

**AMC FLIGHT RESERVATION REQUEST**

Leisure and contractor travel only (This is not a Space A form)

All active duty and GS/DoD personnel must use their travel office for official travel.

All requests must be e-mailed to: [flightrequest@gtmo.navy.mil](mailto:flightrequest@gtmo.navy.mil)

Failure to e-mail the correct inbox might result in unprocessed reservation / cancellation.

**OUTBOUND DATE:**

***FROM GTMO TO: (CHECK ONE)***

TUE/FRI NAS Norfolk, VA   
NAS Jacksonville, FL   
WED Kingston, Jamaica

**INBOUND DATE:**

***TO GTMO FROM: (CHECK ONE)***

TUE/FRI NAS Norfolk, VA   
NAS Jacksonville, FL   
WED Kingston, Jamaica

**TYPE OF TRAVEL:**

LEISURE (PURCHASING TICKET)  PCS  TAD/TDY  FEML/RAT

**PASSENGER'S INFORMATION:**

ACTIVE DUTY  CIV  DEP  VISITOR  CONTRACTOR

PASSENGER'S NAME: (Last, First, MI): \_\_\_\_\_  
BIRTHDATE (DD MMM YYYY): \_\_\_\_\_  
PASSPORT NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_  
MILITARY BRANCH: \_\_\_\_\_ GENDER: Male  
CITIZENSHIP: \_\_\_\_\_ RANK/DoD Pay grade: CIV  
EMPLOYER/COMMAND: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
EMAIL FOR CONFIRMATION: \_\_\_\_\_  
NAME FOR EMERGENCY POINT OF CONTACT: \_\_\_\_\_  
EPC PHONE NUMBER: \_\_\_\_\_

**TRAVELERS WITH NON-U.S. PASSPORTS GOING TO STATES**

DOCUMENT TYPE:  VISA  PERMANENT RESIDENT CARD  ALIEN REGISTRATION CARD

DOCUMENT NUMBER: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

**PCS (CONTRACTORS ONLY)**

**PETS:** YES  NO  NUMBER OF: \_\_\_\_\_ SPECIES: \_\_\_\_\_ WEIGHT \_\_\_\_\_  
**KENNEL SIZE:** IN CABIN  SMALL  MED  LARGE

**SPONSOR'S INFORMATION**

PASSENGER'S SPONSOR (NAME & RANK): \_\_\_\_\_  
SPONSOR'S COMMAND/EMPLOYER: \_\_\_\_\_  
SPONSOR'S PHONE NUMBER: \_\_\_\_\_

**\*\*DEADLINE FOR FLIGHT CANCELLATIONS/RESERVATIONS: Flights leaving on Tuesday must be received by COB Thursday, flights leaving on Wednesday must be received by COB Friday. flights leaving on Friday must be received by COB Tuesday. FAILURE TO MEET THE DEADLINE CAN RESULT IN AN UNPROCESSED REQUEST**

**PRIVACY ACT STATEMENT**

**AUTHORITY: 10 U.S.C. 8013; EO 9397, 22 November 1943.**  
**PRINCIPAL PURPOSE: To apply for air travel. Personally Identifiable Information (PII) is needed for positive ID.**  
**ROUTINE USE(S): Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.**  
**DISCLOSURE IS VOLUNTARY: Failure to provide the information may result in member not being accepted for travel on a military aircraft.**  
**Disclosure of PII is voluntary.**

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PASSENGER'S NAME: (Last, First, MI): \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

EMPLOYER/COMMAND: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL FOR CONFIRMATION: \_\_\_\_\_

## CANCELLATION DATES:

**OUTBOUND DATE:** \_\_\_\_\_

**FROM GTMO TO: (CHECK ONE)**

TUES/FRI NAS Norfolk, VA

NAS Jacksonville, FL

WED Kingston, Jamaica

**INBOUND DATE:** \_\_\_\_\_

**TO GTMO FROM: (CHECK ONE)**

TUES/FRI NAS Norfolk, VA

NAS Jacksonville, FL

WED Kingston, Jamaica

**REBOOK: YES**  **NO**

**OUTBOUND DATE:** \_\_\_\_\_

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NAS Jacksonville, FL

WED Kingston, Jamaica

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**TO GTMO FROM: (CHECK ONE)**

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