

## Marking Present

- Must be done prior to Roll Call
- The earliest you can mark yourself present is **the day of** the roll call
- Ensure you have all required I.D.s, passports, and paperwork available

**Virtual Roll Call is not Available!**

**Note:** \*Passports are required for passengers traveling from Turkey to Germany that are not manifested all the way through to the U.S.



## Baggage

- Each passenger may check two pieces of baggage, 70 pounds each or one baggage not to exceed 100 pounds, up to 80 linear inches (H+W+D) in size.
- Excess baggage is not authorized for Space-A travel.
- Each passenger is authorized one hand-carried item and one personal item that is total of 45 linear inches, each.
- Hand-carried baggage must fit under the seat or in the overhead compartment.

## Tips for Traveling Space-A

- Be flexible
- Be financially prepared
- Research the areas you will be traveling
- Prepare for possible delays
- Travel during “non-peak” periods
- Look into obtaining a passport
- Try to leave on the first flight available that you are able to get on due to unpredictability of future flights

## Terminal Services

### **☎ GOVERNMENT SERVICES**

- ☎ Passenger Processing
- ☎ Space-Required Travel
- ☎ Space-Available Travel
- ☎ DSN Telephone (314-676-6001)

### **☎ AIRPORT SERVICES**

- ☎ American Eatery
- ☎ Wi-Fi Access
- ☎ Morale Computers
- ☎ Facebook Page



**728 AIR MOBILITY SQUADRON**

## **728 AIR MOBILITY SQUADRON**



### **INCIRLIK**

### **PASSENGER TERMINAL**



### **SPACE-AVAILABLE TRAVEL**

#### **Phone:**

**DSN: 314-676-6001**

**Comm: 011-90-322-316-6001**

#### **E-mail:**

**728ams.spacea.signup@us.af.mil**

## Space-R vs. Space-A

➤ **Space-R** is short for “**Space Required**” meaning those passengers are funded mission essential personnel.

➤ **Space-A** is short for “**Space Available**” air transportation on government owned or controlled aircraft." When mission and cargo loads allow, there are often seats made available to eligible passengers.

## Space-A Process

**Step 1:** Sign-up once your leave starts

**Step 2:** Mark yourself present the day of your flight

**Step 3:** Standby for Roll Call

**Step 4:** Get Selected

**Step 5:** Check-in your bags

**Step 6:** Prepare for boarding

## How To Sign Up For Space-A

➤ Send us an E-mail:

[728ams.spacea.signup@us.af.mil](mailto:728ams.spacea.signup@us.af.mil)

➤ AMC’s travel page:

[www.amc.af.mil/Home/AMC-Travel-Site/](http://www.amc.af.mil/Home/AMC-Travel-Site/)

➤ In person at the AMC Counter



## Roll Call Process

**Roll Call:** The process in which eligible passengers in each category are selected by date and time of sign-up

➤ Be "travel ready" and standing by at the specified time for Roll Call.

**This means:** have all required documentation and checked baggage. Ensure all errands on base are complete – it is highly recommended to not leave the terminal after being selected for a flight. The aircraft will not wait for Space-A passengers if it is approved for an early departure.

➤ Passengers will be selected in order, by category, then date and time of sign-up



## Required Info for Sign-Up

- Last, First Name, MI
- Branch of Service
- Rank
- Leave Start/End Dates

**\*For security reasons, DO NOT provide any Personal Identifiable Information (PII) in email**

## Categories

**Category 1:** DOD Civilians or Military on Emergency Leave

**Category 2:** Active Duty or DOD Civilians on Environmental Moral Leave (EML)

**Category 3:** Active Duty or Ordinary Leave or Permissive TDY for House Hunting

**Category 5:** Permissive TDY for Other than House Hunting

**Note:** There are additional categories, and travel permissions. Contact the Passenger Terminal for more details.



## Documents Required

**Category 1:** **Emergency Leave**  
Leave form, Red Cross Message #, ID card(s), passport(s), Incirlik AB Gate Pass, stamped NATO orders

**Category 2:** **EML (Environmental Morale Leave)**  
EML form (USEUCOM Form 25-2-R), leave form, ID card(s), passport(s), Incirlik AB Gate Pass, stamped NATO orders

**Category 3:** **Ordinary leave or Permissive TDY for house hunting**  
Leave form, ID card(s), passport(s), Incirlik AB Gate Pass, stamped NATO orders

**Category 5:** **Permissive TDY other than House hunting**  
Permissive TDY orders, ID card(s), passport(s), Incirlik AB Gate Pass, stamped NATO orders