

CATEGORIES OF TRAVEL

There are six categories of space-available travel. Space-available travelers are placed in one of the six categories based on their status (e.g., active duty Uniformed member, and DoDDS teacher, etc.) and their situation (e.g., emergency leave, and ordinary leave, etc.) as shown below.

CATEGORY	SPACE AVAILABLE PRIORITIES
1	A Emergency Leave
2	C Environmental Moral Leave
3	D Ordinary Leave, House Hunting
4	E Unaccompanied EML
5	F Student Travel, Permissive TDY
6	R Retired Military, Reserves, Guard

PRIORITY OF MOVEMENT

Priority of Movement: The numerical order of space-available categories indicates the precedence of movement between categories; e.g., travelers in Category III move before travelers in Category IV. In each category, transportation is furnished on a first-in, first-out basis.

Conditions of Travel: There is no guaranteed space for any traveler. The Department of Defense is not obligated to continue an individual's travel or return him or her to point of origin, or any other point. Travelers shall have sufficient personal funds to pay for commercial transportation to return to their residence or duty station if space-available transportation is not available. Space-available travel shall not be used for personal gain or in connection with business of any nature.



Welcome to the 117th ARW Passenger Terminal!

We are committed to providing you with the best possible service. Our passenger service agents are dedicated professionals who take great pride in what they do.

Let us know if you have any questions or concerns during your travels. Passenger Terminal personnel and AMC Leadership at this facility are your best avenues for answers to your questions/concerns. Please give us the opportunity to address your issues.

AMC personnel worldwide are prepared to respond to American's needs- "Global Reach for America".

Sincerely,

John C. McCullough III, CMSgt, ANG

Superintendent, 117th LRS Small Air Terminal

117th ARW PASSENGER TERMINAL

GENERAL TRAVEL INFORMATION FOR SPACE AVAILABLE

117th ARW Passenger Terminal Information

5401 East Lake Blvd
Building 139
Birmingham, AL 35217

Hours of Operation:
0700 to 1730

Phone: 205-714-2562
Fax: 205-714-2610
24-hr flight recording: 205-714-2439

E-mail:

usaf.al.117-arw.list.lg-space-a-list@mail.mil

Web:

<http://www.117arw.ang.af.mil>



SIGNING UP FOR SPACE-A TRAVEL

DOD regulation 4515.13 and AMCI 24-101, Vol. 14 establishes movement priorities for Space-Available travel. Space-Available registration may be done in person or via fax, email, internet and mail. NOTE: All passenger terminals will accept remote sign-up via email. Basis for date/time of sign-up.

Fax: The fax header data will establish date/time of sign-up.

Email: The email header data will establish date/time of sign-up.

Mail: The date and time received at the PSC counter will establish date/time of sign up.

Internet: The system will determine date/time of sign-up.

Note: Bring a copy of sent email and or fax report in the event the system is down or for verification.

REQUIRED DOCUMENTATION

Active duty Uniformed Services Members: Includes National Guard, Reserve members on active duty in excess of 30 days, and cadets and midshipmen of the U.S. Service academies require a U.S. Armed Forces Common Access Card (CAC) or a valid leave authorization or evidence of pass status as required by the Service concerned to travel.

Retired Uniformed Services Members: DD Form 2 (Blue) U.S. Armed Forces Identification Card (Retired).

National Guard and Reserve Members: Authorized Reserve Component Members are required to have a valid DD Form 2 (Red), "Armed Forces of the United States Identification Card (Reserve) or U.S. Armed Forces Common Access Card (CAC) and a signed DD Form 1853, **Authentication of Reserve Status for Travel Eligibility** and may only register for travel to/from eligible destinations IAW DOD 4515.13R.

Gray Area Retiree's: Retired Reservists Entitled to Retired Pay at age 60 must present a valid DD Form 2 (Red) identification card.

Note: Gray Area retiree's are authorized to travel within the Continental United States (CONUS) and directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa (Guam and American Samoa travelers may transit Hawaii or Alaska); or traveling within Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.

TRAVEL REQUIREMENTS

Travel Ready: All passengers are required to be travel ready at start of roll call/ show time. To be considered travel ready, passengers must have all required documentation, checked baggage and accompanying family members/group member must be present. All vehicles must be parked in long term parking prior to roll call/show time.

Checked Baggage: IAW DOD 4515.13R, Space-Available passengers are authorized two pieces of checked baggage not to exceed 62 linear inches each and a combined weight of 140 pounds of baggage; (not to exceed 70 lbs. per bag) for larger type aircraft. On smaller type aircraft, passengers are limited to one bag weighing no more than 30 pounds. Excess baggage is not authorized for Space-Available passengers. NOTE: In most instances, family members may pool their baggage allowances.

Space-Available roll calls: Are established location based on passenger convenience, manpower resources, type of mission, and number of seats available. 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 will enable passengers to plan their activities and ensure equitable opportunities for all. A roll call time may vary according to different types of missions; i.e., scheduled Patriot Express/Category M and operational support/DV missions.

Space-Available passengers will not be removed in favor of other Space-Available passengers. All space-available passengers competing for a seat must be marked present at the beginning of roll call.

Passengers must be travel ready at the time of selection. Failure to comply may result in non-selection for the flight. Passengers may choose not to meet all Space-Available roll calls for any flight going to their desired destination. They will not be removed from the Space-Available Register.

PASSENGER SIGN-UP INFORMATION

Duration on the List: Unless otherwise identified, prospective passengers will be removed from the Space-Available Register after remaining on the list for 60 days or when the travel authorization (leave or pass) expires, whichever occurs first. Passengers removed from the register will be allowed to sign up again with a new date/time of sign-up. NOTE: Once a passenger departs a station their record shall be purged at that particular station. They will need a new date/time of sign up prior to future travel from that location.

Sign-up Time: The Greenwich Mean Time (otherwise known as "Zulu" time) is used at all passenger processing locations.

Date and Time of sign-up: Passengers will retain their original date/time of sign-up from the point of origin to the final destination, provided they are continuing to move to their declared final destination. Please ensure your final destination is annotated on the boarding pass.

Space-Available Passenger Removal: When necessary to remove Space-Available passengers at en route stations to accommodate Space-Required passenger/cargo, the order of selection for removal will begin with the lowest priority passenger with the latest date/time of sign-up as reflected on the manifest. If removed passengers elect to continue travel to their specified destination, they will be entered into the Space-Available backlog using their original date/time of sign-up. If passengers elect a different specified destination, they will be assigned a new date/time of sign-up and be placed at the bottom of the Space-Available register within their category. When necessary to remove Space-Available passengers at the originating station, the order of selection for removal will begin with the lowest priority passenger with the latest date/time of sign-up as reflected on the manifest.

Space-Available Travel for Dependents of Deployed Active Duty Members: Unaccompanied command sponsored dependents of deployed active duty uniformed service members, when the deployment orders indicate the deployment is for at least 120 consecutive days (Cat IV), 365 days (bottom of Cat III).