

Insert Letterhead

MEMORANDUM FOR AMC PASSENGER Terminal

FROM: (Organization Name)

SUBJECT: **CATEGORY V**; Unaccompanied Command Sponsored Dependent Space-A Travel

1. I certify that dependents listed below *is/are* command sponsored by (Sponsor's Name, Rank, Social Security Number, unit of assignment, unit contact numbers)

Name	Relationship	SSN	Passport Number

2. This letter is good for 90 days following the date of this letter, or one round trip from the permanent duty station of the sponsor and return to the permanent duty station.

3. Space-A travel is authorized OCONUS to CONUS, CONUS back to OCONUS, and OCONUS to OCONUS within sponsor's theater of assignment. CONUS to CONUS travel is not authorized. (Note: if manifested from the permanent duty station through a CONUS station on the same mission number, enroute CONUS to CONUS travel may occur. The same is true in reverse.

4. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A 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."

Unit/Squadron Commander's
Signature Block