

# Space-Available Travel Information

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

## NOTE TO PASSENGERS/VISITORS

- Passengers with non-apparent disabilities (such as hearing impairment, asthma or pacemakers) should advise passenger service agents of such disabilities at time of check-in.
- Please be travel ready, with all people, baggage and needed documentation present.

## CHILDREN OVER 10 YEARS OF AGE

It is a mandatory requirement for children aged 10 and over to have a DoD ID card in their possession to travel on DoD aircraft.

## SPACE-AVAILABLE TRAVEL (SPACE-A)

Eligible travelers may not use their privilege for personal gain or in connection with business enterprise or employment. Space A may not be used to establish a home or when international or theatre restrictions prohibit such travel.

We hope that this flyer covers most of your Space-A travel questions. Please contact us if you need any further information or assistance.

DSN 238-2248 or Comm 01638-542248

## AFTER HOURS

You may still receive information after normal operating hours by calling the terminal at 238-2248 and listening to the recorded information.

Please be aware the enclosed information is for travel from RAF Mildenhall; other bases may have slightly different procedures. Please check with the relevant terminal.



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/RAFMildenhallPassengerTerminal>

Normal Operating Hours  
0600 - 1800 Daily

AMC Passenger Terminal  
RAF Mildenhall

DSN 238-2248

COMM 01638 542248

Normal Operating Hours  
0600 - 1800 Daily

## Space-A Quick Reference

### DOCUMENTS REQUIRED:

- Valid DoD ID card (all passengers 10 years of age and over)
- Valid passport
- Valid visa (if applicable)
- Command Sponsorship Letter signed by sponsor's unit commander (if unaccompanied dependent)
- Valid leave documentation (if Active Duty)
- Environmental and Morale Leave (EML) paperwork (if applicable)
- Doctor's written permission to fly (for infants under 6 weeks of age and pregnant women in their third trimester)

**Active Duty Members:** Require valid military identification card, copy of current leave paperwork, and must physically be on leave before they are able to sign up into the space-A backlog. (Passports if applicable)

**Retirees:** DD Form 2 (Blue) US Armed Force Identification Card (Retired).

**Dependents:** Unaccompanied dependent must present a current letter signed by the sponsor's commander verifying command sponsorship. This letter is valid for 60 days or one round trip and must include:

- The military sponsor's name, social security number, and unit.
- All eligible command sponsored dependents traveling by name, relationship, social security number/INS number, date of birth, passport number/country of issuance/expiration date.
- Next of kin (NOK) information.
- Destination address (if known)

### DATE & TIME OF SIGN UP:

Passengers will retain their original date/time of sign up from the point of origin to the final destination, provided they are continuing to move to their declared final destination. Passengers will receive a new date/time of sign up when changing travel categories (i.e., Category V to Category IV).

### TRAVEL PRIORITY / CATEGORY LISTING:

Space Available travelers must be Armed Forces/DOD ID card holders.

**Category I:** Emergency leave for Active Duty, Dependents and DoD Civilians in connection with serious illness, death, or impending death of a member of the immediate family. (Passengers must be upgraded to this category)

**Category II:** Active duty members on Environmental Morale Leave (EML) and accompanied by their family members.

**Category III:** Active duty Members on ordinary leave status OR traveling on permissive TDY for house hunting.

**Category IV:** Unaccompanied family members traveling on EML orders or when the sponsor is deployed for 30 days or more

**Category V:** Unaccompanied dependents traveling on command sponsorship letters

**Category VI:** Retired military personnel and their dependents.

### PATRIOT EXPRESS

The Patriot Express is no longer scheduled to fly to/from RAF Mildenhall.

### AMC'S IN-FLIGHT SMOKING POLICY

Smoking is not permitted on any flight.

### FREQUENTLY ASKED QUESTIONS

**Q:** How far out can I get flight information?  
**A:** Projection of flight information is 72 hours when requested in person and 72 hours over the telephone

**Q:** How do I sign-up for Space-A?

**A:** You may sign up in person, by fax or by e-mail. Active Duty members must be on leave to sign up. Retirees and Dependents may sign up at any time.

**Q:** Can I sign-up for a specific destination?

**A:** No. When you sign up, you are registered into the AMC system. Selecting your destination occurs after checking in to be marked as present at the showtime.

**Q:** How long is my sign-up good for?

**A:** You will remain on the Space available registry for 60 days, (until your leave ends) or until travel is completed.

**Q:** While I'm waiting for my flight, is there a place where I can store my bags?

**A:** No. Security is a top priority among AMC terminals. Do not leave baggage unattended in the terminal, or it will be properly disposed of.

**Q:** Can I leave my car in the Terminal parking lot while I'm gone?

**A:** No. Parking is limited to 12 hours. For directions to the long term parking lot please ask a Passenger Service Agent.

**Q:** How can I get back to Mildenhall?

**A:** You must sign up at the AMC Terminal(s) at your destination for your return flight.