

MANUAL: Personnel  
Chapter Series CC--Commissioned Corps Personnel Manual  
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter CC24--Travel and Transportation  
Subchapter CC24.1--General  
Personnel INSTRUCTION 2--Space-Available Travel on Military Aircraft

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Section A. Purpose

This INSTRUCTION provides a general description of the Space-Available (Space-A) air transportation program operated by the Department of Defense (DoD), and prescribes Public Health Service (PHS) policy concerning the use of the Space-A program.

Section B. Authority

1. Participation in the DoD Space-A program is a privilege extended by DoD as a courtesy to PHS commissioned officers and their dependents. This privilege was announced to the various military commands by way of a message from the Air Force Directorate of Transportation (code AF/LETT) with date-time group identification 131410Z Jan 84.
2. The official rules governing the use of the Space-A program are contained in Chapter 4 of DoD Regulation 4515.13-R. The printed regulation will be revised at a future date so as to include the provisions of the message cited above. In the interim, the cited message will serve as authority for PHS participation in the Space-A program.
3. In the event of a conflict between the provisions of this INSTRUCTION and the provisions of DoD 4515.13-R, the latter document shall take precedence.

Section C. Definitions

1. Aerial Port of Debarkation (APOD). The destination airport for an overseas flight (see item 5, below). When an aircraft will be making multiple stops after arrival in the CONUS (see item 3, below), the APOD is the first stop after arrival in CONUS.
2. Aerial Port of Embarkation (APOE). The origin airport for an overseas flight (see item 5, below). When an aircraft will be making 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.
3. Continental United States (CONUS). The 48 contiguous States and the District of Columbia. Alaska and Hawaii are not included in the definition of CONUS.
4. Overseas. Any place or country not within the CONUS. For purposes of this INSTRUCTION, Alaska and Hawaii are overseas areas.
5. Overseas flight. A flight having either the origin or destination (or both) in an overseas area.

Section D. General

1. Purpose. The Space-A program provides air transportation to members of the Uniformed Services, their dependents, and certain other persons on DoD-owned or DoD-controlled aircraft, when space for passengers exists after cargo and passengers who travel on a space-required basis have been accommodated. The DoD agency which serves as the manager for airlift service is the Air Mobility Command (AMC).

2. Categories of passengers. Space-A passengers are categorized for purposes of assigning priority. Not all categories are eligible for all classes of travel. The categories are numbered from 1 to 4, with 1 having the highest priority. In some cases, a category is divided into subcategories, such as 2A and 2B. Passengers will be boarded on flights according to their priority, as available space permits.

Commissioned Officer Student Training and Extern Program (COSTEP) officers are not authorized to use Space-A flights on military aircraft.

Senior COSTEP officers and officers on active duty for short and intermittent tours may not use Space-A travel without written permission of the Director, Division of Commissioned Personnel (DCP), Office of the Surgeon General.

The more common categories that PHS officers and dependents are likely to use are listed in Exhibit I. Also shown in Exhibit I are the areas within and between which travel is authorized. Note that dependents accompanying an officer on ordinary annual leave are authorized travel from APOE to APOD on overseas flights, but are not authorized travel within the CONUS (item 5, Exhibit I). The complete list of categories is contained in DoD Regulation 4515.13-R. The commander of an installation may change the precedence of categories for reasons of an emergency.

3. Travelers' responsibilities.

- a. Space-A travelers must make their own travel arrangements. The military air terminals will not take reservations for Space-A passengers. Once registered for a destination (one may register for up to five destinations), the traveler is responsible for ascertaining where he/she falls within a register, for keeping informed as to flight schedules, and for being present to accept a seat when offered.
- b. Passengers are responsible for meeting all of the requirements for entrance into a foreign country, such as passports, visas, immunizations, etc. In some areas of the world, clearance to enter the area must be obtained from the specified military commander.
- c. All travelers must be able to continue to their destination and/or return to their home or duty station in the event that their trip cannot be completed by Space-A flights. The DoD is not obligated to continue a passenger through to destination nor to return him/her to point of origin. Therefore, travelers must have sufficient funds to complete travel by commercial means.
- d. Inability to secure onward or return Space-A transportation will not excuse an officer from returning to the duty station at the end of an approved leave period.

