

# Kodiak Space Available Travel



## FREQUENTLY ASKED QUESTIONS

**Air Station Kodiak**

SPACE A OFFICE | HANGAR 1  
907 539 6019

## SPACE A TRAVEL FAQs

### **Am I eligible to fly using the Space A Program?**

All Active-Duty members (including their command sponsored dependents) and all retired military members are eligible to fly under the Space A Program. U.S. citizen civilian employees (including dependents) of the Armed Forces who are eligible for Government funded transportation are authorized Environmental Morale Leave (EML) travel.

### **Is everyone in my family eligible?**

All command sponsored dependents are eligible to fly under the Space A Program.

### **How do I sign-up?**

For normally scheduled flights, sign-ups are open NO earlier than **SEVEN DAYS** in advance and begin at 0600. The time stamp when our office receives a sign-up is considered the official sign-up time. For flights of opportunity, sign-ups will begin according to the flight announcement released by the Space A Office. Sign-up dates are on the posted schedule. The sign-up form can be found at the bottom of the [www.kodiakmwr.com](http://www.kodiakmwr.com) website under "Space A Transportation". **Please read the instructions on the sign-up form** to ensure your information is properly submitted. Forms with missing or incorrect information may not be processed, and all resubmissions will be reset to the most recent time stamp.

If you do not have internet access you may call the Space A Office at 907-487-5149 for assistance.

### **How do my dependents sign-up?**

All sign-ups may be submitted by using the Kodiak MWR website listed above.

## SPACE A TRAVEL FAQs

### **Do I still need to sign-up if I am on orders?**

If you are traveling on Medical Orders on a MED flight, do not sign-up through the Kodiak MWR website. All other members traveling on Orders, including PMEL personnel, need to sign-up using the electronic form and select "Official Orders" as their travel category.

### **Where do I get a schedule?**

Schedules are posted in the Passenger Terminal (PAX Terminal) in Hanger One, the Base Kodiak and Air Station Kodiak Plans of the week and distributed to Unit Ombudsman for dissemination. You may also call the Space A Office and listen to the upcoming schedule recording.

### **Where can I check if I signed up correctly?**

All submissions will receive a confirmation email, please contact the Space A Office if confirmation information is incorrect. Additionally, Space A rosters for all open flights are updated by the close of business the Friday and Monday prior to the scheduled flight and posted in the PAX Terminal in Hangar One for your convenience. Please note, roster order is subject to change up until Roll Call.

### **Am I guaranteed a seat?**

**NO.** Regardless of sign-up time and category, the Space A program consists of operational flights that permit seating strictly on a space available basis and therefore we CANNOT guarantee seats.

### **Can I bring packages back on any flight?**

Each traveler is limited to 50lbs of baggage per flight. Anything oversized or exceeding 50lbs must be cleared with the flight's loadmaster prior to departure from Kodiak. It is highly recommended that packages oversized or exceeding 50lbs be transported on PMEL flights.

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### **Can my dependents travel without me?**

Dependents 18 or older may travel without their active-duty sponsor. Dependents under the age of 18 shall be accompanied by an adult who is eligible to travel under the Space Available program and shall provide a notarized Child Care Power of Attorney on the day of the flight. The accompanying adult cannot be part of that flight's aircrew. Retired dependents and authorized civilian dependents can only travel when their Sponsor is traveling.

### **Do my children have to travel in car seats?**

Children under the age of 2 should travel in a car seat, and all passengers are assigned a seat.

### **What time do I need to show up for a flight?**

Show time for Medical and PMEL Flights is 0630 in Kodiak at the PAX Terminal in Hangar 1. Show time in Elemendorf is 1730 at the AMC Terminal at Elmendorf AFB. The show time is when the passenger manifesting will begin. If you are not present when your name is called, you will be moved to the bottom of the list. If your name is called a second time and you are still not present, you will be removed from the passenger list.

For flights of opportunity, show times will be included in the flight announcement. Show times are subject to change and our office does their best to post changes as we are notified.

Please note that if you arrive late and the passenger manifest has been closed, you will be denied boarding. It is the individual traveler's responsibility to be present at the correct show time.

### **Where can I get information on Space A flights to the lower 48?**

Contact Elmendorf Air Force Base Passenger Terminal at (907) 552-4616.

Kodiak Space A Office: 907 539 6019

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### **What happens if I get stuck in Anchorage?**

If the return to Kodiak is cancelled, delayed or otherwise diverted, it is the traveler's responsibility to obtain and pay for their own lodging and any transportation arrangements to and from the AMC terminal. Please keep in mind that hotels easily run upwards of \$250 a night during the summer months in Alaska. All Space A travelers should be prepared to incur the costs of staying overnight in Anchorage and/or obtaining commercial travel as seats in either direction are NOT guaranteed!

### **What is the difference between a Medical (MED) flight and a PMEL flight?**

The Medical flights are a dedicated mission for medical patient transport to Elmendorf AFB. These flights generally do not have a Search and Rescue pallet on them and are not divertible. Medical patients on orders have highest priority on these flights and any remaining seats are then opened for Space Available passengers. PMEL flights are equipment calibration flights to Elmendorf AFB. These flights do carry a SAR pallet and may be diverted for Search and Rescue cases. PMEL flights generally have fewer seats available for EML/Space A travelers. Medical patients on orders are not permitted to travel on PMEL flights. All personnel in need of medical orders are required to coordinate through the Rockmore King Clinic's Travel to Obtain Health Care Office (907) 487-5757 x6813/x6817.

