



CCI 712.04
EFFECTIVE DATE: 31 July 2026

By Order of the Assistant Secretary for Health:

ADM Brian Christine, M.D.

SUBJECT: Space-Available (Space-A) and Space-Required (Space-R) Travel

1. PURPOSE: This Instruction establishes the policies, standards, and procedures for officers of the U.S. Public Health Service (USPHS) Commissioned Corps and other eligible individuals, governing travel using the Department of Defense (DoD) Space-Available (Space-A) air transportation program, as well as guidance for Space-Required (Space-R) travel for those traveling on official personnel orders.
2. APPLICABILITY: This Instruction applies to all officers of the Regular Corps and Ready Reserve Corps (RRC) on active duty, retired Public Health Service (PHS) officers, and command sponsored dependents. Applicability to RRC officers includes limitations based on duration of duty, type of active duty, and eligibility criteria as specified in this Instruction, applicable statute, Joint Travel Regulations (JTR), and Department of Defense Instruction (DoDI) 4515.13.
3. AUTHORITY:
 - 3-1. [10 U.S.C. § 2641b](#), "Space-available travel on Department of Defense aircraft: retired members residing in Commonwealths and possessions of the United States for certain health care services"
 - 3-2. [37 U.S.C. §§ 451-456](#), "Travel and Transportation Allowances (Subchapter I – General Provisions)"
 - 3-3. [37 U.S.C. §§ 461-464](#), "Travel and Transportation Allowances (Subchapter II – Administrative Provisions)"
 - 3-4. [41 C.F.R. § 301-10.261](#), "Types of Government aircraft travel"
 - 3-5. 41 C.F.R. § 301-70.800, "Ensuring that travel on Government aircraft is the most cost-effective alternative."
 - 3-6. [42 U.S.C. §§ 202-213a](#), "Public Health Service"
 - 3-7. [Department of Defense Instruction \(DoDI\) 4515.13](#), "Air Transportation Eligibility"
 - 3-8. [Joint Travel Regulation \(JTR\)](#)
4. PROPONENT: The proponent of this Instruction is the Assistant Secretary for Health (ASH). The Surgeon General (SG) is responsible for providing supervision of activities relating to the day-to-day operations of the USPHS Commissioned Corps. The Director, Commissioned Corps Headquarters

(CCHQ), under the supervision and guidance of the Deputy Surgeon General (DSG), provides overall management of USPHS Commissioned Corps personnel operations and processes.

5. SUMMARY OF REVISIONS AND UPDATES: This is the first issuance of this Instruction within the electronic Commissioned Corps Issuance System (eCCIS) and replaces Commissioned Corps Personnel Manual (CCPM) CC24.1.2, dated 18 June 1993. This issuance replaces the information from the previous Instruction of the CCPM, incorporates the information from and rescinds CCPM CC24.1.4, "Space-Required Travel on Military Aircraft," dated 6 June 1989.
 - 5-1. Incorporates references to DoDI 4515.13 and JTR updates, ensuring compliance with current DoD travel eligibility, entitlements, and prioritization criteria.
 - 5-2. Defines responsibilities for the Director, Commissioned Corps Headquarters (CCHQ); Authorizing/Approving Official (AO); Liaison Officer (LNO); Travel Coordinator; and PHS officers to standardize travel authorization, oversight, and accountability processes across agencies.
 - 5-3. Introduces standardized templates for Command-Sponsored and Non-Command-Sponsored Verification Letters (Appendices C and D) and the AMC Form 140 process for Space-A sign-up, with explicit validity periods and documentation retention requirements.
 - 5-4. Adds new sections detailing procedures for Environmental Morale Leave (EML), Funded EML (FEML), emergency and humanitarian travel, service animal transport, and pet movement during PCS or evacuation conditions.
 - 5-5. Establishes explicit standards of conduct for travelers; clarifies disciplinary implications for non-compliance; and incorporates safety, medical certification, and eligibility criteria for pregnant passengers and dependents.
 - 5-6. Updates terminology, references, and allowances to reflect current statutory authorities (37 U.S.C. §§ 451–456; 37 U.S.C. §§461-464), standardizes definitions with JTR Appendix A.

6. POLICY:

- 6-1. General. This Instruction implements Space-A/Space-R policy, consistent with the JTR and DoDI 4515.13, for Public Health Service (PHS) officers.
- a. In the event of a conflict between this Instruction and the JTR, the JTR, as amended, will prevail.
 - b. In the event of a conflict between this Instruction and DoDI 4515.13, DoDI 4515.13, as amended, will prevail with respect to air transportation eligibility and the use of DoD-owned or controlled aircraft.
 - c. If the JTR or DoDI 4515.13 is amended after the effective date of this Instruction, the most current version of the applicable JTR or DoDI will prevail.
- 6-2. Air Mobility Command (AMC). The [AMC](#), under the command of the U.S. Air Force, is the military agency which serves as the manager for airlift services providing transportation for military personnel, dependents, equipment, and cargo.
- a. Space-A Program. The Space-A program provides eligible passengers with the privilege to travel on DoD-owned, or DoD controlled aircraft (hereafter referred to as military) at little cost when there are unused or empty seats. It is available after all Space-R (mission essential) passengers and cargo have been accommodated.
 - b. Space-R Program. Space-R passengers are individuals who are entitled to or authorized official travel on military aircraft and have priority for movement subject to operational and safety considerations.
- 6-3. Space-A Program.
- a. General.
 - (1) Participation in the Space-A program is a benefit or privilege (not entitlement) extended by the military to uniformed service members, retirees, command sponsored dependents (i.e., uniformed service member with dependents) and other priority categories of individuals in accordance with Section 6-2.a. of this Instruction.
 - (2) AMC passenger terminals maintain the latest military rules and regulations and can provide guidance as to the status of Space-A registers.
 - (a) Travelers are advised to inform themselves of travel procedures and flight schedules before attempting to use the system.
 - (b) CCHQ does not have, nor will it provide information concerning flight schedules, terminal locations, services available at terminals, etc., or assist in arranging travel.
 - (3) Junior Commissioned Officer Student Training and Extern Program (COSTEP). Junior COSTEP officers are not authorized to travel on Space-A flights. However, Senior COSTEP officers called to active duty for a period of 30 days or more may use Space-A travel.
 - b. Eligibility. Individuals eligible for Space-A travel are placed in one of six categories ([Category I thru Category VI](#)) based on their status and circumstance. Once accepted for movement, individuals traveling Space-A will not be bumped by another Space-A

passenger, regardless of category. All passengers remain subject to mission, safety, and operational requirements.

