

DEPARTMENT OF THE (Insert Branch of Service Here)
(Unit or Squadron Letterhead)

(Date)

MEMORANDUM FOR AMC TERMINAL

FROM: (Organization Name)

SUBJECT: Space Available Travel Authorization

1. The following individual(s), who are being sponsored by:
 - a. Name/Rank
 - b. DSN
 - c. Organization

are approved to travel space available to and from Incirlik Air Base, Turkey during the 90 days following the date of this letter:

- d. List Dependents relationship to sponsor, Full Names and Social Security Numbers, and current residence information, length of authorized stay, and time frame the approval letter is valid.
 - e. List passport numbers here also if traveling to overseas location
2. The above-named person(s) are eligible in one of the following options:
 - a. Non-command sponsored eligible family members (DEERS-enrolled dependents not residing with a member during permanent tour at Incirlik AB).
 - b. Non-command sponsored eligible members (Space-A eligible personnel sponsored on base by permanent duty members assigned to Incirlik AB not covered by "a" above).
3. This waiver is granted as outlined in DOD 4515.13R, Chapter 6, Space-Available Travel, Foreign Clearance Guide and Guidance outlined in messages: Jun 6 DTG 131645Z and Jul 06 DTG 272215Z.
4. If you have any questions, please call _____ at DSN: (314) 676-XXXX.

Unit/Squadron Commander's
Signature Block

I.

II. For Official Use Only

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