



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 Noncommand-Sponsored Dependent Travel, Category V

1. This letter is to certify that the following Noncommand-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 and other applicable DoD travel policies:

<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

CURRENT ADDRESS: 101 Hometown Rd., Anytown AFB, US 12345-6789

2. Travelers are permitted travel to (station) between (DDMMYY) and (DDMMYY). The authorized length of stay is 30 days. This letter is valid until (date, not greater than 60 days from issue).

3. 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 to the sponsor's unaccompanied permanent change of station (PCS) location. Dependents are not authorized to rendezvous at another location other than the PCS location. Dependents may not travel beyond the sponsor's PCS location in an unaccompanied status. 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.

4. 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."

5. 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