



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

SAMPLE

Your unit
letterhead

3 June 2008

MEMORANDUM FOR AMC PASSENGER TERMINALS

FROM: (Unit Commander/Unit/Address)

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

1. The travelers listed below are **Non-Command-sponsored** dependents of (John J. Doe, MSgt. USAF) assigned to (unit/address) and are eligible to travel unaccompanied in Category V, **IAW DoD 4515.13R, Table C6.TI, item 29 and other applicable DoD travel policy.** They are permitted travel to (station) between (date) and (date). The authorized stay is (days). This letter is valid until (date, not grater than 60 days)

Name (Spouse)
SSN#: XXX-XX-XXX
Passport # : _____, Exp Date: _____
Current Address: _____

Name (Dependent/s names)
SSN# : XXX-XX-XXX
Passport #: _____, Exp Date: _____
Current Address: _____

Name (Dependent/s names)
SSN# : XXX-XX-XXX
Passport #: _____, Exp Date: _____
Current Address: _____

This is a sample
item number, you
need find the item
that best suits your
travel in DOD
4515.13R

2. Next of Kin (NOK):

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

3. This letter is only valid for one round-trip travel. Dependents under the age of 18 must be accompanied by an eligible parent or legal guardian. Travel is authorized to the sponsor's unaccompanied permanent change of station (PCS) location. Dependents are not authorized to rendezvous at another location other than the PCS location. Dependents may not travel beyond the sponsor's PCS location in either an accompanied or unaccompanied status.

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
(Installation Commander/Commander/Acting
Commander/Rear Detachment Commander
By Direction -Navy)

Officer must use
one of these titles

SAMPLE