

CHAPTER 6

SPACE-AVAILABLE TRAVEL

A. GENERAL POLICY

1. Definition and Scope. Space-available travel is the specific program of travel authorized by this Chapter allowing authorized passengers to occupy DoD aircraft seats which are surplus after all space-required passengers have been accommodated. Space-available travel is allowed on a **nonmission** interference basis only. DoD aircraft shall not be scheduled to accommodate space-available passengers. No (or negligible) additional funds shall be expended and no additional flying hours shall be scheduled to support this program. **In** order to **maintain** the equity and integrity of the space-available system, seats may not be reserved or “blocked” for use at en route stops along mission routes.

2. Purpose of the Space-Available Program Space-available travel is a privilege (not an entitlement) which accrues to Uniformed Services members as an avenue of respite from the rigors of Uniformed Services duty. Retired Uniformed Services members are given the privilege in recognition of a career of such rigorous duty and because they are eligible for recall to active duty. The underlying criteria for extending the privilege to other categories of passengers is their support to the mission being performed by Uniformed Services members and to the enhancement of active duty Service members’ quality of life.

3. Leave Status for Travel. Uniformed Services members on active duty must be in a leave or pass status to register for space-available travel, remain in a leave or pass status while awaiting travel, and be in a leave or pass status the entire period of travel. DoD civilian employees, when afforded space-available privileges listed in table 6-1, below, must be in a leave or nonduty (i.e., weekend or holiday) status to register for space-available travel. If in a nonduty status, leave must have been approved for the first normal working day following the nonduty period. A leave status must then be maintained while awaiting travel and for the entire period of travel. Those members in appellate leave status are not authorized space-available travel privileges.

4. In Conjunction with Space-Required Travel or to Restricted Tour Areas. Space-available travel may not be used instead of space-required travel, such as TDY, TAD and PCS travel, except emergency leave type travel (see Chapter 2, subsection A.4., above). Space-available travel may be used in conjunction with space-required travel as long as space-available travel does not substitute for any single leg for which the traveler has a space-required entitlement (except emergency leave type travel). For example, a Uniformed Semites member may take leave with a TDY or TAD, as allowed by Service regulations, and may travel space-available while on leave. Travel from the PDS to the TDY or TAD location shall be space-required with the traveler in a duty status; any space-available travel from the TDY or TAD duty location shall return to the

TDY or TAD location, with the traveler in a leave status; and the final leg shall be space-required from the TDY or TAD location to the PDS with the traveler in a duty status. Dependents may not use space-available travel options in this Regulation to accompany their sponsor on space-required travel or to travel to or from a sponsor's restricted or all others (unaccompanied) tour location.

5. Registers and Sign-Up Procedures

a. Each base, installation or post from which space-available travel is accomplished shall maintain a single space-available register and all space-available passengers accepted for airlift from that location must have been selected from the register's roll. The maintenance of such a roster shall be the responsibility of the AMC passenger activity, where established. Where no AMC passenger activity is established, it shall be the responsibility of the base, installation, or post commander to designate the Agency responsible for maintaining the space-available roster.

b. To compete for space-available travel, eligible personnel must sign up on the space-available roster in person and present all required documentation (see subsection A.6., below). The DoD Components and the USTRANSCOM may also accept sign up information in writing from eligible space-available travelers (through mail, fax transmission, or courier). When adopted, the DoD Components and the USTRANSCOM shall provide detailed guidance outlining procedures for using "remote sign up" services. Passengers shall declare their final destination when they sign up for space-available travel. The original date and time of sign-up shall be documented and stay with the traveler until his or her destination is reached. On reaching the destination, the traveler may again sign up for space-available travel to return to home station. Those registered are not required to accept any seat offered, and failure to accept an offered seat shall not jeopardize a passenger's position on the space-available register. All but Category VI passengers (see table 6-1, below) are automatically removed from the space-available register on expiration of leave, pass or after 45 days, whichever is sooner. Category VI passengers are removed from the list after 45 days. All space-available passengers dropped from the register may sign up again in their respective categories (see table 6-1, below) with a new date and time of sign-up.