- (1) Pregnant Women.
 - (a) Up to 34th Week of Gestation. Pregnant women up to the 34th week of gestation may travel unless medically inadvisable.
 - (b) Beyond 34 Weeks Gestation. Pregnant women may not normally travel unless:
 - (i) Travel is part of an evacuation, ordered departure, or emergency mission, and
 - (ii) A qualified medical officer or civilian physician certifies in writing that the traveler is medically fit to fly.
 - (c) Less than Six Weeks Postpartum and Infants. Women less than six weeks postpartum and infants under six weeks may travel. A written certification by a qualified medical officer or civilian physician is required stating they are both medically fit to fly.
- (2) Dependents. Dependents may travel under Space A only when accompanied by their sponsors.
 - (a) Command-Sponsored.
 - (i) Travelers are responsible for obtaining all countries, geographic areas, and border clearance documentation and having the necessary funds when traveling between geographic areas (see DoDI 4515.13, Table 3.).
 - (ii) A PHS officer (sponsor) must obtain verification of command sponsorship in the form of a verification letter (see Appendix B) signed and dated by their current agency supervisor and LNO. Each letter is valid for one round trip from the officers OCONUS PDS.
 - (iii) Travelers must present a copy of the verification letter to the servicing AMC passenger terminal staff for movement and maintaining a copy of the letter during travel.
 - (iv) Travelers may sign up for Space-A on or after the date the verification letter is signed by an officer's (sponsor) agency supervisor and agency LNO. However, travelers will be removed from the Space-A roster upon expiration of the travel authorization or after 60 days, whichever comes first.
 - (b) Non-Command-Sponsored. Non-command sponsored dependents of an active-duty officer (sponsor) serving unaccompanied PCS OCONUS assignments, may use Space-A transportation to and from the officers approved OCONUS location. This authorization applies only to short-term visits and does not permit dependents to establish residence or accompany the sponsor on an unaccompanied tour.
 - (i) Dependents are not authorized to use Space-A transportation to accompany an officer (sponsor) on

Space-R travel or to travel to or from an officer's restricted or all other (unaccompanied) tour locations unless traveling in accordance with non-command sponsored programs.

- (ii) An officer (sponsor) must obtain written approval (see Appendix C) from their agency supervisor and LNO before any non-command sponsored dependent travels. This approval must be shown to AMC passenger terminal staff, kept by the dependent during travel, and is valid for one round-trip to the sponsor's PCS duty location.
- c. Reservations. There is no guarantee of transportation and reservations will not be accepted or made for any traveler using Space-A.
- d. Impartiality. Transportation opportunities will be provided on an equitable basis without regard to rank or grade, military or civilian, or branch of uniformed service.
 - (1) No distinction is made between officers retired from the RRC and officers retired from the Regular Corps.
 - (2) Space-A seats may not be reserved or blocked for use at en route stops along mission routes.
 - (3) Individuals traveling to or from an OCONUS location may travel on any CONUS leg segment (i.e., on a flight with en route stops) only when there is no change of aircraft or mission number.
- e. Priority of Movement. On a case-by-case basis, the local installation senior official may change the priority of movement of any Space-A passenger for emergency or humanitarian reasons when the circumstances fully support such an exception. When a movement priority is changed, the passenger will be moved no higher than the bottom of the Category I Space-A list.
- f. Restrictions.
 - (1) Flights operated by or on behalf of the military may not be used in connection with business affairs or employment, nor for purposes of personal gain.
 - (2) Travel is prohibited by international or theater restrictions.
 - (3) Space-A flights may not be used for:
 - (a) Establishing a home outside the continental United States (OCONUS) or CONUS.
 - (b) Transporting dependents to a permanent duty station (PDS) where their sponsor is or will be serving an unaccompanied tour. The prohibition on transporting dependents to an unaccompanied PDS applies only to dependents attempting to establish residence; non-command-sponsored dependents may still use Space-A for short-term visits; or
 - (c) Transporting dependents to a temporary duty station.
 - (4) Transportation may be disapproved by the chief of the passenger travel section or installation senior official if there is an unacceptable risk to the safety or health of a disabled passenger, other individuals, crew, or if

operational necessity dictates. The installation senior official is the final approval authority on all matters relating to flight safety.

g. Responsibilities and Conduct.

(1) Responsibilities.

- (a) The military is not obligated to continue a passenger through to a destination or to return them to point of origin. Thus, travelers must have sufficient time and funds to complete travel by commercial means if necessary and allow for sufficient traveling time to avoid utilizing additional annual leave. All associated expenses are the responsibility of the passenger.
- (b) Travelers must make their own travel arrangements. To compete for Space-A travel, eligible travelers must present all required documentation and sign up on the Space-A roster either in person or remotely, where such capability exists.
- (c) Once registered for a destination (one may register for up to five destinations), the traveler is responsible for ascertaining where they fall within a register, for keeping informed as to flight schedules, and for being present to accept a seat when offered.
- (d) The original date and time of sign-up for travel will be documented and will remain with the traveler until movement to their declared destination is complete, their leave terminates, or a maximum of 60 days has passed, whichever occurs first.
 - (i) Those registered are not required to accept any seat offered and failure to accept an offered seat will not jeopardize a traveler's position on the Space-A register.
 - (ii) If dropped from the register, travelers may sign up again in their respective categories and will be provided with a new date and time of sign-up.
- (e) Travelers must meet all requirements for entrance into a foreign country (e.g., passports, visas, and immunizations). They must also have in their possession an official identification card (issued by a federal, state, or local government authority) and sign up for the Space-A roster, either in person or through available remote registration methods.
- (f) The inability to secure onward or return Space-A transportation will not excuse an officer from returning to their duty station at the end of an approved leave period.

(2) Conduct. Each passenger is responsible for their own conduct (see [CCI 211.01](#), "Standards of Conduct").

