



DEPARTMENT OF THE ***

-YOUR UNIT LETTERHEAD-

(Issue Date)

MEMORANDUM FOR AMC PASSENGER SERVICE AGENTS

FROM: (Unit Commander/Unit/Address) (Verifying Authority)

SUBJECT: Authorization for Dependent Travel of Deployed Uniformed Service Member, Category IV

1. This letter is to certify that the following dependents of SSgt John Q. Public, SSN xxx-00-0000, are eligible to travel unaccompanied in Category IV during the sponsor's 120 – 365 consecutive day deployment, IAW AMCI 24-101, Volume 14, Military Airlift Passenger Service, and other applicable DoD travel policies:

<u>NAME</u>	<u>SSN</u>	<u>RELATIONSHIP</u>	<u>DOB (children only)</u>
Spouse's Name	xxx-xx-0000	SPOUSE	
Child's Name	xxx-xx-0000	SON	DDMMYY

2. Travelers may sign-up for Space-A travel no earlier than 10 days prior to sponsor's deployment start date and shall remain on the register for a maximum of 60 days; however, they may re-sign up with a new date and time if travel has not commenced.

3. Sponsor's deployment dates: (DDMMYY - DDMMYY).

4. This document is only valid for one round-trip travel and must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/legal guardian. Travel is authorized CONUS-OCONUS, OCONUS-CONUS, and OCONUS-OCONUS. CONUS-CONUS travel is not authorized unless manifested on an aircraft that is only transiting en route CONUS location as required.

5. The dependents listed above were briefed the following: "Space-Available 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."

6. Visa Waiver Program participant. **Required only for Non-U.S. citizens authorized travel to the U.S. under the Visa Waiver Program.** If you have applied for entry to the United States as a nonimmigrant visitor under the Visa Waiver Program, you may stay in the United States no longer than 90 days and must depart within the established time limits. Stays beyond 90 days are a violation of United States immigration law and may jeopardize your eligibility for future visits.

7. Please direct any question regarding this letter to (person or staff member) at DSN 123-456-7890.

(Signature)

(Commissioned/Warrant Officer w/ UCMJ authority) JOHN A. DOE, Colonel, USAF
(Commissioned/Warrant Officer duty title) Commander