c. Eligible travelers who arrive at an air terminal seeking space-available transportation shall sign a document certifying compliance with the rules for eligibility and conditions of space-available travel, and be provided access to documentation showing the date and time their request for movement was entered onto the installation space-available roster.

d. Reservations shall not be made for any space-available passenger. Travel opportunity shall be afforded on an equitable basis to officers, enlisted personnel, civilian employees, and their accompanying dependents without regard to rank or grade, military or civilian, or branch of Uniformed Service. _

6. Required Documentation. Unique documentation required for specific types of individuals

(e.g., Medal of Honor recipients) is cited in table 6-1, below, on a case-by-case basis. Additionally, the following types of travelers shall present the documentation listed below to air terminal personnel, and shall have all the documentation in their possession during travel:

a. Active duty Uniformed Services Members (includes National Guard and Reserve members on active duty in excess of 30 days)

(1) DD Form 2 (Green) U.S. Armed Forces Identification Card (Active), or Form 2 NOAA (Green) Uniformed Services Identification and Privilege Card (Active), or PHS Form 1866-3 (Green) United States Public Health Service Identification Card (Active).

(2) A valid leave authorization or evidence of pass status as required by the Service concerned.

b. Retired Uniformed Services Members. DD Form 2 (Blue) U.S. Armed Forces Identification Card (Retired), or DD Form 2 (Blue) NOAA Uniformed Services Identification Card (Retired), or PHS Form 1866-3 (Blue) United States Public Health Service Identification Card (Retired).

c. National Guard and Reserve Members

(1) Authorized Reserve Component Members (National Guard and Reserve) of the Ready Reserve, and members of the Standby Reserve who are on the Active Status List; On presentation of the following valid:

(a) DD Form 2 (Red), "Armed Forces of the United States Identification Card (Reserve).

(b) DD Form 1853, "Verification of Reserve Status for Travel Eligibility."

(2) Retired Reservists Entitled to Retired Pay at Age 60; On presentation of the following valid:

(a) DD Form 2 (Red).

(b) A notice of retirement eligibility as described in DoD Directive 1200.15, (reference (kk)). If the automated DD Form 2 (Red) has been issued, the member is registered in his or her Service personnel system as a Reserve retiree entitled to retired pay at age 60, and a notice of retirement eligibility is not required.

(3) Retired Reservists Qualified for Retired Pay; Documentation, as prescribed in subsection A.6.b., above. For space-available travel eligibility, no distinction is made between members retired from the Reserves and members retired from active duty.

(4) On Active Duty for 30 Days or Less; On presentation of the following valid:

(a) DD Form 2 (Red).

(b) Orders placing the Reservist on active duty.

(c) A valid leave authorization or evidence of pass status as required by the Service concerned.

(5) ROTC, Nuclear Power Officer Candidate (NUPOC), and Civil Engineer Corps (CEC) members; When enrolled in an advanced ROTC, NUPOC, or CEC course or enrolled under the financial assistance program, on presentation of the following valid:

(a) DD Form 2 (Red).

(b) DD Form 1853.

d. Dependents of Uniformed Services Members, DD Form 1173, “United States Uniformed Services Identification and privilege Card.”

e. EML Travelers. Besides any documentation required by paragraphs A.6.a. through A.6.d., above, EML orders issued in accordance with Unified Command procedures (see paragraph B.4.a., below).

7. Categories of Travel and Priorities of Movement

a. Categories. There are six categories of space-available travel. Space-available travelers are placed in one of the six categories based on their status (e.g., active duty Uniformed Services member, and DoDDS teacher, etc.) and their situation (e.g., emergency leave, and ordinary leave, etc.). Once accepted for movement, a space-available passenger may not be “bumped” by another space-available passenger, regardless of category. See table 6-1, below, for a list of **specific** travelers and the category in which they fall.

b. Priority of Movement. The numerical order of space-available categories indicates the precedence of movement between **categories**; e.g., travelers in Category **III** move before travelers in Category **IV**. The order in which travelers are listed in a particular category in table 6-1, below, does not indicate priority of **movement** in that category. In each category, transportation is furnished on a **first-in, first-out** basis.

c. Changes to Movement priorities. Wherever the issue may **arise**, the **local** installation commander may change the **priority** of movement of any space-available traveler for emergency or extreme humanitarian reasons when the facts provided fully support such an exception. The installation commander may delegate the authority to make such changes to no lower than the

Chief of the Passenger Service Center or its equivalent. When a movement priority is changed, the passenger shall be moved no higher than the bottom of the Category I space-available list. Where AMC units are tenants, the senior local AMC authority shall advise the installation commander of this authority and offer technical assistance, as needed.