### **What is EML and where do I get my EML letter?**

EML stands for Environmental and Morale Leave. It is a privilege granted to all Active-Duty members and their Command sponsored dependents and U.S. citizen civilian employees of the Armed Forces who are eligible for Government funded transportation to the United States at tour completion (including NAF employees) stationed throughout Alaska except Anchorage.

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It grants a higher priority over Space Available travelers and can be used on 2 roundtrip flights (or 4 one-way trips) per calendar year i.e. Jan 1<sup>st</sup> thru Dec 31<sup>st</sup>. Contact your yeoman to obtain your EML letter and safeguard it as it will only be issued ONCE per calendar year.

Regardless of if a flight is full, an EML Priority sign-up will be used if a traveler signs up using the EML Priority.

### **What's the difference between Space Available and EML?**

EML gives you a higher priority over Space Available travelers.

For example, PO Smith signs up his family on 12DEC24 at 1400 under Space Available.

PO Jones signs up his family on 12DEC24 at 1600 under EML.

Although PO Jones signed up his family LATER, his family will be assigned seats before PO Smith's family since he is using his EML letter.

### **What do I need the day of the flight?**

For those traveling under orders, please ensure you have a copy of your orders and military ID. For those traveling under EML, please ensure you have your CURRENT EML letter, and all personnel need their military ID.

Active-Duty members not on orders must be in an approved leave status to travel. It is the responsibility of the member to have approved time off for the full duration of all Space A travel, this includes if the flight is delayed, cancelled, or otherwise diverted.

Absolutely NO passenger will be allowed onboard without a military ID.



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### **Can I use personal electronic devices onboard a Space A flight?**

Handheld electronic devices are permitted; however, they must be turned on “Airplane Mode” while onboard the aircraft. If you have any additional questions, please check with the manifesting MST or Loadmaster prior to boarding.

### **Are pets allowed to travel onboard a Space A flight?**

NO. The only animals permitted to travel on military aircraft are “working dogs” under travel orders.

### **Can I bring large items back on a Space A flight?**

You must obtain permission from the Loadmaster assigned to the flight prior to departure from Kodiak to bring large items back on a Space A flight. Members can also contact the Load Cage at 907-487-5468 with questions regarding large items or hazmat. If you do not obtain permission, you may be denied boarding. No items may be left unattended in any passenger terminal (Kodiak and Elmendorf) for security reasons.

### **Are there any restrictions when flying Space A?**

No opened toed, heeled shoes, or any shoe with a pointed heel are permitted.

Shorts, T-shirts as outer garments, and tank tops are not permitted.

No ball caps are permitted while transiting to and from the aircraft on the flight line.

### **Can I fly Space A on DOD flights?**

Yes, however DOD regulations and Terminal Procedures may vary from the USCG Space A Program. It is HIGHLY recommended that you contact the DOD Installation you will be traveling through well in advance to obtain the accurate information and documentation for your travel.

Kodiak Space A Office: 907 539 6019

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Keep in mind that most DOD programs only advertise flights 72 hours in advance, so you **NEED TO BE VERY FLEXIBLE** in your travel arrangements.

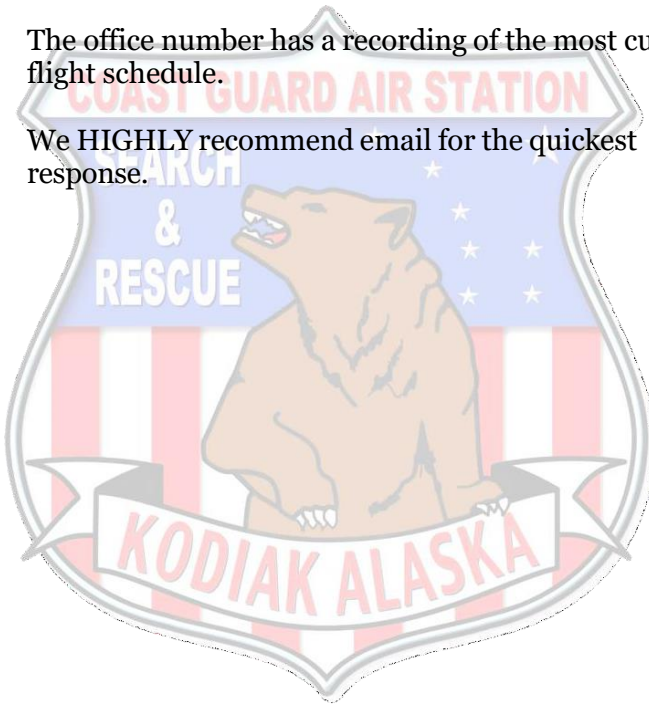
### **How can I contact the Air Station Kodiak Space A Program Office?**

[D17-SMB-AirStaKodiak-SpaceA-HelpDesk@uscg.mil](mailto:D17-SMB-AirStaKodiak-SpaceA-HelpDesk@uscg.mil)

Office Number: 907 539 6019

The office number has a recording of the most current flight schedule.

We **HIGHLY** recommend email for the quickest response.



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