

## How Does it all Work?

**Sign up-** The most important step in the process is to sign up which can be accomplished in person, by fax, mail, or e-mail. When sign-up is accomplished you will be placed into a backlog with all other passengers based on category and date/time of sign up. Active duty must be on leave or pass status before they can sign-up. After sign up you will remain in the backlog for up to 60 days, until leave expires, or when you are selected for a flight.

**Mark Present-** To select passengers for flights we must know which passengers want to travel. By marking yourself present at the Passenger Service Counter you inform us that you desire transportation on a flight. You **MUST** have yourself marked present before the start of the roll call process and can be marked present up to 24-hrs prior to flight.

**Roll Call-** When passengers are actually selected for a flight. At this time you will also be checked in and have the opportunity to purchase meals. Passengers are selected according to destination, category of travel, date & time of sign up. When approaching the counter you must have all documentation, baggage, and group members travel ready to speed up the selection and check-in processes.

**Gating-** An announcement will be made to proceed to the gate area where all passengers will be screened prior to boarding. Passengers will not be allowed to carry any liquids over 3 oz. not sealed in a 1 quart zip-lock bag. Shoes, personal bags, and metallic items will be screened. Laptop computers must be taken out of bags and screened separately. If you have questions contact a Passenger Service Agent or refer to TSA website.

## Frequently serviced AMC Terminals

### DSN & Commercial numbers

Eielson AFB, AK	DSN 317-377-1250 Comm (907) 377-1250
Travis AFB, CA	DSN 312-837-1854 Comm (707) 424-1854
McChord AFB, WA	DSN 382-650-5023 Comm (253) 982-7259
Hickam AFB, HI	DSN 315-449-1515 Comm (808) 449-1854
Yokota AB, Japan	DSN 315-225-5661 Comm 01181-311-7555660
Kadena AB, Japan	DSN 315-634-4462/2159 Comm 01181-611-7342159

### Need a Place to Stay?

JBER Lodging (907) 552-2454  
**\*\*Availability & Rates are Seasonal\*\***  
**\*\*\*List of off base hotels available upon request\*\*\***



### Transportation

ASYMCA (907) 384-3733 \$1.00  
 \*Hertz Rental (907) 753-0199 @BX/PX  
 \*Yellow Cab (907) 222-2222  
 \*Checker Cab (907) 276-1234  
 (907) 644-4444



### Iditarod Dining Facility

Mon - Fri	Daily Hours	Sat - Sun
Breakfast	6:30am-9am	6:30am - 8:30am
Lunch	10:30am - 1:30pm	10:30am - 1:30pm
Dinner	4:30pm - 6:30pm	4:30pm - 6:30pm
Midnight	11pm - 1am	11pm - 1am

\*\* \*\*\*HOLIDAY HOURS MAY VARY \*\*\*\*\*



\* This does not constitute endorsement by Air Mobility Command or the United States Air Force.

# Space-Available



## Travel Information

10364 18th Street JBER, AK  
 Email: SpaceA5@us.af.mil  
<http://www.amc.af.mil/Home/AMC-Travel-Site>  
<http://www.jber.af.mil/ServicesResources/SpaceATravel.aspx>  
 DSN:(317)552-8388/5189  
 Comm:(907)552-8388/5189

### Facebook:

Joint Base Elmendorf Richardson  
 Passenger Terminal



## Hours of Operation

0600 - 2200

## What is Space Available Travel?

The Space-A travel program is a privilege that allows eligible personnel to occupy remaining seats on DOD owned or controlled aircraft after all space required passenger and cargo requirements have been fulfilled. The governing regulations for Space-A travel is DOD 4515.13 and AMCI 24-101(Vol. 14).

### Travel Tips

1. Have a contingency plan to complete your travel.
2. Try to travel at off-peak times (not during the summer or long holiday weekends)
3. Contact your local military installation passenger terminal or base operations for flight information.
4. Check our Facebook page for 72-hour flight information. There are also links to other AMC terminals there.
5. Be flexible.

### Dress and appearance

**For safety reasons open toed shoes/heels are not allowed on transport aircraft. Active duty members do not have to be in uniform, but they should still adhere to their service instructions as they apply to hygiene and personal appearance.**

**This includes but is not limited to piercings, revealing, torn, or excessively baggy clothing.**



## Categories of Travel

- Category I— unfunded emergency leave
- Category II— (EML) environmental & moral leave
- Category III— ordinary leave, pass, house hunting & spouses of deployed members (365+ days)
- Category IV—unaccompanied EML & spouses of deployed members (30 days or more)
- Category V— unaccompanied command sponsored dependents & permissive TDY
- Category VI—retired & reserve members

### What documentation do I need to travel?

Each Category requires different paperwork to qualify for travel in that specific category. Everyone must possess an ID card with exception to children under 10.

- Category I Appropriate leave or travel documentation & Red Cross verification
- Category II EML orders & Leave form
- Category III Leave form, pass status verification or deployed spouse verification letter (365+ days)
- Category IV Deployed spouse verification letter (30 days or more) or EML orders
- Category V Command Sponsorship Letter
- Category VI DD Form 2 (Blue) or DD form 2 (Red) and DD Form 1853



**Overseas Travel** - Most countries require Passports while others require Visa's as well. Visa's may require advanced notice to obtain. You should take this into consideration prior to traveling.



**Meals** are available for purchase on all flights that are leaving the state of Alaska. The cost for a meal is \$5.55. Cash and checks are accepted.

If you or a traveler in your group has special requirements please contact the in-flight kitchen at (907)552-4734 with that information no later than 24 hours before you intend to travel.

**Baggage Limits** - A good rule of thumb is to pack as light as possible, but AMC limits are as follows.

**Large Aircraft** (C-130, C-17, C-5, KC-10, KC-135 etc.) - Each per person can check in 2 bags at 70 lbs and 1 carry on bag. Each checked bag can be no larger than 62 linear inches (L+W+H).

**Small Aircraft** (UC-35, C-12) - A total of 30 lbs (checked and carry on) of baggage is accepted.

\*\*Several commercial airlines have changed to include only one checked bag in the price of a ticket. Check w/your specific carrier. \*\*

We use TSA guidelines to screen baggage and passengers. The TSA website has the most current information on items allowed through checkpoints. You should always check <http://www.tsa.gov/> before you travel.