8. Destinations and International Restrictions

a. If authorized by this Chapter for a particular traveler's status and situation (see **table 6-1**, below), transportation maybe between overseas stations, between CONUS stations, and between overseas and CONUS stations where adequate border **clearance** facilities exist or can be made readily available. Theater or international restrictions shall be observed and all requirements pertaining to passports, visas, foreign customs, and immunizations shall be met.

b. Individuals traveling to or from the CONUS, and who are not **otherwise eligible** to travel space-available in the CONUS, may travel on any CONUS leg segment (i.e., on a flight with enroute stops) when no change of aircraft or mission is involved.

9. conditions of Travel. There is no guaranteed space for any traveler. The Department of Defense is not obligated to continue an individual's travel or return him or her to point of origin, or any other point. Travelers shall have sufficient personal funds to pay for commercial transportation to return to their residence or duty station if space-available transportation is not available. Space-available travel shall not be used for personal gain, for a business enterprise or outside employment, when theater or international restrictions prohibit such travel, or to establish a home overseas or in the CONUS (except for permissive TDY house hunting trips as authorized in table 6-1, below).

10. Dependent Travel. Except where **specifically** noted in this chapter, dependents may travel space-available only when accompanied by their sponsor.

B. EML TRAVEL

Except as noted, unfunded EML travel is subject to the space-available travel program rules and guidance outlined in this section A., above, and table 6-1, below. Funded EML travel is discussed in Chapter 2, sections B. 1.e. B.3.a.(14).

1. Definition. EML is leave granted with an EML program, as prescribed in DoD Directive 1327.5 (reference (d)), established at an overseas installation where adverse environmental conditions require special arrangements for leave in more desirable places at periodic intervals.

2. Program Description. For a complete description of the EML program, see reference (d).

a. EML Locations and Destinations. Specified locations where adverse environmental conditions exist and at which EML is authorized, are called "EML locations". The Under

Secretary of Defense (Personnel and Readiness) designates Funded EML (FEML) locations and relief destinations. Unified commanders designate locations under the unfunded EML Program. Under the EML program, not more than two relief destinations shall be designated unless additional destinations are needed to provide a reasonable prospect of relief. The CONUS shall not be designated an "EML destination" except when such designation is necessary to provide a realistic opportunity for relief.

b. Priority, Timing, and Frequency. Passengers traveling space-available under the EML program are given a higher priority than those traveling on ordinary leave (see table 6-1, below). The timing and the frequency of EML is limited by DoD Directive 1327.5 (reference (d)). Transportation officials are not responsible for monitoring this timing and frequency, but rather are responsive to EML documentation issued by the commanders concerned.

3. Responsibilities. Unified commanders shall ensure that administrative controls **are in** place to ensure that all eligible travelers are able to participate in the EML space-available travel program on a fair and equitable basis. The unified commanders concerned shall forward two copies of each implementing directive, and of any modifications to such directive, to The Department of the Army (DAPE-MBB-C), the Commandant of the U.S. Marine Corps (LFT), the Chief of Naval Operations (N41), HQ USAF/LGTT, NOAA Corps (NC), and the USTRANSCOM (TCJ3/J4).

4. Policy and Procedures

a. Unified command procedures shall include the issuance of a separate set of EML orders each time an individual is approved for EML.

b. Unfunded EML travelers may travel in Category II status (See table 6-1, below) to only one EML destination for each set of EML orders. This does not preclude several approved EML destinations being included in a single set of EML orders as long as procedures are in effect to ensure that the individual is provided Category II status only for travel to and from the **first** authorized EML destination actually reached. Subsequent space-available travel; e.g., from the EML destination to a third location and return, or from the third location to another EML location, may only be provided in Category III status (table 6-1, below).

c. When traveling under EML orders, dependents who are 18-years of age or older may **travel** unaccompanied by their sponsor. Dependents who are under 18-years of age traveling under EML orders must be accompanied by an EML eligible parent or legal guardian who is traveling in an EML status.

