

# Space-A Quick Reference

## DOCUMENTS REQUIRED:

- Valid DoD ID card. (all passengers 10 years of age and over)
- Valid passport for all retirees and dependents.
- Valid visa. (if applicable)
- Command Sponsorship Letter signed by sponsor's unit commander. (if unaccompanied dependent)
- Valid leave documentation. (if Active Duty)
- Environmental and Morale Leave (EML) paperwork. (if applicable)
- Doctor's written permission to fly. (for Infants under 6 weeks of age and women who are less than 6 weeks post partum)
- Soggiorno or receipt of Soggiorno. (to get back in country)

**Active Duty Members:** Require valid military identification card, copy of current leave paperwork, and must physically be on leave before they are able to sign up into the Space-A backlog. (Passports if applicable)

**Retirees:** DD Form 2 (Blue) US Armed Force Identification Card. (Retired)

**Dependents:** Unaccompanied dependent must present a current letter signed by the sponsor's commander verifying command sponsorship. This letter is valid for 90 days or one round trip and must include:

- The military sponsor's name, social security number, and unit.
- All eligible command sponsored dependents traveling by name, relationship, social security number/INS number, date of birth, passport number/country of issuance/expiration date.
- Next of kin (NOK) information.

- Destination address (if known)

## DATE & 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. Passengers will receive a new date/time of sign up when changing travel categories (i.e., Category V to Category IV).

## TRAVEL PRIORITY / CATEGORY LISTING:

Space Available travelers must be Armed Forces/DOD ID card holders.

**Category I:** Emergency leave for Active Duty, Dependents and DoD Civilians in connection with serious illness, death, or impending death of a member of the immediate family. (Passengers must be upgraded to this category)

**Category II:** Active duty members and civilians on Environmental Morale Leave (EML) and accompanied by their family members.

**Category III:** Active duty Members on ordinary leave status OR traveling on permissive TDY for house hunting. Unaccompanied dependent when the sponsor is deployed for 365 days or more.

**Category IV:** Unaccompanied family members traveling on EML orders OR when the sponsor is deployed for 120 days or more.

**Category V:** Unaccompanied dependents stationed overseas traveling on command sponsorship letters.

**Category VI:** Retired military personnel and their dependents.

## PATRIOT EXPRESS

There are currently no Patriot Express missions dedicated to Aviano AB.

## AMC'S IN-FLIGHT SMOKING POLICY

Smoking is not permitted on any flight.

## FREQUENTLY ASKED QUESTIONS

**Q: How do I sign-up for Space-A?**

**A:** You may sign up in person, by fax or by e-mail. Active Duty members must be on leave to sign up. Retirees and Dependents may sign up at any time.

**Q: Who is qualified for EML?**

**A:** Active duty members stationed in Ghedi, Gaeta, Naples, Sigonella, and Grottaglie only.

**Q: How long is my sign-up good for?**

**A:** You will remain on the Space available registry for 60 days, or until your leave ends or until you depart from Aviano.

**Q: Can I bring baby formula/water/medication through Security(TSA)?**

**A:** Yes. Only enough for the duration of the flight (not an excessive amount).

**Q: Can I leave my car in the Terminal parking lot while I'm gone?**

**A:** No. Parking is limited to 12 hours. Long term parking is located across the street from the Passenger Terminal for up to 30 days. If your vehicle will be parked for 30+ days you will have to give justification to the Passenger Service Flight Chief for verification.

**Q: Can I travel with my pet Space A?**

**A:** No. Pet travel is only for those passengers traveling in a Permanent Change of Station(PCS) status.

### NOTE TO PASSENGERS/VISITORS

- Passengers with non-apparent disabilities (such as hearing impairment, asthma or pacemakers) should advise passenger service agents of such disabilities at time of check-in.
- Please be travel ready, with all people, baggage and needed documentation present.

### CHILDREN OVER 10 YEARS OF AGE

It is a mandatory requirement for children ages 10 and over to have a DoD ID card in their possession to travel on DoD aircraft.

### SPACE-AVAILABLE TRAVEL (SPACE-A)

Eligible travelers may not use their privilege for personal gain or in connection with business enterprise or employment.

We hope that this flyer covers most of your Space-A travel questions. Please contact us if you need any further information or assistance.

DSN 632-7680 or Comm 0434-30-7680

Find us on Facebook: **Aviano Passenger Terminal**

### AFTER HOURS

You may still receive information after normal operating hours by calling the terminal at 632-7680 and listening to the recorded information. We also offer an after-hours sign up located to the left of the main entrance.

**\*\*Please be aware the enclosed information is for travel from Aviano; other bases may have slightly different procedures. Please check with the relevant terminal. \*\***

### BAGGAGE LIMITATIONS

- Two pieces of checked luggage per passenger; no more than 70 pounds each; 62 linear inches each. (L+W+H)
- Two pieces of luggage allowed for carry on; one personal item such as a briefcase or purse and one small luggage item such as a backpack. These cannot exceed 45 linear inches.
- No excess bags allowed.
- Car seats/strollers are not considered part of your individual baggage.
- Car seats and strollers must be checked at the check-in counter prior to entering the secure gated area.

### REFERENCES:

- Transportation Security Administration:  
[www.TSA.gov](http://www.TSA.gov)
- AMC Travel Website:  
[www.amc.af.mil/amctravel/index.asp](http://www.amc.af.mil/amctravel/index.asp)
- Foreign Clearance Guide:  
[www.fcg.pentagon.mil/fcg.cfm](http://www.fcg.pentagon.mil/fcg.cfm)

**All flights and times are subject to change without prior notice!**



# Space-Available Travel Information



## AMC Passenger Terminal Aviano AB, Italy

DSN 632-7680

COMM 0434-30-7680

Fax DSN: 632-7782

E-mail: [avianospacea@us.af.mil](mailto:avianospacea@us.af.mil)

### Normal Operating Hours

Monday - Friday - 0800 - 1500

Saturday & Sunday - Closed