed military member and may be used for multiple Space-A trips during this period. **(STATE MILITARY MEMBER'S DEPARTURE DATE AND STATE MILITARY MEMBERS RETURN DATE ON THIS LETTER).**

3. Space-A travel is authorized to and from CONUS and OCONUS, between CONUS locations, and Overseas-Overseas. Eligible dependents may sign-up for Space-A travel no earlier than 10 days prior to sponsor's deployment and shall remain on the register for a maximum of 60 days. They may, however, re-sign up with a new date and time. They are eligible to commence travel effective on the first day of sponsor's deployment and must be completed by the last day of the military member's deployment.

4. Dependents of deployed military members must present a verification letter signed by the sponsor's commander, designated representative, or "By Direction" authority (for Navy and Marine Corps individuals), verifying the active duty member's deployment. It must contain the following information: sponsor's name, SSN, effective start and end date of deployment, dependents names, SSN, and relationship to sponsor, and unit contact information. The documentation must be in the dependents' possession during travel and is valid for the duration of the member's deployment. **Note:** Dependents of deployed military members will not be denied travel based on incomplete (last four digits only) or missing SSN on the deployment verification letter.

5. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A travel program is a privilege (not an entitlement). The military does not guarantee transportation to the final destination or return travel. The military is not responsible for providing lodging, ground transportation, meals or other incidental expenses incurred during Space-A travel if flights are delayed, diverted or cancelled.

Unit/Squadron Commander's
Signature Block

For Official Use Only (When filled in)

"Privacy Act of 1974 – Personal Data – IAW DoD 5400.11R"