



UNITED STATES FORCES KOREA INSTRUCTION

FKJ4

USFKI 4520.01

DISTRIBUTION: A, B, C

28 May 2026

PATRIOT EXPRESS POLICIES AND PROCEDURES

References: See Enclosure H.

1. Purpose. This instruction establishes policy and procedures to support Patriot Express missions operating in the Republic of Korea (ROK).
2. Superseded/Canceled. This instruction supersedes USFK Regulation 55-29, dated 13 May 2015.
3. Applicability. This instruction applies to all United States Forces Korea (USFK) service members and Department of War (DOW) civilian employees.
4. Records Management. In accordance with (IAW) the CJCSM 5760.01B Volume II, Joint Staff and Combatant Command Records and Information Management Manual: Volume II-Disposition Schedule.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A.
7. Summary of Changes. This update transitions the previous regulation into a joint instruction format while preserving the core principles of established policies and procedures. The following highlights key updates and revisions:
 - a. Reorganization of Content: The document has been restructured into clearly defined sections and subsections IAW USFKI 5701.01. This reorganization enhances navigation and understanding for users.
 - b. Clarification of Responsibilities: The roles and responsibilities of the USFK Public Affairs Office (PAO) and the 731st Air Mobility Squadron (AMS) have been updated to reflect the discontinuation of the USFK Patriot Express website, directing customers to the most current Air Mobility Command (AMC) Travel websites.
 - c. Updates of Related Information: Contact information for the Osan Air Base (AB)

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Passenger Terminal, graphics of Patriot Express flight paths, baggage limitations, Space Available Travel categories, and pet travel policies have been updated IAW the latest provisions in the Defense Travel Regulation (DTR) and customer guidelines from the AMC.

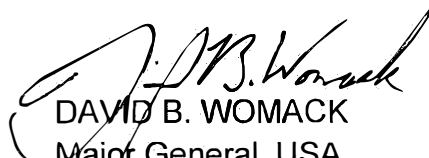
d. **Standardization of Memorandum:** A sample memorandum, including letterhead, has been updated in Appendix A to Enclosure C to reflect the standardized USFK memorandum template defined in USFKI 5701.01.

e. **Updated References:** The references have been revised to incorporate more recent regulations, policies, and websites, demonstrating a commitment to current practices. Key updates include DoD Instruction 4500.57, DoD Instruction 4515.13, DTR 4500-9-R, Joint Travel Regulations (JTR), Department of the Air Force (DAF) Instruction 24-605 Volume 2, and the AMC Travel and Osan AB Passenger Terminal websites.

f. **Alignment with Joint Publications:** Key definitions have been aligned with those established in DTR, Joint Travel Regulations (JTR), and JP 3-36 and JP 4-09. This alignment enhances clarity, interoperability, and compliance with established military publications.

8. **Releasability.** UNRESTRICTED. This instruction is approved for public release; distribution is unlimited on the USFK Publication Electronic Library, available at <<https://www.usfk.mil/Resources/Publications/>> or <<https://armyeitaas.sharepoint-mil.us/sites/USFK-RM/Publications/Forms/AllItems.aspx>>.

9. **Effective Date.** This instruction is effective upon receipt.


DAVID B. WOMACK
Major General, USA
Chief of Staff

Enclosures:

- A - Introduction
- B - Patriot Express Routing and Schedule
- C - Official Travel Abroad Patriot Express
- D - Passenger Processing Procedures
- E - Space Available Travel Aboard Patriot Express
- F - Pet Travel To and From Korea
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ENCLOSURE A INTRODUCTION

