

USCG AIRSTA KODIAK EML AUTHORIZATION

ROUTING INFORMATION Please allow 3 business days for Admin to process.

1. To: Sponsor's Servicing Admin (Base, AIRSTA, CYPRESS...)	2. From: <i>Name of Sponsor (Last, First)</i>
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TRAVELER'S INFORMATION

3. Name of Sponsor (Last, First)	4. Grade	5. EMPLID	6. Unit/Org	Leg 1	Leg 2	Leg 3	Leg 4
7. Dependent Names (Last, First)			8. Relationship	9. DOM/DOB			

SPONSOR CERTIFICATION

I acknowledge that I have read and understand the rules for traveling on Space-A flight listed on the back of this EML Authorization. I understand that failure to follow these rules by myself or my dependent(s) may result in loss of Space-A privileges. I certify the information provided on this form is true and accurate to the best of my knowledge.

10. Signature of Sponsor	11. Date (form valid for CY of signature date)
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AUTHORIZING OFFICE/OFFICIAL

12. Printed Name	13. Signature
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INSTRUCTIONS

Sponsors who wish to utilize EML for their command sponsored dependents are required to have them verified by Admin. Traveling Space-A utilizing EML boarding priority will not be granted unless this signed original letter is presented to the Space-A attendant during roll call. The attendant will initial in the “leg” block for each leg of travel EML is being used. Sponsors and dependents are each authorized 4 legs per calendar year. (4 one way trips/2 round trips)

Sponsor is to fill in blocks 1-6 and 7-9 as applicable. Sign and date blocks 10 & 11. Within 3 business days Admin office will verify and print/sign blocks 12 & 13. Space-A attendant will verify IDs and initial “leg” blocks as applicable for travel.

SPACE-A RULES AND PROVISIONS

- All active-duty members must be in a leave status.
- All persons aged 10 and up must present a military issued ID card.
- If flying EML, you must present your EML letter.
- No open-toed or heeled shoes.
- No tank-tops, shorts or revealing clothing.
- No alcohol may be open or consumed on the flight.
- No pets.
- HAZMAT must be authorized by the loadmaster prior to the day of the flight.
- Firearms and ammo must be checked in with the loadmaster.
- Loadmaster must authorize any baggage weight over 50 lbs per passenger.
- Unless otherwise noted, roll-call in Kodiak is 0630 and in Elmendorf is 1730.
- If you cannot make the flight, please call 907-539-6019 to cancel your request.

To request a flight, go to www.KodiakMWR.com
Click on “Links” then “Air Station Kodiak Space A Signup”

Space A Categories

1. Official Orders
2. Emergency Leave
3. EML traveling with Sponsor
4. Leave traveling with Sponsor
5. EML traveling without Sponsor
6. Permissive Orders
7. Space-A traveling without Sponsor
8. Retired