C. ELIGIBILITY

The travelers listed in table 6-1, below, are eligible to travel space-available in the categories and over the geographical segments cited, subject to any limitations cited in table 6-1, below, under "Traveler's Status and Situation", or elsewhere in this Regulation.

**ELIGIBLE SPACE-AVAILABLE TRAVELERS, PRIORITIES,
AND APPROVED GEOGRAPHICAL TRAVEL SEGMENTS**

This table lists travelers who are eligible to travel on DoD aircraft according to the space-available program outlined in paragraphs A. and B., above. "Item" is a sequential numbering and is for reference purposes only. "Cat" is the category of travel as explained in section A.7.a., above. These are used to determine priority of movement as explained in section A.7.b., above. "Traveler's Status and Situation" lists specific travelers and conditions under which space-available travel may be authorized. The approved geographical travel segments, i.e. origin and destination combinations, are C-C (CONUS to CONUS), O-O (overseas to overseas), C-O (CONUS to overseas) and O-C (overseas to CONUS) (reference section A.8.). A "yes" in the column headed by one of these abbreviations indicates that travel is authorized in that particular geographical travel segment for the particular type traveler cited in that item number, and subject to any limitations cited. Lack of a "yes" indicates travel is not authorized in that particular geographical travel segment.

Item	Cat	Traveler's Status and Situation	C-C	O-O	C-O and O-C
1		Category I - Emergency Leave Unfunded Travel			
2		Transportation by the most expeditious routing only for bona fide immediate family emergencies, as determined by DoD Directive 1327.5 (reference (d)) and Service regulations, for the following travelers:			
3	I	Uniformed Services members with emergency status indicated in leave orders (for space-required option see Chapter 2, sections B. 1.a. and B. 1 b., above)	yes	yes	
4	I	Civilians, U.S. citizens, stationed overseas, employees of: (1) The Uniformed Services; or (2) NAF activities and whose travel from the CONUS, Alaska, or Hawaii was incident to a PCS assignment at NAF expense (for space-required option see Chapter 2, sections B.2.a. and B.4.a., above)		yes	yes
5	1	Dependents of members of the Uniformed Services, command sponsored, accompanied or unaccompanied (for space-required option see Chapter 2, sections B.3.a.(1), B.3.a.(2), and B.3.a.(4), above)		yes	yes
6	I	Dependents of members of the Uniformed Services, noncommand sponsored, residing overseas with the sponsor, one-way only to emergency destination (for space-required option see Chapter 2, sections 3.b.(1) and B.3.b.(2), above)		yes	C-O no O-C yes

**Table 6-1. Eligible space-available travelers, priorities,
and approved geographical travel segments, continued**

<u>I</u> <u>t</u> <u>e</u> <u>m</u>	<u>Cat</u>	<u>Travelers' Status and Situation</u>	<u>C-C</u>	<u>O-O</u>	<u>C-O</u> <u>and</u> <u>O-C</u>
7	I	Dependents, command sponsored, of: (1) U.S. citizen civilian employees of the Uniformed Services stationed overseas; (2) U.S. citizen civilian employees of the DoD stationed overseas and paid from NAF; or (3) American Red Cross full-time, paid personnel, serving with a DoD Component overseas (for space-required option see Chapter 2, section B.3.a.(2), above)		yes	yes
8	I	Professional Scout Leaders, and American Red Cross full-time, paid personnel, serving with a DoD Component overseas (for space-required option see Chapter 2, section B.6., above)		yes	yes
9		Category II - EML			
10	II	Sponsors in an EML status and their dependents traveling with them, also in an EML status. "Sponsors" includes (1) Uniformed Services members. (2) U.S. citizen civilian employees of the Armed Forces who are eligible for Government-funded transportation to the United States at tour completion (including NAF employees). (3) American Red Cross full-time, paid personnel on duty with a DoD Component overseas. (4) USO professional staff personnel on duty with the Uniformed Services. (5) DoDDS teachers during the school year and for Employer-approved training during recess		yes	yes
11		Category 111- Ordinary Leave, Close Blood or Affinitive Relatives, House Hunting Permissive TDY, Medal of Honor Holders and Others			
12	III	Uniformed Services members in a leave or pass status other than emergency leave (use Category I) or excess appellate leave, for which space-available travel is not authorized. This includes members of the Reserve components on active duty, in a leave or pass status.	yes	yes	yes
13	III	Dependents of a member of the Uniformed Services when accompanied by their sponsor in a leave status other than emergency leave (use Category I) or excess appellate leave, for which space-available travel is not authorized.		yes	yes
14	HI	Close blood or affinitive relatives who are permanent members of the household and dependent upon a Military Service member, a DoD civilian employee, or American Red Cross employee serving with a DoD Component overseas, when the sponsor is authorized transportation of dependents at Government expense. Travel must be with the sponsor's, or his or her dependent's, PCS move.			yes