- (a) Passengers may be denied boarding or transportation if they are unruly; under the influence of alcohol or narcotics or other drugs that may create a hazard to the safety of the aircraft or other passengers; or a disruptive influence. If warranted, such passengers will be reported through the appropriate chain to the Air Force, Directorate

- of Transportation and will have their names placed on a list of people who are denied future Space-A privileges.
- (b) Passengers are guests of the military at AMC passenger terminals, while onboard aircraft, and will always conduct themselves in an appropriate manner. They will adhere to military rules/regulations; defer to the judgment of installation senior official designee as to the priority of passengers; and abide by the decisions of military authorities as to eligibility for travel aboard a particular aircraft or to a particular destination.
 - (c) Failure to adhere to the applicable military rules/regulations and USPHS Commissioned Corps policies, may be grounds for taking disciplinary actions against an officer in accordance with [CCD 111.02](#), "Disciplinary Action," and if warranted, such passengers may be reported through the appropriate chain to the Air Force, Directorate of Transportation which may lead to an officers inability to fly on Space-A in the future.
- h. **Baggage Allowances.** To maximize seat availability, AMC passenger terminal personnel may restrict passenger baggage allowances.
- (1) **Checked Baggage.** Passengers are authorized two pieces of checked baggage. Each passenger is also permitted to hand-carry one article (e.g., small luggage, garment bag, backpack) and one personal item (e.g., cosmetic case, purse, small box, package) for storage in the passenger cabin area.
 - (a) Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds per piece.
 - (b) Carry-on baggage must fit under the seat and may not exceed 45 linear inches (length plus width plus height).
 - (2) **Excess baggage.** Excess baggage is not authorized for Space-A passengers.
- i. **Categories of Travelers and Travel Requirements.** Dependents without an official valid ID card and children younger than 14 years old must have a birth certificate, passport or other government-issued document to prove their age. Travel requirements include but are not limited to the following categories of individuals:
- (1) **Active Duty Officers and Dependents.** All Regular Corps on active duty and RRC officers on active duty for a period of 30 days or more must have the following:
 - (a) A valid (i.e., not expired) Common Access Card (CAC).
 - (b) Properly completed/documented leave approval (e.g., PHS-1345; snapshot of approved leave in the electronic Commissioned Officer Resource Processing System (eCORPS) or equivalent system). Travelers should contact their departure AMC passenger terminal to confirm which forms of leave documentation are accepted for Space-A travel.
 - (c) Additional documents (e.g., passport, immunization records, etc.) when required; and

- (d) Dependents must have a valid U.S. uniformed services identification (USID) dependent identification and privilege card for any dependents accompanying an officer. Dependents under the age of 14 are not required to have a Uniformed Services ID card but must travel with the sponsor or eligible parent and must possess a federal, State, local, or tribal government-issued identification or other official proof of identity/age (e.g., birth certificate; passport; DEER printout).
- (2) Regular Corps (Retired) Officers and Dependents. Retired Regular Corps officers must have the following:
 - (a) A valid USID and privilege card with "Retired" in the sponsor affiliation block;
 - (b) Additional documents (e.g., passport, immunization records, etc.) when required; and
 - (c) Dependents must have a valid USID dependent identification and privilege card for any dependents accompanying the sponsor, with "Retired" in the sponsor affiliation block.
- (3) Ready Reserve Corps and Dependents.
 - (a) Ready Reserve Corps (SELRES). An RRC officer on active duty for 30 days or fewer must have the following:
 - (i) A valid CAC or Armed Forces of the United States-Geneva Conventions identification card for Reserve;
 - (ii) Personnel order placing the reserve officer on active duty; and
 - (iii) A dependent must have a valid USID dependent identification and privilege card with "Reserve" in the sponsor affiliation block, for any dependents accompanying an officer. Also, dependents under the age of 14 must travel with an officer (sponsor) or eligible parent and possess a federal, State, local, or tribal government-issued identification.
 - (b) Ready Reserve Corps (IRR/Standby IRR). An officer in the IRR/Standby IRR must have the following:
 - (i) A valid CAC;
 - (ii) [DD Form 1853](#); and
 - (iii) A valid USID dependent identification and privilege card with "Reserve" in the sponsor affiliation block for any dependents accompanying an officer. Also, dependents under the age of 14 must travel with an officer (sponsor) or eligible parent and possess a federal, State, local, or tribal government-issued identification.

- (c) Ready Reserve Corps (Retired). Retired reservists under the age of 60, but entitled to retired pay at age 60 ("gray area retirees") must have the following:
 - (i) A valid USID sponsor identification and privilege card with "Reserve Retired" in the affiliation block. A notice of retirement eligibility is not required; and
 - (ii) A valid USID dependent identification and privilege card with "Reserve" in the sponsor affiliation block for any dependents accompanying an officer. Dependents under the age of 14 must travel with sponsor or eligible parent and possess a federal, State, local, or tribal government issued identification.
- (4) Dual-Uniformed Service. Dual uniformed service officers with dependent children, when the non-sponsor parent or stepparent accompanies their dependent children on military aircraft, must have the following:
 - (a) A valid CAC;
 - (b) A valid USID dependent identification and privilege card; and
 - (c) Written approval from the dependent children's sponsor, as identified in the Defense Enrollment Eligibility Reporting System (DEERS). Such written approval must:
 - (i) Be an original, signed, and notarized letter valid only for 180 days from date or signature.
 - (ii) Contain at a minimum: sponsor name, rank, contact address/phone number; non-sponsor parent or stepparent's name and rank; and dependent children's names and relationship to non-sponsor parent or stepparent.
- (5) Surviving Spouses. A surviving spouse of an officer who has died while on active duty, inactive duty training, or annual training status as well as retired officers, and their accompanying dependents, must have a valid USID and privilege card. Dependents who are under the age of 14 must possess a federal, State, local, or tribal government issued identification.
- (6) Environmental Morale Leave (EML). In accordance with [CCI 361.01](#), "Leave of Absence; General," EML is authorized at an OCONUS duty station where adverse environmental conditions require special arrangements for leave in desirable places at periodic intervals. Authorized travelers must be in an OCONUS duty station for a minimum of 24 months.
 - (a) Funded EML (FEML). When traveling on FEML, travelers must have the following:
 - (i) A valid CAC or USID sponsor identification and privilege card for officers;
 - (ii) Valid EML authorization; and
 - (iii) A valid USID dependent identification and privilege card for any dependents accompanying the sponsor.

(b) Unfunded EML.

- (i) Dependents under the age of 18 traveling under EML orders must be accompanied by an EML-eligible parent or legal guardian who is traveling in an EML status. Dependents 18 years of age or older may travel unaccompanied.
- (ii) For travelers using unfunded EML, the highest travel priority (Category II) is only granted for the round trip to and from the first destination listed on their orders. All other travel, including side trips from the first destination or to other destinations listed on the orders, will be a lower priority (Category III).

j. Travel Advisories. The [U.S. Department of State's Bureau of Consular Affairs](#) provides services that protect U.S. citizens and their interests abroad, ensure U.S. border security, facilitate the entry of legitimate passengers, and foster economic growth. If an officer is planning to visit or travel overseas, it is recommended they visit the websites of the relevant U.S. embassies or consulates for information on restrictions, foreign quarantine policies, and urgent health information provided by relevant authorities.

