



DEPARTMENT OF THE AIR FORCE  
723d AIR MOBILITY SQUADRON (AMC)

Your unit  
letterhead

3 June 2008

SAMPLE

MEMORANDUM FOR AMC PASSENGER TERMINALS

FROM: (Unit Commander/Unit/Address) (Verifying Authority)

SUBJECT: Authorization for **Command**-Sponsored Dependent Travel (Cat V)

1. The travelers listed below are **Command**-sponsored dependents of (John J. Doe, MSgt, USAF)(SSN) assigned to (unit/address) and are eligible to travel unaccompanied in Category V, **IAW DOD 4515.13R, Table C6.T1, item 27 and other applicable DoD travel policy.**

Name (Spouse)  
SSN#: XXX-XX-XXX  
Passport #: \_\_\_\_\_, Exp Date: \_\_\_\_\_

Name (Dependent/s names)  
SSN# : XXX-XX-XXX  
Passport #: \_\_\_\_\_, Exp Date: \_\_\_\_\_

Name (Dependent/s names)  
SSN# : XXX-XX-XXX  
Passport #: \_\_\_\_\_, Exp Date: \_\_\_\_\_

This is an example  
item #, look in DOD  
4515.13R to find  
which item #  
pertains to your  
travel

2. Next of Kin (NOK):

(Name)  
(Address)  
(Telephone)  
(Relationship)

3. This letter is only valid for one round-trip travel. Any dependents under the age of 18 must be accompanied by an eligible parent or legal guardian. If any of the dependents are out of country for more than 31 days the sponsor must report this circumstance to the Finance Office for adjustment to any overseas entitlements.

4. Please direct any questions regarding this letter to (person or staff member) at (phone).

Must be signed by  
a Commissioned  
Officer or Warrant  
Officer with UCMJ  
authority

JOHN A. DOE, Col, USAF  
(Commander/Acting Commander/Rear Detachment  
Commander/By Direction -Navy)

Officer must use  
one of these duty  
titles

SAMPLE