

(Sample Letter)  
**UNACCOMPANIED DEPENDENT OF DEPLOYED MILITARY MEMBER  
VERIFICATION LETTER**

Date

MEMORANDUM FOR AMC PASSENGER SERVICE AGENTS

FROM: (Organization Name)

SUBJECT: Dependent Verification Letter

1. The individuals listed below are dependents of -----, USAF, Last four of SSAN XXXX, Unit of Assignment, Unit Contact Telephone Number.

<u>Dependents Names</u>	<u>DOD No.</u>	<u>Relationship to Sponsor</u>
XXXXX	XXX-XX-XXXXX	Husband
XXXXX	XXX-XX-XXXXX	Son
XXXXX	XXX-XX-XXXXX	Son

2. In accordance with DoDI 4515.13, "Air Transportation Eligibility," this letter verifies these dependents are authorized Space-available (Space-A) air transportation to/from CONUS and OCONUS locations, between CONUS locations, and within/between OCONUS theaters, unaccompanied only during the sponsor's deployment,

Starting on (state military member's departure date) and  
Ending on (state military member's return date).

3. Dependents under the age of 18 must be accompanied by an eligible parent or legal guardian. Eligible dependents may sign up for Space-A travel no earlier than 10 days prior to the military member's deployment, and may commence travel effective on the first day of the deployment. Space-A travel must be completed by the last day of the military members deployment. This documentation must be in the dependent's possession during travel. For additional information or questions, please contact our unit at DSN XXX-XXX-XXXX or commercial (XXX) XXX-XXXX.

4. 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 canceled.

Commander Signature

## Unaccompanied Dependents of Deployed Military Members

1. Unaccompanied dependents of deployed military members, including Reserve and Guard personnel, when the deployment order is for at least 30 consecutive days, are authorized to travel space-available, unaccompanied in Category IV. This includes Navy personnel assigned to a deployed ship with Permanent Change of Station orders. This authorization is only valid for the duration of the deployment period of the military member.
2. Space-available travel is authorized to/from Continental United States (CONUS) and Outside Continental United States (OCONUS) locations, between CONUS locations, and within/between OCONUS theaters. All travel will be on a noninterference (non-reimbursable) basis.
3. Eligible dependents may sign-up for space-available travel no earlier than 10 days prior to the military member's deployment. In addition, dependents are eligible to commence travel effective on the first day of military member's deployment. Space-available travel must be complete by the last day of the military member's deployment.
4. Eligible dependents must present to the air terminal personnel a verification letter signed by the member's commander verifying the member's deployment. The documentation must be in the dependents' possession during travel. Commanders or designated representatives should inform spouses and dependents of the following: "Space-available travel program is a privilege. 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-available travel if flights are delayed, diverted, or canceled."