4. Dress and conduct.

- a. Each officer shall be responsible for his/her own conduct, as well as that of authorized dependents who utilize the Space-A program. Passengers who are unruly, intoxicated or disruptive shall not be allowed to board on aircraft. If warranted, such passengers shall be reported through the appropriate chain to the Air Force Directorate of Transportation and shall have their names placed on a list of persons who will be denied future Space-A privileges.
- b. Active duty officers shall wear the uniform required by the provisions of Section E.1.b, below. Passengers in civilian clothing shall be dressed in good taste and their attire shall not conflict with the accepted attire at their foreign destination.
- c. PHS officers and dependents are guests of the DoD at AMC terminals and while onboard aircraft and shall at all times conduct themselves in an acceptable manner. Travelers shall adhere to DoD rules; defer to the judgment of installation commanders (or their designees) as to the priority of Space-A passengers; and abide by the decisions of military authorities as to eligibility for travel aboard a particular aircraft or to a particular destination.
- d. Failure to adhere to the applicable DoD rules and PHS policies may be grounds for taking disciplinary actions against an officer.

5. Baggage. Space-A passengers must check with service personnel at the terminal regarding baggage limitations. Also, passengers must check with passenger service personnel at the terminal before attempting to transport firearms, ammunition, or any potential hazardous materials.

6. Restrictions. Flights operated by or on behalf of the DoD are not to be used in connection with business affairs of any passenger, nor for purposes of personal gain. Space-A flights are not to be used for the purpose of establishing a home overseas or in the United States.

7. Obtaining information.

- a. DCP shall provide information concerning interpretations of this INSTRUCTION and concerning matters of PHS policy.
- b. DCP will not provide information concerning flight schedules, terminal locations, services available at terminals, etc., nor assist in making arrangements for Space-A travel.
- c. Travelers are advised to inform themselves of Space-A travel procedures and flight schedules before attempting to use the system. AMC passenger terminals maintain the latest DoD regulations and can provide guidance as to the status of Space-A registers. Commercial publications (such as Military Space-A Air Opportunities Around the

World, published by Military Living Publications) are available for general purchase and summarize information concerning passenger terminal locations, scheduled flights, passenger services, and some foreign country entry requirements.

Section E. Requirements for Use

1. Active-duty officers.

- a. Required documents. Officers traveling on ordinary annual leave must present their form PHS 1866-1, "Uniformed Services Identification Card," and a properly completed and approved form PHS-1345, "Request and Authority for Leave of Absence." The PHS-1345 must include the officer's full name; social security number (see Privacy Act notice in Section F., below); Navy-equivalent military grade abbreviation (see Exhibit III); five-digit PHS serial number; definite start and end dates for the leave period; and a sufficiently complete duty station address and phone number for use in contacting the officer's supervisor. The PHS-1345 must be typed. A sample form is shown as Exhibit II.
- b. Uniform requirements. Uniform policy for travel by military aircraft is contained in INSTRUCTION 1, Subchapter CC26.3, "General Information on Uniforms and Appearance," of this Manual. Provisions pertaining to Space-A travel are:
  - (1) When worn. Active-duty officers shall wear the PHS uniform for all trips unless (1) military authorities advise that local political or social circumstances require civilian attire, or (2) foreign entry requirements prohibit wearing the uniform. However, the general prohibition against wearing the uniform in foreign countries applies at all times other than when utilizing AMC flights (e.g., local travel within the country).
  - (2) Designated uniform.
    - (a) Service Dress Blue (always authorized); or,
    - (b) Uniform of the Day for area of destination in the United States, if such a designation has been made; otherwise,
    - (c) April 15 - October 15: Summer White or Summer Khaki  
October 15 - April 15: Service Dress Blue Sweater or Winter Blue
  - (3) Appearance standards. Officers shall adhere to all grooming and appearance standards contained in the uniform regulations whether

in uniform or civilian attire (see INSTRUCTION 1, Subchapter CC26.3, of this Manual). Excerpts of these regulations appear in Exhibit IV for ready reference.