Table 6-1. Eligible space-available travelers, priorities, and approved geographical travel segments, continued

I t e m	Cat	Traveler's Status and Situation	C-C	O-O	C-O and O-C
15	III	Dependent spouses of military personnel officially reported in a missing status under 37 U.S.C. 551 (reference (11)), and accompanying dependent children and parents, when traveling for humanitarian reasons and on approval on a case by case basis by the Head of the Service concerned (Chief of Staff of the Army, the Chief of Naval Operations, the Chief of Staff of the Air Force, and the Commandant of the Marine Corps) or their designated representative. Travelers shall present an approval document from the Service concerned.	yes	yes	yes
16	HI	Uniformed Services members traveling under permissive TDY orders for house hunting incident to a pending PCS.	yes	yes	yes
17	HI	Uniformed Services members traveling under permissive TDY orders for house hunting incident to a pending PCS and one accompanying dependent .		yes	yes
18	HI	Medal of Honor recipients. Except for active duty, traveler shall present a copy of the Medal of Honor award certificate .	yes	yes	yes
19	III	Dependents of Medal of Honor recipients when accompanied by their sponsor		yes	yes
20	III	Command sponsored dependents of Uniformed Services members accompanying their sponsor on approved circuitous travel. Commanders authorized to publish circuitous travel orders for members under current policy of their Uniformed Service, where extenuating circumstances prevail, may approve requests for space-available travel of their dependents within and between overseas areas and the CONUS, incident to approved circuitous travel of the member. (For space-required option see Chapter 2, section B.3.a.(7), above)		yes	yes
21	m	Cadets and midshipmen of the U.S. Service academies, and foreign cadets and midshipmen attending U.S. Service academies, in a leave status. Foreign cadets' and midshipmen' native countries must be identified in the leave authorization			yes
22	m	Civilian U.S. Armed Forces patients who have recovered after treatment in medical facilities and their accompanying nonmedical attendants. Travel is permitted by the most expeditious routing to return the recovered patient and nonmedical attendant to the overseas post of assignment. (During the death or extended hospitalization of the patient, the nonmedical attendant retains the space-available travel authority to return to the patient's overseas post of assignment)		yes	C-O yes O-C no
23	HI	Foreign exchange service members on permanent duty with the Department of Defense, when in a leave status	yes	yes	yes
24	HI	Dependents of foreign exchange service members on permanent duty with the Department of Defense, when accompanying their sponsor		yes	yes

Table 6-1. Eligible space-available travelers, priorities, and approved geographical travel segments, continued

