



Space "A" Registration

Instructions for Using This Form

- Use this Self Sign Up form ONLY for drop off, faxing or e-mailing.
- Active Duty military and GS employees must be in a leave status.
- Fill out the form completely and be sure to include passport numbers for dependants traveling.
- Print or make a copy for your self.
- Click "Submit" to e-mail it to Passenger Service or print and fax to ext 4649 or place it in the drop box located at the Air Terminal .
- This form is not required if you sign up in person during normal business hours.
- If you intend to place it in the Drop Box after hours, be sure to time stamp it prior to placing it in the Drop Box. The Drop Box and Time Stamp machine is located at the Self Sign Up Station at the Air Terminal Departures entrance.
- The Air Terminal is not responsible for Remote or Self Sign-Ups not received.
- Leave requests are verified at Space "A" call. If your leave request does not reflect the day of self sign up, the self sign up will not be accepted and the current date/time will be re-assigned at Space "A" call.
- Air Force personnel cannot sign up for Space "A" before first day and time of leave Status (Block 11). Date of leave status cannot be more than one (1) day before the date in block 12.
- Your Self Sign Up request will be reviewed and input the following business day

Statement of Use

This information is required for space available travel registration.
This records your sign-up for AMC space available travel from
Naval Air Station Keflavik, Iceland.

Complete All Fields

Name (<i>Last, First, MI</i>)	Rank (not grade)	SSN:	Number of Seats
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Leave Status (*Type of Leave*)

- Category 1 DOD Civilian/Military Family on Emergency Leave
- Category 2 Environmental Morale Leave (EML) Active Duty/DOD Civilian
- Category 3 Active Duty Ordinary Leave/Permissive TDY for House Hunting
- Category 4 Unaccompanied Family Members on Environmental Moral Leave
- Category 5 Unaccompanied Family Members with Command Sponsorship Letter/Permissive TDY (other than house hunting)
- Category 6 Retired Military Personnel, (Reserve and Guardsman CONUS only)

Branch of Service

- Army
- Navy
- Air Force
- Marines

Date of Leave (*You Must be on leave to sign up*)

Date Leave Begins (<i>yy/mm/dd</i>)	Date Leave Ends (<i>yy/mm/dd</i>)
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Country Choices

- USA
 All

List of Family Members

Name (Last, First, MI)	Passport Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Certification

- I certify that I am on leave or pass status at the time I register for space a travel and will remain in such status when awaiting and/or have been accepted for space available travel.
- I have completed this request on behalf of myself and/or my family members.
- I understand that I will be automatically removed from the space available register after 60 days.

Signature

Date

Privacy Act Statement

Authority; 10 U.S.C.; Executive Order 9397-22 November 1943

Principal Purpose

To apply for air travel. SSN is positive ID. Routine Uses: For preparing manifests and publishing the space available roster. Disclosure is voluntary: Failure to provide the information may result in member not being accepted for travel on military aircraft. Disclosure of SSN is voluntary.

Submit

Print

Save

Clear