2. Retired officers. Retired officers must present their blue DD Form 2, "United States Uniformed Services Identification Card," when registering for Space-A travel.
3. Dependents. Dependents of active-duty and retired officers must present the DD Form 1173, "Uniformed Services Identification and Privilege Card," when registering for Space-A travel.

#### Section F. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable system of records is 09-37-0002, "PHS Commissioned Corps General Personnel Records, HHS/OASH/OSG."

EXHIBIT I

COMMONLY USED SPACE AVAILABLE CATEGORIES

TYPE OF TRAVEL	PRIORITY CATEGORY		
	<u>Between CONUS and Overseas</u>	<u>Within CONUS</u>	<u>Overseas to Overseas</u>
1. Active-duty officer on emergency leave. <sup>1</sup>	N/A	1	N/A
2. For purposes of bona fide emergency involving immediate family members of (1) dependents authorized to accompany officer stationed overseas; (2) dependent of officer stationed in CONUS for travel from CONUS port of embarkation to overseas port of debarkation and return. <sup>2,4</sup>	1	N/A	N/A
3. For purposes of bona fide emergency involving immediate family member of dependents of an officer stationed overseas, travel from nearest overseas aerial port to obtain transportation to CONUS, AK or HI. <sup>2</sup>	N/A	N/A	1
4. Active-duty officer in ordinary annual leave status	2B	2	2B
5. Dependents accompanying an officer on annual status (not authorized in connection with temporary duty). <sup>3</sup>	2B	N/A	2B
6. Retired officer traveling alone.	4	4	4
7. Dependents accompanied by retired officer. <sup>3</sup>	4	N/A	4


**NOTES:**

N/A - Not available

1. When emergency leave has been granted to an officer, Government funded commercial transportation or Space-Required MAC transportation is available in some instances. Consult the Joint Federal Travel Regulations, Volume 1 (JFTR), Chapter 7, Part H. Emergency leave status must be indicated on the Form PHS-1345. Contact DCP for guidance.
2. When an emergency occurs in the immediate family of a dependent, Government funded commercial transportation or Space-Required MAC transportation is available in some instances. See JFTR, Chapter 5, Part C. Contact DCP for guidance.
3. Dependents' travel is for purposes of accompanying the sponsor on a visit to the overseas area or to CONUS, as applicable, on a round-trip basis. Travel is not to be performed for purpose of establishing a home nor for reasons of business or personal gain.
4. Specification (2) is intended for use by a dependent of foreign origin whose own family resides overseas. Funded travel not available for this case.

## EXHIBIT II

## Sample Leave Form

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE REQUEST AND AUTHORITY FOR LEAVE OF ABSENCE (Commissioned Officers)						
<b>1. TO BE COMPLETED BY THE OFFICER (Type or Print)</b>						
NAME Jones, Albert H., USPHS		GRADE LCDR (0-4)	SSN 123-45-6789	TYPE OF LEAVE REQUESTED <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> STATION <input type="checkbox"/> SICK <input type="checkbox"/> OTHER (Explain in Remarks)		
DUTY STATION (Organization and Address) PHS Indian Hospital Pine Ridge, SD		PHS No. 00000		PERIOD OF ABSENCE		
PHONE No. including Area Code (234) 567-7890		NO. DAYS 30	FROM (m/d/ly) 8/31/93	THROUGH (m/d/ly) 9/29/93		
ADDRESS (Where officer can be contacted during leave period) INTERNATIONAL TRAVEL LEAVE WILL INFO WHEREABOUTS		REMARKS Anticipated Visits: (List Countries)				
PHONE No. including Area Code ( )						
I have read and understand the information contained on the reverse side of this form.						
SIGNATURE						DATE 6/26/93
<b>2. TO BE COMPLETED BY SUPERVISOR</b>						
RECOMMENDATION <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE CDR L.C. Smith		TITLE Chief, Pharmacy Dept.		DATE 6/27/93
<b>3. TO BE COMPLETED BY LEAVE GRANTING AUTHORITY</b>						
ACTION <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE CDR Roberta L. Boyd		TITLE Service Unit Director		DATE 6/28/93
<b>4. TO BE COMPLETED BY OFFICER AND LEAVE GRANTING AUTHORITY UPON RETURN FROM LEAVE</b>						
TYPE OF LEAVE TAKEN	NO. DAYS	FROM	THROUGH	SIGNATURE (Officer)		DATE
SIGNATURE (Leave Granting Authority)				DATE		
						

