

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

(Date)

MEMORANDUM FOR PASSENGER SERVICE

FROM: (Organization Name)

SUBJECT: **CATEGORY V**, Unaccompanied Non-Command Sponsored Dependent Space-A Travel.

1. I certify that (Sponsor's Name, Rank, SSN/DOD ID, unit of assignment, unit contact numbers) and his/her dependent(s) listed below are Non-command sponsored.
  - a. Provide current location for dependent(s) (domicile)
  - b. List Dependent(s) relationship to sponsor, Full Name(s) and SSN(s)/DOD ID(s)
  - c. Provide passport number(s) when traveling to overseas location
  
2. Other requirements:
  - a. \_\_\_\_\_ is an approved unaccompanied tour location
  - b. \_\_\_\_\_ length of Authorized stay at unaccompanied tour location
  - c. \_\_\_\_\_ valid travel period
  
3. This letter is valid for one round trip to the sponsor's overseas PCS duty location; however, as long as they are moving towards their declared destination they should be allowed to transit other locations.
  
4. Space-A travel is authorized Overseas-CONUS, CONUS-Overseas, and Overseas-Overseas. However CONUS-CONUS travel is not authorized unless they are manifested on an aircraft that is only transiting the en route CONUS location.
  
5. Upon arrival at the members PCS location, Non-Command sponsored dependents are not eligible to travel beyond the members PCS location unaccompanied.
  
6. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. 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.

Unit/Squadron Commander's  
Signature Block