

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

(Date)

MEMORANDUM FOR AMC PASSENGER TERMINALS

FROM: (Unit Commander/Unit/Address)

SUBJECT: Authorization for Command Sponsored Dependent Travel (Category V)

1. The travelers listed below are command sponsored dependents of (Sponsor's Name, Rank, Social Security Number, unit of assignment, unit contact numbers) and are eligible to travel unaccompanied in Category V, IAW DoDI 4515.13, Table 3.31, and other applicable DoD travel policies.

<u>Full Name</u>	<u>DOD No.</u>	<u>Relationship to Sponsor</u>	<u>Age of Children</u>	<u>Passport #/Exp Date</u>

2. Next of Kin (NOK): (Full Name, Address, Phone number, Relationship)

3. This letter is good for one round trip from the permanent duty station of the sponsor and return to the permanent duty station.

4. Space-A travel is authorized OCONUS to CONUS, CONUS back to OCONUS, and OCONUS to OCONUS within sponsor's theater of assignment. CONUS to CONUS travel is not authorized. (Note: if manifested from the permanent duty station through a CONUS station on the same mission number, enroute CONUS to CONUS travel may occur. The same is true in reverse).

5. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. If any of the dependents are out of country for more than 30 days the sponsor must report this circumstance to the Finance Office for adjustment to any overseas entitlements.

6. 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 final 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."

7. Please direct any questions concerning this letter to (name) at DSN xxx-xxx-xxxx or Commercial (xxx) xxx-xxxx.

Unit/Squadron Commander's
Signature Block