

## Useful Information

- 17 years or younger must be accompanied by a legal guardian.
- Dependents ages 10 and up are required to have an ID card.
- Emergency Upgrades are only applicable for travel to the destination. Return travel is in the proper applicable category.
- Command sponsored travel (dependent travel) is only approved with a command sponsored letter; signed by the unit commander. You MUST have this letter with you in order to travel.



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**All Flights and times are  
subject to change without  
prior notice!**

# Dependent Space-A Travel



**AMC Passenger Terminal  
RAF Mildenhall**

For more information please call the  
**RAF Mildenhall Passenger Terminal**

DSN: 238-2248

COMM: 01638 542248

Fax DSN: 238-7426

COMM: 01638 547426

E-mail: [727ams.spacea@us.af.mil](mailto:727ams.spacea@us.af.mil)

<https://www.facebook.com/RAFMiLdenhal1PassengerTerminal>

Normal Operating Hours  
06.00 - 18.00 daily

DSN 238-2248  
COMM 01638 542248

Normal Operating Hours  
0600 - 1800 Daily

## Simple Steps to Space-A Travel

Here is the step-by-step process for command-sponsored dependents departing RAF Mildenhall on Space-A flights without their sponsor.

### STEP 1: LETTER

First, obtain a command sponsorship letter from your sponsor's orderly room, and have your sponsor's commander sign it. Also, make sure you have your passports and visas.

### STEP 2: SIGN-UP

Next, you need to get on the Space-A backlog either by faxing the letter to us or presenting it in person at the terminal. We recommend you fax the letter to the stations you might use to return to RAF Mildenhall as well. For instance, if your destination is Dover, fax your letter to Dover and any nearby east coast stations (i.e. McGuire, Philadelphia, and Andrews). This will put your name on the Space-A backlog to return to RAF Mildenhall. We do suggest that after you fax your letter you make a quick phone call to the stations you faxed to confirm they received the fax and allow that station to obtain additional information if required. Remember, if you fax the letter you will need to show up at the terminal about one hour before your show time. This will allow us to verify your documentation and stamp it with your date and time of sign-up.

In addition, we will need to check your passport and ID cards. Please check your passports and visas (if required) carefully. An out of date document will prevent us from providing you with air transportation. Furthermore, please make sure that you have your original document stamped before the actual Space-A call. When we put your information in the computer you will be traveling in Category V and you will remain in the backlog for 60 days. Once you depart your name will be removed from that station's backlog. The longer you are in the system, the better your chances are of traveling. You are not committed to fly once you are in the system, and if you decide not to go, then you don't need to do anything else. After your 60 days are up, you will need to sign up again. Your command sponsorship letter is valid

for only one round trip but is not affected by repeatedly signing up every 60 days.

### **Category Upgrade**

If your sponsor is deployed for 120 days or more, you can be upgraded to Category IV by providing a copy of his/her deployment orders

### STEP 3: ROLL CALL

Now that you are in the Space-A backlog you may attempt travel whenever you like (within the 60 days). You are now building up time (seniority) in your category, but remember the clock will terminate after 60 days and you must sign up again. The next step is to decide which Space-A call based on destination/flight you wish to attend. When you have decided, call us (or come in and see us) and we will tell you when flights are going and what their show time will be. Show time is when we begin the Space-A call and you need to be in the terminal.

### **Space-A Call**

The Passenger Agent will start the Space-A selection by calling passenger's names in order of Category and date/time of sign-up. Remember when we stamped your command sponsorship letter; it is this date and time which determines your position. When the Passenger Service Agent calls your name then it is up to you to present your letter, ID card(s) and passport(s) to the counter. If you do not come to the counter when called, you will revert to the end of all categories and may miss that flight.

### STEP 4: CHECK-IN

Once you have been selected for the flight, the process is similar to a commercial airport. You take your luggage (2 pieces each weighing 70 lb. - 140 lb. in total) and carry-on (one small piece please) to the check in scales. Some baggage restrictions apply depending on the type of aircraft. Once you have checked in you will be given a boarding pass and your baggage claim check. If you decide to buy an in-flight meal you can do so at this time. Presently, meals cost \$5.55 and consist of a sandwich (turkey or Ham), water, chips, soft drink, candy bar, and cereal bar. The check-in agent will then provide you

with details of your flight and boarding time. The boarding time is normally one hour prior to departure but we must wait until the crew and the aircraft are ready, so listen for any announcements about your flight.

### STEP 5: ENJOY YOUR FLIGHT

Now the only thing left is your gate check and final boarding. Again, this is similar to a commercial airport. We will process you through the gate (security checks), then on to the aircraft and off you go!

There are a few things to remember. We do try to obtain as many seats as we possibly can, but sometimes there are not enough to go around. Occasionally, we have to 'bump' Space-Available passengers for higher priority passengers/cargo. This is rare but does happen. The aircraft you have a seat on could be diverted; this happens normally due to weather or maintenance problems. Some of the aircraft are not specifically designed for passenger comfort. KC-135, C-17 and C-130 aircraft can be cold, sometimes cramped and usually noisy, so dress appropriately if you compete for seats on one of these aircraft. You need to have sufficient funds for any emergencies. If your flight is delayed, or you cannot get on a flight, you will need to have sufficient funds to obtain accommodation or even commercial transportation.Space-A lodging can be difficult to obtain. If you are traveling with small children, please ensure that you have a plentiful supply of food/diapers for them.

Also, please remember when you pack for your trip to only take what you need. The same applies to your hand carry baggage (child car seat, diapers and changing bag, purse, snacks, etc.) which may become too much for you to handle without assistance.

There are 'easy' and 'difficult' times to travel. Obviously travel around any of the vacation seasons and school breaks can be difficult, but if you plan your journey January through May and/or September through November, then you will probably get the flight you desire.