



**134th AIR REFUELING WING  
McGhee Tyson ANG Base, TN 37777- 6203**

## **SPACE-A TRAVEL GUIDE**

**Customer Service hours: Tuesday-Thursday 0900-1100 & 1300-1500**

**POSTING OF FLIGHTS:** Flights with Space-A seating will be posted 72 hours prior to the flight departure. **Flights will be posted on the Flight Information Display Status board in the Passenger Terminal or on our 24 hour recording line: (865) 336-4403 or DSN: 266-4403.**

**REGISTRATION:** Prospective passengers may register for Space-A travel by submitting an AMC Form 140 using several methods: In-person at building 102 or remotely by fax: (865) 336-4620, email: [usaf.tn.134-arw.mbx.spacea@mail.mil](mailto:usaf.tn.134-arw.mbx.spacea@mail.mil), or by mail. We will maintain your request for 60 days on our register for category 6 and command sponsored personnel. Personnel on leave will have their requests maintained for the duration of their leave. Air Terminal personnel will not be responsible for problems in receiving faxes and/or emails. Space-A customer service hours are Tuesday through Thursday, 0900-1100 and 1300-1500. Please do not leave your information on the voicemail. For information regarding travel eligibility and travel categories please see DOD4515.13R: <http://www.dtic.mil/whs/directives/corres/pdf/451513r.pdf>

**REQUIRED INFORMATION:** All proper credentials/identification for Sponsor and Dependents: names, rank, social security number, leave number (if required), passport number (if required), number of seats required, and up to five destination countries. Destination "ALL" is no longer an option when signing up for Space-A. Any requests by fax or email **will need** photocopies of identification/credentials.

**SELECTION PROCESS:** Roll Call is a phrase used to signify the beginning of the process in which eligible passengers in each category are selected by date and time of sign-up. There will be a roll call for each flight. All Space-A passengers shall be assigned a seat (in-lap passengers are not authorized). Roll Call will usually be the last duty day before the flight departure date. Passengers wishing to travel will be required to call the office between 0900 and 1100 to mark themselves present for the flight. All Space-A passengers competing for a seat must be marked present. When Roll Call begins, it will be done based on the category. Passengers will then call back between 1300 and 1500 to determine if they made the flight. **You will be responsible for verifying your place on the manifest and Show Time at 1300 hours the day prior to the scheduled flight by calling (865) 336-4420. Failure to call in will remove you from the manifest.**

**SHOW TIME:** Show time is normally two hours prior to take off. Show Time will be briefed when you call back during Roll Call. All passengers are required to be travel ready at Show time.

**Passengers late for scheduled show time are subject to be removed from the manifest.**

Personnel not having proper credentials / identification IAW applicable directives and the Foreign Clearance Guide will be denied boarding. Valid travel documents must be presented when selected for travel. Sponsors traveling with family members must present all required documents: Identification (ID) cards (Common Access Cards [CAC] or DD Form 2, *Armed Forces ID Card*), passports, birth certificates, immunization records, and visas as required by the DoD FCG. AGR/Active Duty personnel must be in possession of an official leave slip authorization or pass and be in a leave or pass status for the entire period of travel. All Guard and Reserve personnel must submit a completed DD Form 1853, Authentication of Reserve Status for Travel Eligibility, to be authorized for Space-A travel.

**AUTHORIZED BAGGAGE:** We adhere to transportation Security Agency (TSA) [www.tsa.gov/](http://www.tsa.gov/) regulations and requirements for air travel. All bags will have an AF Form 94, (Luggage Tag) and/or a personal tag before being loaded on aircraft. All passengers are reminded that all baggage is subject to inspection under Federal Laws and as a condition for travel. Any person refusing to have his/her carry-on or checked baggage inspected will be denied boarding.

**Checked Baggage:** Each passenger may check two pieces of baggage; not to exceed 70 pounds each (140 pounds total) and 62 linear inches in size. Family members may pool their baggage allowances. All checked baggage will be put into a baggage bin and will not be accessible in flight. Baggage weight may be limited due to type of aircraft or other restrictions. **Hand Carried Baggage:** Each passenger is permitted to hand-carry one article (small luggage, garment bags, backpack, etc.) and one personal item (cosmetic case, purse, briefcase, small box, package, etc.) for storage in the passenger cabin area. The weight of these items will not be considered as part of the passenger's baggage authorization on military aircraft. Hand carried items will be no larger than 45 linear inches and must fit under the passenger's seat or in the overhead compartment (if available). Items that are too large will not be accepted for passenger cabin storage and must be checked-in.

