

24 Hour Space Available Recording:

Bangor ANGB, Bangor, ME

(207) 404-7612, DSN 698-7612

Confirmation of Manifest:

(207) 404-7612, DSN 698-7612

LGRDA Distro Box: 101.MXG.LGRDA@us.af.mil

General Information

A. Space available air transportation is a privilege extended to active-duty military members, Department of Defense (DoD) civilians, retired military personnel, and their dependents. This program is governed by **DoD Regulation 4515.13R**, Air Transportation Eligibility. Prior to acceptance, all personnel must meet the requirements outlined in this regulation.

B. Traveling space available on DoD owned or controlled aircraft is subject to mission requirements. Aircraft departing Bangor ANG are normally configured for the movement of official duty passengers and/or cargo. Once all duty passengers are accommodated, any remaining seats will then be offered to our Space Available passengers. Every attempt will be made to utilize all available seats.

C. 101st ARW cannot guarantee seats to space available passengers. The acceptance of a space available passenger for a flight does not obligate the US Government or 101st ARW to continue their travel or return passengers to their point of origin. Since complete travel to the desired destination cannot be guaranteed, space available passengers should be prepared to defray the cost of onward (or return) movement by commercial transportation, along with other essential personal expenses.

Registration

A. All trips that have been opened for Space Available travel will be posted 30 days prior to travel on

<https://www.101arw.ang.af.mil/About/Fact-Sheets/Display/Article/453566/24-hour-space-available-recording/>.

B. Persons wishing to register for space available travel can do so in person at Engine Shop/ Air Transportation building 541, or by phone if you are not able to show in person (207-404-7612/7322).

C. Registration will take place during normal duty hours, Monday thru Friday 0600-1530.

D. **Uniformed Services members on active duty must be in a leave or pass status to register for space-available travel, remain in a leave or pass status while awaiting travel,**

and be in a leave or pass status the entire period of travel. Sponsors may register their family when traveling together; however, all required travel documents must be present at that time. Our passenger service personnel may also request to see your documents at the show time of your flight:

- A. All personnel must possess a valid ID. This does not apply to dependents under the age of 10.
- B. b. Leave authorization for active-duty military members on ordinary leave.
- C. Environmental Morale Leave (EML) authorizations for eligible EML participants.
- D. DD Form 1853 (Authentication of Reserve Status for Travel Eligibility) or notice of retirement eligibility for members of the reserve component.
- E. Emergency leave or permissive temporary duty (TDY) orders.
- F. Medal of Honor recipients are required to present Medal of Honor Award Certificate.
- G. Passport/visa(s) and immunization records when traveling to overseas areas when applicable.

Upon registration you will be offered air transportation on a "first-in, first-out" basis (regardless of rank or service), based upon established space available categories.

All trips will close for sign-up at 0800 on the duty day prior to the flight. At that time, the manifest will be prepared. Individuals should call 404-7612 after 0900 to determine if they are manifested and for reporting instructions.

Required Sign-up Information:

- Email address
- Phone Number
- ID Type (DOD ID, State/Federal ID, Passport) with Number and Expiration Date
- Rank/Grade
- First, Middle, Last Name.
- Service branch
- Military status/Retiree
- Name(s) of dependent travelers

- Total seats required
- Travel eligibility status (above)
- Leave dates (Approved Leave Slip Confirmation)
- Overseas travel-ready status (Required documents in-hand?)
- Destination(s) (Sign up for up to five destinations)
- Rough Body Weight
- Emergency Point of Contact Information (Name+Number)

Please **Do Not Provide** Personally Identifiable Information (PII), such as Social Security numbers.

Categories per DOD Instructions 4151.13

(<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/451513p.pdf>)

CATEGORY I:

Emergency Leave Unfunded Travel. Transportation by the most expeditious routing only for bona fide immediate family emergencies, as determined by DoDI 1327.06 and Military Service regulations. This travel privilege will not be used in lieu of funded travel entitlements

Category II:

Accompanied EML

CATEGORY III:

Ordinary Leave, Relatives, House Hunting Permissive Foreign Military

Category IV:

Unaccompanied EML

CATEGORY V:

Permissive TDY (Non-House Hunting), Students, Dependents, Post Deployment/Mobilization Respite Absence, and Others

CATEGORY VI:

Retired, Dependents, Reserve, ROTC, NUPOC, CEC, Veterans with a Permanent Service-connected Disability Rated as Total, and Surviving Spouses of Service Members who Died in Active Duty, Inactive Duty Training, or Annual Training Status and Retired Military Members

Baggage

A. Baggage allowance for Space A passengers is two pieces not exceeding 70 pounds each. All personal baggage must have current identification with a phone number and forwarding address. AMC identification tags are available at the time of departure.

PASSENGERS AND ALL BAGGAGE ARE SUBJECT TO SEARCH UNDER FEDERAL LAWS AND AS A CONDITION OF TRAVEL.

B. Excess baggage is not authorized for Space Available passengers.

C. Helpful baggage tips:

Allow yourself sufficient time to arrive at the passenger terminal, park and get your baggage inside and through the security checkpoint.

Remove any previous baggage destination tags before checking in.

TSA restrictions apply to all Space A flights.

Space A Roll Call

A. Normally, a space available roll call will be conducted at Security Forces, building 491, 2 (two) hours prior to departure on all flights (**Location of roll call is subject due to change to accommodate room availability**). Selection will begin with the passenger having the highest category of travel with the earliest date and time of sign-up.

B. Space available flights are subject to change without prior notice.

C. If there are open seats available at the time of departure, the only additions to the manifest will be persons that signed up prior to the cutoff and are present for roll call.

D. Once selected for space available travel; you will be required to show your ID card and all other pertinent documentation.

Miscellaneous Travel Info

A. Personnel traveling aboard all Air Force organic or commercial contract (chartered) aircraft may wear civilian clothing, if desired, regardless of duty status or destination.

Note: All civilian clothes must be appropriate and adhere to normal dress standards.

B. Retired military members may wear civilian clothing. Those choosing to wear civilian clothing will ensure it is neat, clean and warm enough for in-flight operations and appropriate for the mode of travel and destination. Examples of inappropriate clothing: ripped, torn, frayed or patched clothing; tank tops, short skirts, under-garments worn as outer-garments, bathing suits, open-toed shoes, sandals, high heels; any garment which is revealing or contains obscene, profane, lewd words or drawings.

C. Smoking is **PROHIBITED** on all flights.

D. DISABLED PASSENGERS - Every effort shall be made to transport passengers with disabilities who are otherwise eligible to travel. Passenger service personnel and crew members shall provide aid in loading, seating and unloading the disabled passenger. Travel may be disapproved by the chief of the passenger travel section or the aircraft commander if there is an unacceptable risk to the safety of the disabled passenger, other passengers or the crew, or if operational necessity or equipment or manpower limitations preclude accepting disabled passengers. Such disapprovals shall be rare. In such cases, air terminal personnel must ensure that the passenger understands why air transport is not possible on the mission in question. When a disabled passenger is denied transportation for the above reasons, and when his or her sponsor or dependent, who is otherwise eligible to travel, accompanies the disabled passenger to assist in his or her needs, travel shall be approved if such assistance will eliminate the reasons for denying travel.

E. Long and short-term parking is available in the parking area of building 417.

All forms, helpful links, passport/visa
documentation requirements can be found at:

<https://www.amc.af.mil/AMC-Travel-Site/AMC-Space-Available-Travel-Page/>