6-4. Space-R Program.

a. General.

- (1) Most Space-R travel is outside the continental United States (OCONUS); therefore, a PHS officer will not normally use military flights for official travel within CONUS.
- (2) The Health and Human Services (HHS) Operating Division (OPDIV)/Staff Division (STAFFDIV) or non-HHS organization (hereafter referred to as agency) to which an officer is assigned, must pay for the Space-R travel of an officer and their command sponsored dependents. The cost of an AMC flight may be more or less than the cost of a commercial flight to the same destination. Therefore, personnel who arrange travel should compare costs if both AMC and commercial service are available. When Government transportation is directed or determined to be most advantageous to the Government in accordance with the JTR, travelers must use AMC transportation if available, regardless of comparative commercial cost (see JTR, para. 040101.A).
- (3) Individuals on military or military-contracted aircraft may be denied boarding or transportation if they are unruly; under the influence of alcohol or narcotics or other drugs that may create a hazard to the safety of the aircraft or other individuals; or a disruptive influence.
- (4) Junior COSTEP officers are not authorized to travel under the Space-R program. However, Senior COSTEP officers (in a training status) are covered by the same travel and transportation regulations as officers in the Ready Reserve Corps (See JTR, para. 032302).

- b. Eligibility. The following categories of individuals are eligible for Space-R transportation on military aircraft:
- (1) Regular and Ready Reserve Corps.
 - (a) An officer on active duty with personnel orders, for:
 - (i) Permanent Change of Station (PCS).
 - (ii) Temporary Duty (TDY). Transportation from a PDS to a TDY location must be on a Space-R basis.
 - a. Space-A may be used from a TDY location, but only if the traveler does not have a Space-R entitlement, in which case the authorized transportation must be used instead of Space-A.
 - b. Dependents may not use Space-A transportation to accompany their sponsors on Space-R transportation, unless they qualify for and use Space-A under an approved unaccompanied travel program.
 - c. An officer (sponsor) accompanying their dependents must be traveling in the same status (either Space-R or Space-A) as their dependents.
 - (iii) Deployments.
 - (b) An officer traveling with leave taken between consecutive OCONUS assignments (in accordance with the JTR).
 - (c) An officer (active duty) on Rest and Recuperation (R&R) leave. (see [CCI 361.01](#), Section 6-9.; JTR, para.0405).
 - (d) An officer and dependent(s) on funded emergency leave (FEMLE) (see CCI 361.01, Section 6-10.; JTR para. 0404); and
 - (e) An officer authorized emergency leave from OCONUS to CONUS, from CONUS to OCONUS, and between OCONUS locations (and return), for segments of the journey for which AMC flights exist (see CCI 361.01, Section 6-12.; JTR, para. 0402).
 - (2) Ready Reserve Corps (Only). An officer in the Ready Reserve Corps, when traveling to perform inactive duty for training (IDT) or active duty for training (ADT), with or without pay.
 - (3) Pregnant Women. The pregnancy requirements for Space-R travel are the same as those established for Space-A travel in accordance with Section 6-3.b.(2) of this Instruction.
 - (4) Dependents.
 - (a) Command Sponsored Dependents. Command sponsored dependent travel is limited to travel to, from, and between OCONUS locations. All costs that are more than the authorized government furnished transportation, will be paid by an officer (sponsor).

Command sponsored dependents of officers include but are not limited to, dependents that are:

- (i) As defined in the JTR, traveling under official PCS orders.
 - (ii) Issued official travel orders under conditions for which an officer (sponsor) could receive emergency leave. Round-trip travel, accompanied or unaccompanied, is permitted in accordance with Appendix B of this Instruction. When funded transportation is not authorized, the sponsor may have their dependents travel by Space-R at personal expense.
 - (iii) Accompanying an officer (sponsor) on approved circuitous travel. All costs are more than the authorized government-furnished transportation will be paid by the sponsor; and
 - (iv) Acquired after the effective date of PCS orders, which at the time of PCS, were not entitled to transportation at government expense:
 - a. Dependents are authorized to join their sponsors at their OCONUS permanent duty station (PDS) via Space-R transportation at personal expense, accompanied or unaccompanied, when no commercial transportation is available.
 - b. Transportation is limited to travel from the aerial port of embarkation (APOE) in CONUS, Alaska, or Hawaii, to the aerial port of debarkation (APOD) serving the sponsor's OCONUS PDS.
 - (v) Stationed OCONUS, including unmarried dependents who are under the age of 23, and full-time students attending a school in the United States to obtain a secondary, undergraduate, graduate (full-time basis at an accredited institution), or vocational education (full-time basis at a post-secondary vocational institution).
 - (vi) Traveling in connection with leave taken between consecutive overseas tours (COT) (see JTR, para. 050809).
 - (vii) Accompanied or unaccompanied command sponsored dependents traveling under FEML orders (see JTR, para. 040401); and
 - (viii) Authorized to be evacuated by a competent authority (see JTR, Chapter 6).
- (b) Non-Command-Sponsored Dependents. The traveler will reimburse transportation costs. Space-A travel may be authorized for the following individuals:
- (i) Dependents of an officer (sponsor), when issued official travel orders under conditions for which the sponsor can obtain emergency leave.

- a. The dependents may elect to travel Space-R at personal expense on military aircraft.
 - b. One-way travel, accompanied or unaccompanied, is permitted in accordance with Appendix B of this Instruction.
 - (ii) Dependents acquired during an officer's OCONUS tour who are not otherwise entitled to government-funded transportation may still use Space-R travel at personal expense. They may travel from the OCONUS APOE to an APOD in CONUS, Alaska, or Hawaii when accompanying the officer's PCS move from the OCONUS location.
 - (iii) Dependents who are permanent members of an officer's household may use Space-R transportation, at their own or the sponsor's expense, to travel between CONUS and OCONUS or between OCONUS locations, if the travel occurs within 30 days of the sponsor's PCS move.
- (5) Other Individuals. Individuals who are not otherwise eligible for transportation in accordance with this Section, may be authorized Space-R transportation. These individuals include but are not limited to:
- (a) Travel of a Family Member for Seriously Ill or Injured Officer. These individuals (without regard to relationship or command sponsorship) are authorized the standard travel and transportation allowances in accordance with the JTR (see JTR, para. 033201). A wounded or ill officer's assigned agency is responsible for funding the travel of these individuals.
 - (i) Up to three designated individuals (without regard to relationships or command sponsorship) of an officer who is seriously ill or seriously injured and hospitalized either in CONUS or OCONUS, may be authorized to travel Space-R in accordance with the JTR.
 - (ii) Only one round-trip may be provided between the designated individual's home or place of notification and the medical facility in which an officer is hospitalized in any 60-day period.
 - (b) Designated Non-Medical Attendant of Seriously Wounded, Ill, or Injured Officer. A uniformed service member, civilian employee, or other authorized traveler may serve as a non-medical attendant. However, a non-medical attendant may not also be a family member. These individuals receive the standard travel and transportation allowances (see JTR, para. 033202).
 - (i) Ordinarily, only one non-medical attendant is allowed.
 - (ii) Only one roundtrip per non-medical attendant may be provided between the non-medical attendant's home and the medical facility.

