



DEPARTMENT OF THE ***

-YOUR UNIT LETTERHEAD-

(Issue Date)

MEMORANDUM FOR AMC PASSENGER SERVICE AGENTS

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

SUBJECT: Authorization for Unaccompanied Command-Sponsored Dependent Travel, Category V

1. This letter is to certify that the following Command-Sponsored dependents of SSgt John Q. Public, SSN xxx-xx-1234, are eligible to travel unaccompanied in Category V, IAW DoD 4515.13-R, Air Transportation Eligibility:

<u>NAME</u>	<u>SSN</u>	<u>Passport #</u>	<u>Passport Exp.</u>	<u>DOB</u>
Spouse Name	xxx-xx-0000	000000000	DDMMYY	DDMMYY
Child Name	xxx-xx-0000	000000000	DDMMYY	DDMMYY

2. 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. If any of the dependents are out of the country for more than 31 days the sponsor must report this circumstance to the Finance Office for adjustment to any overseas entitlements. 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.

3. 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 expences incurred during Space-A travel if flights are delayed, diverted or cancelled.”

4. 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.

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

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