**TSA Guideline:** 3-1-1 for carry-ons: 3 ounce bottle or less (by volume); 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. The 3 oz. container size is a security measure. Declare larger liquids. Medications, baby formula and food, breast milk, and juice are allowed in reasonable quantities exceeding three ounces and are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint.

**Excess Baggage:** Excess baggage is not authorized for Space-A passengers. Disposition of unauthorized excess baggage is the responsibility of the passenger.

**PARKING:** All passengers may park their vehicle short-term in the 134th Air Refueling Wing Headquarters parking located across the street from the orange hangar. McGhee Tyson ANG Base does not permit long-term parking. Therefore, you will need to make arrangements concerning your vehicle if you will be gone longer than two weeks.

**CONTRA-BAND:** Brass knuckles, incendiary devices such as flares and markers, tear gas, mace, gunpowder, primers, etc., are prohibited. Knives and scissors with blades will be placed in checked baggage. Martial arts weapons may be accepted only as checked baggage. Drugs and narcotics are prohibited unless authorized by a licensed physician and in an authorized container bearing the correct label of identification. Over the counter medication shall be in its original container. This Air Terminal is subject to TSA regulations and those regulations are subject to change.

**ATTIRE:** Your choice of dress: service uniform, ABU (when traveling between military bases only), or civilian clothing is authorized. Personnel traveling aboard KC-135 aircraft should dress warmly since temperatures tend to fluctuate and may be cool. Members choosing to wear civilian clothing will ensure it is neat and clean and appropriate for travel and destination. Personnel traveling overseas should consult the DOD Foreign Clearance Guide for their destinations. Passengers should be aware that they may have to climb up and down a vertical ladder to enter and exit aircraft, and should dress accordingly. Passenger footwear must not be of the type that could hinder emergency egress or increase chances of injury. The wear of open-toe or open heel shoes (five-toe-shoes, sandals, flip-flops, Heelys etc.) is prohibited on military aircraft. Shoes with heels should have a wide base and be designed low to the ground. Narrow-based, high-heeled shoes are not to be worn.

**PERSONAL CONDUCT:** Under no circumstances passengers who are unruly, under the influence of alcohol or narcotics, may create a hazard to the safety of the aircraft or passengers, or are otherwise a disruptive influence, be accepted for transportation or permitted to board a military aircraft.

**FEDERAL LAW PROHIBITS THE FOLLOWING:**

- Seizure of an aircraft in-flight by threats, force or violence
- Stowaways aboard aircraft
- The carrying of any weapons aboard aircraft.
- Transporting concealed explosives aboard aircraft
- Interference with crewmembers, including any flight attendant
- Possess, use, or transfer narcotic drugs, including marijuana, aboard Aircraft
- Convey false information concerning the above criminal acts
- All persons aboard the aircraft have a responsibility for the detection and prevention of hijacking

## **GENERAL INFORMATION**

- Pregnant women may travel up to the 34th week of gestation and after 6 weeks of postpartum
- Operation of electronic devices aboard the aircraft is prohibited (razors, computers, radio, mobile phone, etc.) during takeoff and landing. Please check with the flight crew during the flight before operating your equipment
- Transportation of pets is prohibited
- Bunks and Airline seats aboard the aircraft are for aircrew and crew chiefs only
- **NO SMOKING ABOARD AIRCRAFT**
- All passengers must be mentally and physically capable of exiting the aircraft under emergency conditions, using escape ropes if necessary
- **FOOD:** In-flight meals are not available for purchase. Bring your own food. Do not bring food/fluid in glass containers aboard aircraft
- **WATER:** Provided and available on aircraft
- **LATRINE:** AUSTERE, ADEQUATE PRIVACY. Toilet is similar to RV units

**ARRIVAL AT DESTINATION:** Passengers must sign up on the Space-A register at the destination base for their return trip to McGhee Tyson ANG Base. The flight crew is not responsible for coordinating lodging or transportation for any passengers traveling aboard the aircraft. It is the responsibility of the passenger to keep up with the schedule for the return flight through the PAX TERMINAL. Do not contact the flight crew for return flight information as they may be in crew rest.

## **NOTICE TO ALL TRAVELERS**

The 134<sup>th</sup> Air Refueling Wing deploys its aircraft outside the Knoxville area for official military purposes only. These purposes are subject to change at any time, thus the flights may be canceled, or diverted or Space-Available seats may be deleted for mission requirement changes. We sincerely welcome you aboard and are pleased to provide this privilege to current and retired military members. However, we encourage you to comply with our procedures so that we can manage this program as fairly and professionally as possible.