- c. **Priority of Movement.** Space-R passengers always have priority over Space-A travelers because they are on official duty or have a government funded entitlement. The following priorities for Space-R travel include the following:
 - (1) **Priority One.** Personnel needing immediate travel (e.g., medical evacuations; emergency leave to CONUS; acute emergencies requiring movement without delay).
 - (2) **Priority Two.** Personnel with urgent mission needs (e.g., essential missions with strict deadlines; on TDY; on PCS to a moving/mobile duty assignment).
 - (3) **Priority Three.** Personnel with important but less urgent missions (e.g., important mission travel; returning from emergency leave; on PCS to a fixed duty assignment; returning from routine TDY/TAD)
 - (4) **Priority Four.** All other eligible personnel (e.g., dependents; non-DoD personnel)
- d. **Responsibilities and Conduct.** All responsibilities and conduct standards outlined in Section 6-3.g.(2) apply equally to Space-R travelers, as these requirements derive from DoDI 4515.13 and govern all passengers traveling on DoD-owned or controlled aircraft. Accordingly, Space-R travelers are subject to the same expectations for documentation, timeliness, compliance with terminal and aircrew instructions, and appropriate conduct. These standards apply uniformly to all passengers traveling on DoD-owned or controlled aircraft, regardless of travel category.
 - (1) Space-R passengers may be denied boarding or removed from a mission for safety, medical, or behavioral reasons in the same manner as Space-A travelers. The only exception is the provision permitting the suspension of future Space-A travel privileges, which applies solely to Space-A travelers.
 - (2) Space-R entitlements cannot be revoked as a privilege, though Space-R travelers remain subject to denial of movement on a specific mission and may face administrative or disciplinary action as appropriate.
- e. **Baggage Allowances.** Baggage allowances for Space-R travelers are the same as those authorized for Space-A in accordance with Section 6-3. h. of this Instruction. For Space-R travel, excess baggage may be transported only when specifically authorized in the traveler's orders and subject to aircraft capacity and mission requirements. Excess baggage is not authorized for Space-A travel.
- f. **Category of Traveler and Travel Requirements.** Failure to adhere to the applicable military rules/regulations and USPHS Commissioned Corps policies, may be grounds for taking disciplinary actions against an officer. Apart from emergency transportation or medical evacuation, travelers lacking proper identification and other documents may be denied transportation.
 - (1) **Officers.**
 - (a) All officers must have in their possession:
 - (i) A valid CAC and any additional documents required (e.g., passports, immunization records, and visas).
 - (ii) Properly completed/documented leave approval (e.g., PHS-1345; snapshot of approved leave in eCORPS or equivalent system). Travelers should contact their departure AMC passenger terminal to confirm which forms of leave documentation are accepted for Space-R travel; and

- (iii) Personnel order or travel orders/authorization.
 - (b) Designated Uniform. In accordance with international agreements on the status of forces, an officer is generally not permitted to wear the uniform OCONUS they are assigned to another Uniformed Service whose regulations permit wearing the uniform (see [CCI 412.01](#), "Uniforms and Appearance").
- (2) Command Sponsored Dependents.
 - (a) All dependents old enough to be issued an identification card must have a military dependent ID Card in their possession including any additional documents required (e.g., passports, immunization records, and visas).
 - (b) Government-funded travel dependents must be executed by the issuance of a travel order. For PCS travel of command sponsored dependents, an officer's personnel order may serve as the travel order. However, when an AMC flight is used for any segment of PCS travel, a travel order will be issued.
 - (c) An officer's agency must furnish eligible dependents with a statement on official letterhead documenting emergency status for travel via Space-R, AMC flights in connection with a bona fide emergency.
- (3) All Other Eligible Travelers. Must have in their possession a travel authorization and a valid form of identification issued by a DoD component, federal, State, or local government.

6-5. Service Animals and Pets.

- a. Service Animals. A service animal is permitted to accompany a passenger with a disability within the cabin on military aircraft and to comply with requirements pursuant to [14 C.F.R. Part 382](#). Additional guidance on service animals may be found on the AMC website. The following includes but is not limited to:
 - (1) Transportation of a service animal in the cabin or cargo hold is authorized without charge when accompanying a passenger who is otherwise authorized by transportation under this Instruction.
 - (2) An animal's weight and size, as well as USG and foreign country restrictions, may limit the transport of a service animal within the cabin or cargo hold.
 - (3) An animal service handler, as defined in Appendix A of this Instruction, must provide contact and other information as required (e.g., name, email, phone number, service animal description, etc.) to the departing AMC passenger terminal services. Including but not limited to the following, service animal handlers:
 - (a) May:
 - (i) Travel with no more than two properly trained service animals that must be able to fit on the service animal handler's lap or in the service animal handler's foot space on the military aircraft; or Commercial aircraft chartered by the military or on behalf of the military.
 - (ii) Be required to pay a pet fee and transport service animals in a pet carrier or pay for damage from service animals.

