

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

(Date)

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

SUBJECT: **CATEGORY V**; Unaccompanied Command Sponsored Dependent Space-A Travel.

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. Command Sponsored Dependent Travel Program. 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. Once a dependent lands in the CONUS, their onward travel is complete unless they are manifested on an aircraft that is only transiting the en route CONUS location or transiting a CONUS location is required, i.e. EDF-HIK with fuel stop at SUU.

3. The sponsor must obtain documentation (letter) verifying command sponsorship from their current unit commander. Each letter is valid for one round trip from the sponsor's overseas PCS duty location; however, as long as they are moving towards their declared destination they should be allowed to transit other locations. There is no limit on the number of letters a commander may issue. Dependents must present a copy to the servicing air passenger terminal, and shall retain a copy in their possession during travel. If passengers have not used their letter or completed their Space-A travel within ninety (90) days from the date of issuance, a new letter is required from the sponsor's commander. PSAs should only accept letters signed by unit commanders, designated representative, and Navy and Marine Corps individuals with "By Direction" authority. Only when personnel are assigned to headquarters billets may the squadron section commander sign letters to verify command sponsorship. Early return of dependents (ERD). ERD are not eligible for Category V, command sponsored travel.

4. 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