

155 ARW Space-A Step-by-Step Guidance:

1. **Sign up for Space-A travel with an AMC140:** Available at the link on the Space Available website. Valid for 60 days or the duration of your leave (Active/AGR).
 - a. Required forms are based on status: All travelers require DoD ID number/CAC (see next page for <14)
 - i. Active/AGR: AMC140 & AF988 (must be in leave status to sign up e.g. after noon the day before leave starts; cannot fly until leave has begun)
 - ii. Drill Status/M-day: AMC140 & DD1853 (signed by orderly room or FSS)
 - iii. Retiree: AMC140
 - iv. Dependent: AMC140 &/or Deployment letter/CED orders (if sponsor deployed >30 days &/or Unaccompanied Command Sponsor Travel Letter)
 - b. AMC140 can be submitted to: **Do not transmit PII (DOB, SSN), DoD ID is not PII.**
 - i. Email: 155.ARW.Space.A.Org@us.af.mil
 - ii. Fax: 402-309-1170 DSN: 312-279-1170
 - iii. In Person: Bldg 651 Rm 119 (drop box outside office).
 - iv. Mail: 155 LRS/Air Transportation, 2420 W Butler Ave, Lincoln, NE 68524
 - v. Phone: 402-309-1167 (if voicemail; leave info from AMC140)

**** Recommend signing up at all desired Space-A locations if planning to continue travel past the 155th ARW &/or sign up for return travel (no guarantee of any travel beyond flight leg manifested out of Lincoln).**
2. **60 days – 24 Hours out:** Check the 155 ARW Space-A Hotline for flight status updates by calling 402-309-1248/DSN: 279-1248 or check the [155th Air Refueling Wing](https://www.155arw.af.mil/155thAirRefuelingWing) public webpage for Space-A information, and forms at: <https://www.155arw.af.mil/Resources/Space-Available/>
3. **72-24 hours prior to departure:** Check the website and hotline above to determine the Roll Call show time and for any special instructions (e.g. notification of intent to fly the duty day prior). Once roll call has begun only those present will be considered; no additional passengers will be added to the flight.
4. **Day of flight:** Final check of hotline/website for any changes or cancellations.
 - a. Items to bring:
 - i. DoD ID Card (Govt issued ID and DoD ID number for <14, more info on next page)
 - ii. Carry-on & Luggage (see AMC Travel site for sizing and restrictions)
 - iii. Appropriate attire (no open toe, no high heels, dress warm/layers)
 - iv. Hearing protection (we provide foam ear plugs; over ear is recommended on KC-135)
 - v. Flexibility
5. **Drop bags at the Terminal:** Enter through Front Gate and proceed to the stop sign, turn right and proceed for 1 block, you will see a loading dock; the Passenger Terminal is on the loading dock, there is a sign on the door, and at the corner of the building.
6. **Parking:** There is only unloading/loading at the loading dock, all overnight and long term parking will be in the large parking lot immediately to the east of the Passenger Terminal. Park near the rear of the parking lot near the running track. Be aware that only the northeast corner of the lot is for long term parking. This is due to snow removal or other maintenance tasks.
7. **Roll Call:** Check in at the counter to be marked present. Some flights may require a call in to be marked present, follow instructions on the hotline/website.
8. **Luggage:** Will be screened in accordance with TSA procedures.
9. **Tips:**
 - a. Temperatures fluctuate greatly while in flight, dress in layers or bring a blanket/sleeping bag.
 - b. Food and drink can be brought along, including small coolers. Vending is available (snacks/drinks).
 - c. Use restroom prior to flight as aircraft facilities are limited.
 - d. Active/AGR sign ups prior to pass/leave beginning will be invalid and new sign up time will be upon check in.
 - e. See additional information on the next page.

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Getting DoDID number for dependents under 14:

Go to <https://idco.dmdc.osd.mil/idco/> (will require CAC or DS Logon)

Click on "My Profile" on the right side of the page

Once logged in, you will see all your family members listed

Either print each page, or take a picture with your phone of their DoD ID number as most Passenger Terminals will accept the DoD ID verbally for those without an ID Card. There is PII on the print out (DOB).

Forms of ID that are accepted to supplement the DoD ID number; Passport, State ID, Tribal ID, SSN Card, Birth Certificate (See DoDI 4515.13R for latest list).

The above link can also be used if ID needs renewed or replaced.

Foreign Travel:

Pay attention to hotline/website instructions for any special requirements for foreign travel, such as passport, or to simply call in for requirements. Also keep in mind that only Active/AGR members can return directly to Lincoln from OCONUS locations; all Drill Status/M-Day, Retiree, and Dependents must enter the US through a "Port of Entry".

Examples of Ports of Entry are Travis AFB, CA; McChord AFB, WA; McGuire AFB, NJ; Baltimore BWI, MD; Dover AFB, DE, and for limited numbers McConnell AFB, KS.

Packing for your Flight/Transportation on base:

Be aware that if your arrival at the destination or your return to Lincoln is after hours, on a weekend, or a holiday; there may be limited services available. This means you may be required to carry all of your belongings to the nearest public transportation. It is unauthorized use of government owned vehicles to transport Space-A passengers beyond the base Passenger Terminal; in Lincoln that could mean you have to walk approximately 1 mile to the Lincoln commercial airport for rental car or taxi. In short, it is recommended that you pack as light as possible.

Round Trips / Manifesting Through:

Round trips for Space-A passengers are not authorized. If a flight is going through a base as a stopover for crew rest or other reasons that don't cause a change to the mission number; you can be manifested through to the final destination if the stopover terminal approves. Both locations will be annotated on the hotline and website. You could still potentially be bumped from the flight, but only for Space-R passengers, cargo, or safety reasons.

Lithium Ion Batteries:

Any Li-Ion batteries must be on your person, or in your carry on. No Li-Ion batteries can be part of your checked baggage; this includes "Smart Luggage". Examples include but are not limited to cell phones, laptop computers, vaping materials, power banks, portable speakers, etc. See the TSA website for further details.

<https://www.tsa.gov/travel/security-screening/whatcanibring/all>

General Advice:

Flights have a tendency to change all the time; you may be apprehensive about getting stuck at a location. While this fear is understandable, with some time and flexibility you will find that this is easily resolved. As an example, if you flew to Hickam AFB from Lincoln and could not get onto the returning flight due to active members or those on emergency leave; your goal should change to getting back to the continental US. I would recommend Travis AFB, CA; which if you look at the flights from Hickam, there is regular flights to Travis (now would be a good time to send Travis AFB an AMC140 as well if you hadn't already), once you have made it to CA, you can either take a commercial flight the rest of the way, or see if you can get a little closer to Nebraska. However it plays out, you will have saved a substantial amount as opposed to a one way ticket Hawaii to Nebraska. In other cases you may have to think outside the box for a free flight; for example, you may want to travel to Charleston AFB, SC. The best route from Lincoln would likely be to get to a large terminal such as Travis AFB, CA. As you can see, the amount of travel may be substantial, or through many connections, but it is the best way to get to Charleston, SC from Lincoln, NE. Flexibility is key!

This and other options can be further discussed at our Space-A briefings, every Wednesday at 1300.