- (b) Must:
 - (i) Harness, leash, or otherwise always tether service animals in an AMC passenger terminal or on an aircraft.
 - (ii) Always keep service animals under control.
 - (iii) Care for and supervise service animals, to include toileting and feeding the service animals.
 - (4) Service animals may be subject to quarantine rules in different countries. If a service animal needs to be held while its entry is reviewed, the traveler must provide suitable holding facilities approved by the quarantine officer. The traveler is also responsible for all related costs, including exams, vaccinations, and other expenses.
 - (5) A service animal may be removed from the premises if the handler cannot control the animal or the animal poses a threat to the health or safety of passenger service personnel, the aircraft crew, or other travelers.
 - (6) No later than 48 hours before the date and time of departure, the service animal handler must provide the departing AMC passenger terminal service a signed [statement of assurance](#).
- b. Pets. For the purposes of this Instruction, pets are dogs and cats only. Passengers traveling in Space-A status are not permitted to ship pets. Additional guidance on pet travel is available on the AMC website. The following includes but is not limited to:
 - (1) Transportation Guidelines. Passengers traveling under PCS orders may be allowed to ship their pets at their own expense.
 - (a) Pet movement is limited to two pets per family.
 - (b) Pet movement aboard military aircraft is authorized for PCS status only and PCS orders are not required at the time of booking.
 - (c) Pet space is very limited.
 - (d) Pet spaces are booked on a first come, first served basis.
 - (2) Evacuations. In the event of an evacuation or ordered or authorized departure of noncombatants from a PDS located in a foreign area, an officer is permitted transportation for up to two household pets to and from the safe haven location to a designated place. An officer must have owned the pets at the evacuated foreign PDS. For an evacuation or authorized departure from a PDS located in Alaska or Hawaii, an officer is authorized transportation for up to two household pets an officer owned at the PDS.
 - (3) Care and Documents. The owner of the pet is responsible for the preparation and care of the animal and for all documentation, immunization, and border clearance requirements, including quarantine. The owner will provide a pet shipment container of sufficient size to allow the animal to stand up, turn around, and lie down with normal posture and body movements.

- (4) Movement Risks. AMC is committed to the safe and humane transport of pets (e.g., aboard Patriot Express (PE) flights). Pet owners must understand and accept the inherent risks associated with air travel for animals.
- (5) Transportation Allowances. An officer on a PCS order may be authorized reimbursement for the costs related to the relocation of one household pet that arises from a PCS (see [CCI 712.02](#), "Permanent Duty Travel"). To be eligible for reimbursement, an officer must comply with all import and export regulations for pets. Failure to meet entry requirements may result in denial of reimbursement.

7. RESPONSIBILITIES:

- 7-1. The ASH is responsible for establishing USPHS Commissioned Corps policies.
- 7-2. The SG is responsible for assuming the day-to-day management of the USPHS Commissioned Corps and for establishing Personnel Operations Memorandums (POM) through the eCCIS to implement this Instruction.
- 7-3. The Director, CCHQ, or designee, advises the SG, implements policies of the ASH and provides executive oversight, policy direction, and management of the USPHS Commissioned Corps. The Director:
 - a. Ensures uniform application of travel and transportation policies across all OPDIVs/STAFFDIVs, and non-HHS agencies.
 - b. Maintain and issue operational guidance, policy updates, and administrative procedures in alignment with DoDI 4515.13 and the JTR.
 - c. May coordinate with the AMC and relevant DoD offices to ensure PHS officers and dependents are accurately recognized for travel eligibility.
 - d. Maintains liaison with the Defense Travel Management Office (DTMO) and the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) to ensure USPHS travel policies remain aligned with the JTR and Department of Defense travel standards.
 - e. Publishes and disseminates Commissioned Corps bulletins, Personnel Operations Memorandums (POMs), or advisories to communicate updates, clarifications, or procedural changes.
 - f. Establishes internal controls, audit mechanisms, and reporting processes to monitor expenditure and detect administrative or fiscal irregularities.
- 7-4. The AO serves as the designated authority to direct, authorize, and fund travel within the applicable agency. The AO:
 - a. May authorize official Space-R travel for officers and dependent travel entitlements when applicable.
 - b. Validates the availability of funds before issuing travel authorizations or approving vouchers.
 - c. Direct and approves orders to include but not limited to PCS, TDY, or Emergency Leave.

- d. Reviews and processes travel vouchers for accuracy and compliance with the JTR and agency fiscal policy.
 - e. Coordinates with the LNO and Travel Coordinator to ensure travel documentation and verification letters are properly executed.
 - f. Ensures that all personnel travel activities are conducted in compliance with DoD, HHS, and PHS requirements.
 - g. Verifies command sponsorship for dependents and co-sign Command-Sponsored Verification Letters (Appendix B) and Non-Command-Sponsored Letters (Appendix C).
- 7-5. The LNO serves as the primary liaison between the officer, agency and CCHQ for travel authorization, verification, and compliance oversight. The LNO:
- a. Verifies command sponsorship for dependents and co-sign Command-Sponsored Verification Letters (Appendix B) and Non-Command-Sponsored Letters (Appendix C).
 - b. Ensures dependents and officers meet all eligibility and documentation requirements before travel.
 - c. Coordinates with agency supervisors, AOs, and Travel Coordinators to validate orders and provide oversight for proper execution.
 - d. Serves as a subject-matter advisor on agency-specific travel procedures and ensure operational alignment with CCHQ guidance.
 - e. Facilitates communication between officers and AMC passenger terminals regarding eligibility questions or travel issues.
 - f. Tracks and reports to CCHQ any discrepancies, complaints, or potential policy violations.
- 7-6. The Travel Coordinator, CCHQ serves as the senior authority for interpretation and adjudication of PDT, PCS, and travel entitlement policies under the JTR. The Travel Coordinator:
- a. May counsel officers regarding relevant travel documentation, AMC Form 140 (Space-A Travel Request), verification letters, passports, immunization records, and identification.
 - b. Advise officers on travel eligibility categories, required documentation, and available AMC terminals.
 - c. Ensure travelers understand the limitations and responsibilities of Space-A travel (e.g., lack of guaranteed seating, personal financial responsibility).
 - d. Maintains policy documentation when applicable and disseminates operational guidance and policy.
 - e. Ensures coordination with the DTMO and the PDTATAC on policy alignment and rate updates.
- 7-7. The Secretarial Process is the formal administrative review and approval mechanism used to adjudicate requests for exceptions, extensions, or discretionary determinations under this

Instruction. Requests must be submitted through the officer's agency LNO and/or AO for concurrence or non-concurrence before submission, via the Travel Coordinator, CCHQ, to the Director, CCHQ, for adjudication. Decisions rendered through the Secretarial Process constitute final administrative action within CCHQ.

- 7-8. All PHS officers are responsible for complying with all travel and transportation policies, procedures, and documentation requirements contained in this Instruction, the JTR, and other applicable federal travel laws. Officers must ensure their actions and submissions are accurate, timely, and in compliance with authorizations issued under this Instruction. Officers must:
- a. Ensure their actions and submissions are accurate, timely, and in compliance with authorizations issued under this Instruction.
 - b. Ensure possession of required identification (e.g., CAC, USID) and travel documentation before travel.
 - c. Abide by all military travel regulations and the USPHS Commissioned Corps policies.
 - d. Adhere to approved leave and reporting timelines to avoid disciplinary action.
 - e. Provide accurate and timely information for dependent travel verification requests.
 - f. Ensure dependents are fully briefed on travel limitations and responsibilities.
 - g. Comply with health, safety, and documentation requirements for travel with service animals or pets under this instruction.