PHS-1345 (Rev. 3/93)

(See Privacy Act statement on reverse of Part 2)



EXHIBIT III

MILITARY (NAVY EQUIVALENT) GRADES FOR PHS OFFICERS

<u>Pay Grade</u>	<u>PHS Grade</u>	<u>Navy Grade</u>	<u>Abbreviation</u>
O-1	Junior Assistant	Ensign	ENS
O-2	Assistant	Lieutenant (junior grade)	LTJG
O-3	Senior Assistant	Lieutenant	LT
O-4	Full	Lieutenant Commander	LCDR
O-5	Senior	Commander	CDR
O-6	Director	Captain	CAPT
O-7	Assistant Surgeon General	Rear Admiral (Lower Half)	RADM(LH)
O-8	Assistant Surgeon General	Rear Admiral	RADM
O-9	Surgeon General	Vice Admiral	VADM
O-10	Assistant Secretary for Health	Admiral	ADM

EXHIBIT IV

EXCERPTS OF UNIFORM REGULATION APPEARANCE STANDARDS  
(For complete regulations see Subchapter CC26.3)

Smartness and Appearance

The wearing of the uniform should be a matter of personal pride to all commissioned officers since they represent the United States Government. Their dress and conduct should be such as to reflect credit upon themselves, the Public Health Service, and the country.

Uniforms and equipment shall be made of high quality materials and constructed with a high standard of workmanship. Uniforms shall be kept scrupulously clean with lace, devices, and insignia bright and free from tarnish and corrosion. Hats and caps shall be worn squarely on the head, bottom edge horizontal. Shoes shall be kept well shined and in good repair.

No articles such as pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, hair ribbons, or other hair ornaments shall be worn with, or carried exposed upon, the uniform. Wrist watches, identification bracelets, and inconspicuous rings are permitted. Necklaces, crosses, pendants, etc., shall not be worn exposed when in uniform.

Grooming - Men

General. Hair shall be neat, clean, and present a groomed appearance. Hair above the ears and around the neck shall be tapered from the lower hairline upwards and outwards so as to blend smoothly with the hair style. Hair on the back of the neck may not touch the collar. Hair shall be no longer than four inches and groomed so that it does not touch the ears or collar, nor extend below the eyebrows when the headgear is removed. The bulk of the hair shall not exceed two inches. (Bulk is defined as the distance that the mass of the hair protrudes from the scalp when groomed.)

The above are maximum dimensions; the particular hair style worn should incorporate a length and bulk which give a neatly groomed appearance within these maximums. In no case shall the bulk or length of the hair interfere with the proper wearing of uniform headgear.

Sideburns. If worn, sideburns shall be neatly trimmed and tapered in the same manner as the hair cut. They shall not extend below the earlobe, shall be even in width (i.e., not flared) and shall end with a clean cut horizontal line. "Muttonchops" and similar style elongated sideburns are not authorized.

Facial hair. If a beard and/or mustache is worn it shall be neatly trimmed and groomed at all times, so as to avoid a ragged appearance. A beard may be either full or partial; but patchy or spotty clumps of facial hair will not be considered a beard and are not authorized. The bulk of a beard (the distance that the mass of the facial hair protrudes from the skin) shall not exceed one-half inch, and the length of individual facial hair shall not exceed one inch.

When a mustache is worn with a beard, it shall blend smoothly into the beard. No portion of a mustache may extend below the lipline of the upper lip. In addition, when a mustache is worn without a beard, the ends shall not extend downward beyond the corners of the mouth nor outward more than one-quarter inch beyond the corners of the mouth.

Grooming - Women

General. The hair shall be neatly arranged and shaped to present a conservative feminine appearance. Back hair may touch but not fall below the collar and no hair shall show under the front brim of the hat. Afro, natural, bouffant, and similar hair styles are permitted; but exaggerated styles and styles with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of uniform headgear. Plaited or braided hair shall not be worn while in uniform.

Hairpieces. Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit and shall conform in appearance to the specifications contained herein.

Cosmetics. Cosmetics shall be conservative and in good taste.