I t e m	Cat	Traveler's Status and Situation	C-C	O-O	C-O and O-C
25		Category IV - Unaccompanied Dependents on EML and DoDDS Teachers on EML During Summer			
26	IV	Dependents traveling under the EML Program, unaccompanied by their sponsor, traveling under subsection B.4.c., above ("Sponsor" as defined in item 10, above)		yes	yes
27	IV	DoDDS teachers or dependents (accompanied or unaccompanied) traveling under the EML Program during the summer break		yes	yes
28		Category V - Permissive TDY (Nonhouse Hunting), Foreign Military, Students, Dependents, and Others			
29	V	Military personnel traveling on permissive TDY orders other than 'or house hunting	yes	yes	yes
30	v	Dependents (children) who are college students attending in residence an overseas branch of an American (U. S.) university located in the same overseas area in which they reside, command sponsored, stationed overseas with their sponsor who is: (1) A member of the Uniformed Services; (2) A U.S. citizen civilian employee of the Department of Defense (paid from either appropriated funds or NAF); or (3) An American Red Cross full-time, paid employee serving with the Department of Defense. Unaccompanied travel is permitted from the overseas military passenger terminal nearest their sponsor's permanent duty station to the overseas military passenger terminal nearest the university, and to return during school breaks. Students must present written authorization from an approving authority and only one round trip each year is authorized. Unused tips may not be accumulated from school year to school year.		yes	
31	v	Dependents, command sponsored, stationed overseas with their sponsor who is: (1) A member of the Uniformed Services; (2) A U.S. citizen civilian employee of the Department of Defense (paid from either appropriated funds or NAF); or (3) An American Red Cross full-time, paid employee serving with the Department of Defense. Unaccompanied travel is permitted to and from the nearest overseas military academy testing site to take scheduled entrance examinations for entry into any of the U.S. service academies		yes	
32	v	Dependents of active duty U.S. military personnel stationed overseas who, at the time of PCS, were not entitled to transportation at Government expense. Travel is to accompany or join their sponsor at his or her duty station. Travel may be unaccompanied and is limited to travel from the APOE in the CONUS, Alaska, or Hawaii to the overseas APOD serving the sponsor's duty station. Before travel, approval of the overseas major commander is required. (For space-required option see Chapter 2, section B.3.a.(8), above)			C-O yes O-C no

Table 6-1. Eligible space-available travelers, priorities, and approved geographical travel segments, continued

Item	Cat	<u>Traveler's Status and Situation</u>	<u>C-C</u>	<u>O-O</u>	<u>C-O and O-C</u>
33	v	Noncommand sponsored dependents, acquired in an overseas area during a military member's current tour of assigned duty, not otherwise entitled to transportation at Government expense. Travel must be with the member's PCS, may be unaccompanied, and is limited to travel from the overseas APOE to the APOD in the CONUS, Alaska, or Hawaii. Member's PCS orders are required for travel. Command regulations pertaining to the acquisition of dependents must have been followed. (For space-required option see Chapter 2, section B.3.b.(2), above)			c-o no o-c yes
34	v	Unaccompanied spouses of Uniformed Services members stationed in overseas areas in response to written requests from school officials for personal consultation on matters about the needs of family members attending school at an overseas location away from the Uniformed Service member's PDS		yes	
35		Category VI - Retired, Dependents, Reserve, ROTC, NUPOC, and CEC			
36	VI	Retired Uniformed Services members	yes	yes	yes
37	VI	Dependents of retired Uniformed Services members, when accompanying their sponsor		yes	yes
38	VI	Dependents, command sponsored, stationed overseas with their sponsor who is: (1) A member of the Uniformed Services; (2) A U.S. citizen civilian employee of the Department of Defense (paid from either appropriated funds or NAF); or (3) An American Red Cross full-time, paid employee serving with the Department of Defense. Unaccompanied travel is permitted to the U.S. for enlisting in one of the Armed Forces when local enlistment in the overseas area is not authorized. If an applicant for Military Service is rejected, return travel to the overseas area may be provided under this eligibility		yes	yes
39	VI	Authorized Reserve component members and authorized Reserve component members entitled to retired pay at age 60, traveling in the CONUS and directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa (Guam and American Samoa travelers may transit Hawaii or Alaska); or traveling within Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands	yes		
40	VI	NUPOC, CEC, and ROTC students of the Army, Navy, or Air Force, receiving financial assistance or enrolled in advanced training, in uniform, during authorized absences from the school. Travel is authorized within and between the CONUS, Alaska, Hawaii, and the U.S. territories	yes		

Table 6-1. Eligible space-available travelers, priorities, and approved geographical travel segments, continued