8. PROCEDURES:

8-1. Space-A Travel.

- a. Review travel [eligibility categories](#) to determine your Space-A travel category.
- b. Review common destinations offered at your nearest [AMC Passenger Terminal](#) by visiting their website.
- c. Ensure you have the required travel documents (e.g. passport with visas). Also, contact your departure AMC passenger terminal for current documentation requirements or travel restrictions.
- d. Contact your nearest AMC Passenger Terminal for flight schedules.
- e. Complete sign-up with your desired AMC Passenger Terminal. You must sign up individually at each terminal you plan to use for departure, and you can do so in person, by email, by fax, or through a web form, depending on what the individual terminal offers. Space-A sign-up is valid for 60 days or one flight leg is completed. You will need to re-register after completing a flight leg.
- f. Registration.
 - (1) Complete and submit the [AMC Form 140](#), Space-A Travel Request to your desired AMC Passenger Terminal via email. The form, email address and other essential information may be found at your desired terminal website.
 - (2) Once received, keep a copy of the email confirmation. This is required once you check in at the terminal.

- (3) Space-A sign-up is valid for 60 days or until you complete one flight leg. You will need to re-register after completing a flight leg.
- 8-2. Verification Letter Procedures (Command-Sponsored and Non-Command-Sponsored). This procedure applies to all PHS officers requesting Space-A travel for dependents under command-sponsored or non-command-sponsored programs, as well as to supervisors, AOs, and LNOs responsible for validating eligibility and issuing verification letters.
 - a. Verification letters are mandatory for all unaccompanied dependent travel requiring evidence of command sponsorship or approved non-command-sponsorship.
 - b. Verification letters must be:
 - (1) Prepared on agency letterhead.
 - (2) Signed and dated by both the officer's immediate supervisor and the LNO; and
 - (3) Presented to AMC passenger terminal staff prior to movement and retained by the dependent during all travel segments.
 - c. Each verification letter is valid for one round trip only and expires on the earlier of:
 - (1) Completion of the round trip.
 - (2) 60 days from date of signature (for command-sponsored letters); or
 - (3) The expiration date specified in the letter (for non-command-sponsored letters).
 - d. Invalid or Expired Verification Letters.
 - (1) AMC passenger terminals may deny travel if:
 - (a) Required signatures are missing.
 - (b) The letter has expired.
 - (c) Travel information does not match dependent documentation; or
 - (d) Travel is outside approved geographic or time limits.
 - (2) Officers must obtain a new verification letter before dependents may reattempt travel.
- 9. HISTORICAL: This is the first issuance of this Instruction within the eCCIS.
 - 9-1. Commissioned Corps Personnel Manual (CCPM) CC24.1.2, "Space-Available Travel on Military Aircraft," dated 18 June 1993 and CCPM CC24.1.4, "Space-Required Travel on Military Aircraft," dated 6 June 1989.

Appendix A

Definitions

1. Accompanied Tour. An overseas duty station assignment where a service member may be authorized to be accompanied by command-sponsored dependents.
2. Aerial Port of Debarkation (APOD). A destination airport for an overseas flight. When an aircraft makes multiple stops after arrival in CONUS (see item 3, below), the APOD is the first stop after arrival in CONUS.
3. Aerial Port of Embarkation (APOE). The airport for overseas flights. When an aircraft makes multiple stops before departure from the CONUS (see item 3 below), the APOE is the last airport within CONUS before departing for the overseas area.
4. Authorizing/Approving Official (AO). The AO directs travel and is responsible for its funding; each Health and Human Service (HHS) Operating Division (OPDIV)/Staff Division (STAFFDIV) or non-HHS organization has a designated AO. For example, the AO may be the agency: travel/transportation officer, budget /administrative officer, or LNO.
5. Command Sponsored Dependents. Dependents authorized to reside at a location OCONUS with a Service member on an “accompanied” tour of duty as authorized on official PCS orders.
6. Continental United States (CONUS). The 48 contiguous States and the District of Columbia; Alaska and Hawaii are not included in the definition of CONUS in accordance with the JTR.
7. Consecutive Overseas Tour (COT). An authorized in-place extension of a service member’s tour at the same PDS or a consecutive tour at another OCONUS location, allowing for funded travel and transportation allowances for leave between tours.
8. Dependent. A dependent as defined in [37 U.S.C. §401](#).
9. Environmental Morale Leave (EML). A benefit for but not limited to all active-duty uniformed service personnel, all DoD civilians with travel agreements, and command sponsored dependents, allows travelers to travel in a duty status and utilize either scheduled commercial or military aircraft to a designated or authorized EML destination
 - a. Funded EML. Travelers are authorized to use military owned or controlled aircraft, including travel time, to and from the EML destination.
 - b. Unfunded EML. Travelers are authorized Space-A air transportation from duty locations.
10. Home of Record (HOR). The location recorded as the officer’s home at the time of appointment, call to active duty, or entry into a Uniformed Service, as documented in official personnel records. The HOR is used solely to determine eligibility for travel and transportation allowances upon separation or release from active duty and may be located within the CONUS or OCONUS, consistent with the JTR definition of OCONUS as any area other than the 48 contiguous United States and the District of Columbia.
11. Joint Travel Regulations (JTR). Implement policy and law to establish travel and transportation allowances for Uniformed Service members (i.e., Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, National Oceanic and Atmospheric Administration Commissioned Corps, and Public Health Service Commissioned Corps), military civilian employees, and others traveling at the military’s expense.
12. Non-command Sponsored Dependent. Dependents of a service member residing with the service member at their duty station OCONUS where the accompanied tour may or may not be authorized.

These dependents are not provided transportation to and from a service member's overseas duty station at U.S. Government expense. These dependents may be either acquired dependents or individually sponsored by the service member into the command without endorsement by the appropriate authority.

13. **Non-Interference.** Transportation of passengers or cargo on military aircraft that does not displace official military cargo or passengers or otherwise act to restrict or impede in any way the performance of a military mission.
14. **Outside of the Continental United States (OCONUS).** Locations outside of the 48 contiguous states and the District of Columbia. Alaska and Hawaii and overseas territories and possessions, as well as foreign countries, are included in the definition of OCONUS.
15. **Patriot Express.** A DoD contracted commercial charter flight service, managed by Air Mobility Command (AMC), that transports U.S. military personnel and their families, often during PCS moves.
16. **Permanent Change of Station (PCS).** A specific type of permanent duty travel (PDT) where a service member relocates from one permanent duty station (PDS) to a different PDS.
17. **Permanent Change of Station (PCS) Order.** A type of personnel order outlining a personnel action, often a change in assignment or status for a service member, signifies permanent relocation, does not provide for further assignment to a new PDS or direct return to the old PDS, and provides details regarding travel requirements and eligible allowances.
18. **Permanent Duty Station (PDS).** The official location to which a Service member or officer is permanently assigned or attached for duty, as designated in the individual's orders. A PDS remains in effect until changed by permanent change of station (PCS) orders and may be located within the CONUS or OCONUS.
19. **Personnel Order.** Serves as a written directive outlining a change or assignment for a service member; such changes or assignments may be permanent or temporary.
20. **Rest and Recuperation (R&R) Leave.** Leave granted to a service member who is deployed in a combat theater for one year. Such members are eligible to use up to 15 days of chargeable annual leave during their deployment.
21. **Service Animal.** A dog, regardless of breed or type, that is individually trained to do work or perform tasks for the benefit of a qualified individual with a disability, to include a physical, sensory, psychiatric, intellectual, or other mental disability. Animal species other than dogs, emotional support animals, comfort animals, companionship animals, and service animals in training are not service animals for the purposes of [14 C.F.R. § 382.3](#), and this Instruction.
22. **Service Animal Handler.** A passenger in air transportation who is a qualified individual with a disability who receives assistance from a service animal(s) that does work or performs tasks that are directly related to the individual's disability, or a third party who accompanies the individual with a disability traveling with a service animal such as a parent of a minor child or a caretaker. The service animal handler is responsible for always keeping the animal under control, and caring for and supervising the service animal, which includes toileting and feeding ([14 C.F.R. § 382.3](#)).
23. **Space-R (Required).** Provides travel for those passengers who are either on official Government business or who are entitled by law or regulation to travel at Government expense on military-owned or military-controlled aircraft.
24. **Sponsor.** A uniformed service member with dependents.
25. **Temporary Duty Travel (TDY).** Travel to one or more places from a PDS to perform duties for a period and, upon completion of assignment, return to one's PDS or proceed to a new PDS.

26. Uniformed Services Identification Card (USID). Identification cards are issued to retired and reserve members, dependent family members of uniformed service members, and other eligible individuals to facilitate access to benefits, privileges, and military bases.

Appendix B

Sample Command Sponsored Verification Letter
(on agency letterhead)

MEMORANDUM FOR AMC PASSENGER SERVICE**DATE:** DDMMYYYY**FROM:** Agency/Organization Name**SUBJECT: CATEGORY V;** Unaccompanied **Command Sponsored** Dependent Space-A Travel

1. I certify [Sponsor's Name, Rank, SERNO, DoD ID Number, Agency/Program, contact number] that my dependent(s) listed below is command sponsored and eligible to travel unaccompanied:
 - a. Dependents Full Name,
 - b. SSN#: xxx-xx-xxxx
 - c. Relationship with Sponsor, Full name of Sponsor and DoD ID Numbers.
 - d. Passport Numbers if traveling to OCONUS location.
2. Space-A travel is authorized for Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However, CONUS to CONUS travel is not authorized. (Note: If manifested from the permanent duty station through more than one CONUS station on the same mission number, enroute CONUS to CONUS travel may occur; the same is true in reverse for return travel).
3. I understand that:
 - a. This letter authorizes **ONE Round Trip** from the Permanent Duty Station of the sponsor.
 - b. This documentation must be in the dependents' possession during travel.
 - c. Dependents under the age of 14 must be accompanied by an eligible parent/guardian.
 - d. I certify the dependents listed above were briefed on the following: *"Space-A travel is a privilege (not an entitlement); the military does not guarantee transportation to the end 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."*

Agency Supervisor
Signature Block

Date

USPHS Commissioned Corps Liaison
Signature Block

Date

Appendix C

SAMPLE MEMORANDUM FOR PASSENGER SERVICE-
Non-Command Sponsored Verification Letter
(on agency letterhead)

DATE: DDMMYYYY**FROM:** Agency/Organization Name**SUBJECT: CATEGORY V**, Unaccompanied **Non-Command** Sponsored Dependent Space-A Travel.

1. I certify that [Sponsor's Name, Rank, SERNO, DoD ID, Agency/Program, contact numbers] that my dependent(s) listed below are non-command sponsored.
 - a. Provide current location for dependent(s) (domicile)
 - b. Dependent(s) Full Name
 - c. SS#: xxx-xx-xxxx
 - d. Relationship to Sponsor, Full name of Sponsor and DOD ID(s)
 - e. Passport number(s) when traveling to OCONUS location
2. Other requirements:
 - a. _____ is an approved unaccompanied tour location.
 - b. _____ length of Authorized stay at unaccompanied tour location.
 - c. _____ valid travel period.
3. This letter is valid for **ONE Round Trip** to the sponsor's overseas PCS duty location. However, if they are moving towards their declared destination, they should be allowed to transit other locations.
4. Space-A travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However, CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location.
5. Upon arrival at the sponsors PCS location, non-command sponsored dependents are not eligible to travel beyond the sponsor's PCS location unaccompanied.
6. This documentation must be in the dependents' possession during travel. Dependents under the age of 14 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 end 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."*

Agency Supervisor
Signature Block

Date

USPHS Commissioned Corps Liaison
Signature Block

Date

Appendix D

Space-A/Space-R Comparison Table

Topic	Space-Available (Space-A)	Space-Required (Space-R)
Nature of Travel	Privilege	Official travel
Entitlement	No	Yes (per JTR)
Funding	Traveler-funded	Agency-funded or traveler-funded (as authorized)
Priority	After Space-R	Always before Space-A
Seating	Not guaranteed	Subject to operational/safety limits
Excess Baggage	Not authorized	Authorized only if in orders
Dependents	Limited	Per JTR authorization
Conduct Standards	Yes	Yes (same standards)

Space-A/Space-R Dependent Travel Matrix

Dependent Status	Space-A Allowed	Space-R Allowed	Key Limitation
Command-sponsored	Yes	Yes	Must have verification letter/orders
Non-command-sponsored (visit)	Yes	Yes (personal expense)	No residence allowed
Unaccompanied tour	Visit only	Limited	No establishment of residence
Evacuation	Yes	Yes	JTR Chapter 6 applies