1. Overview

- a. Patriot Express is a United States Transportation Command (USTRANSCOM) and Air Mobility Command (AMC) commercial air contracted service.
- b. Patriot Express inbound flights to Korea arrive from Seattle-Tacoma International Airport, Washington, on Mondays or Wednesdays. Outbound flights from Korea depart for Seattle-Tacoma on Tuesdays or Thursdays. The specific flight schedule is detailed in Enclosure B.
- c. Patriot Express must be used for Outside the Continental United States (OCNUS) travel unless there is a documented negative critical mission impact. Specific information on OCNUS travel and Exception to Policy (ETP) for the use of Patriot Express is detailed in Enclosure C.
- d. Patriot Express general processing procedures for official travelers utilizing the Osan AB Passenger Terminal are detailed in Enclosure D. For specific questions, travelers should contact a passenger service agent.
- e. Patriot Express offers Space Available Travel to service members, civilian employees, dependents, and retirees. Space Available Travel is detailed in Enclosure E. All Times are subject to change due to mission requirements.
- f. Patriot Express service currently supports customers traveling with pets on PCS orders and must be booked by Traffic Management Office (CTO).
- g. Patriot Express service is predictable, but delays do occasionally happen. Procedures for customer notification of minor delays or efforts to address major disruption to Patriot Express service are detailed in Enclosure G.

2. Responsibilities

- a. USFK J4:
 - (1) Serves as the USFK primary office of responsibility for Patriot Express missions operating in Korea, specifically the J44 Transportation Division.
 - (2) Chairs the Patriot Express Joint Working Group.
 - (a) The Joint Working Group meets on a semi-annual basis or as required.
 - (b) The Joint Working Group serves as a forum for consolidating,

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discussing, and resolving issues regarding Patriot Express. Issues that cannot be resolved by the command shall be classified as a 'Theater Requirement' and will become the responsibility of J4, who will liaise with the appropriate external agencies for resolution.

(c) The Joint Working Group will be composed of representatives from the following elements: all USFK Service Components and IMCOM-Pacific; Area Installation Transportation Office (ITO)/Commercial Travel Office (CTO); 731st Air Mobility Squadron (AMS); 19th Expeditionary Sustainment Command (ESC); 25th Transportation Battalion (TB); 19th Human Resources Company (HRC); Public Affairs Office (PAO); Provost Marshal Office (PMO); Surgeon; SOFA Secretariat; USTRANSCOM Liaison Officer (LNO).

(d) The Joint Working Group addresses the following ongoing issues:

1. Trend analysis regarding usage of Patriot Express by USFK personnel.

2. Cost versus benefit analysis for Patriot Express in Korea.

3. Institution of additional transportation services for Patriot Express travelers.

4. Validates theater requirements for Patriot Express and informs the USFK Commander regarding the same.

5. Liaises with external agencies regarding theater requirements. These agencies include, but are not limited to, the following commands: USTRANSCOM, AMC, including the 515th Air Mobility Operations Group (AMOG) at Yokota AB—the group command of the 731st AMS—and the United States Indo-Pacific Command (USINDOPACOM).

b. USFK J6: Oversees Global Air Transportation Execution System (GATES) connectivity between USFK and AMC and resolves problems expeditiously.

c. USFK PAO: Responds promptly to requests to post critical information regarding Patriot Express missions, including delays in arrival and other pertinent traveler information, to social media, the Commander's Access Channel, and Armed Forces Network (AFN) radio and television service.

d. USFK PMO: Coordinates with the ROK government regarding customs and immigration procedures involving duty and Space Available passengers on Patriot Express.

e. USFK SOFA Secretariat: Coordinates with the ROK government regarding any issues associated with the implementation of agreements affecting the Patriot Express

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Program.

f. USTRANSCOM LNO: Serves as a functional expert in addressing issues regarding Patriot Express and serves as an official channel to bring issues and concerns to the attention of USTRANSCOM leadership.

g. Eighth Army (8A): Supports Patriot Express missions through the following means:

(1) Through the 403d Army Field Support Brigade (AFSB), collects and up-channels to J44 Transportation Division by the 20th of each month the following information:

(a) Total number of Patriot Express tickets issued and utilized

(b) Total number of commercial tickets issued and utilized

(c) Number of ETPs issued (See Enclosure C)

(2) The 25th TB provides bus service between the following locations. Contact the CTO or the 25th TB for the most current bus service schedule.

(a) USAG Humphreys and Osan AB Bus Terminal

(b) Camp Casey and Osan AB Passenger Terminal

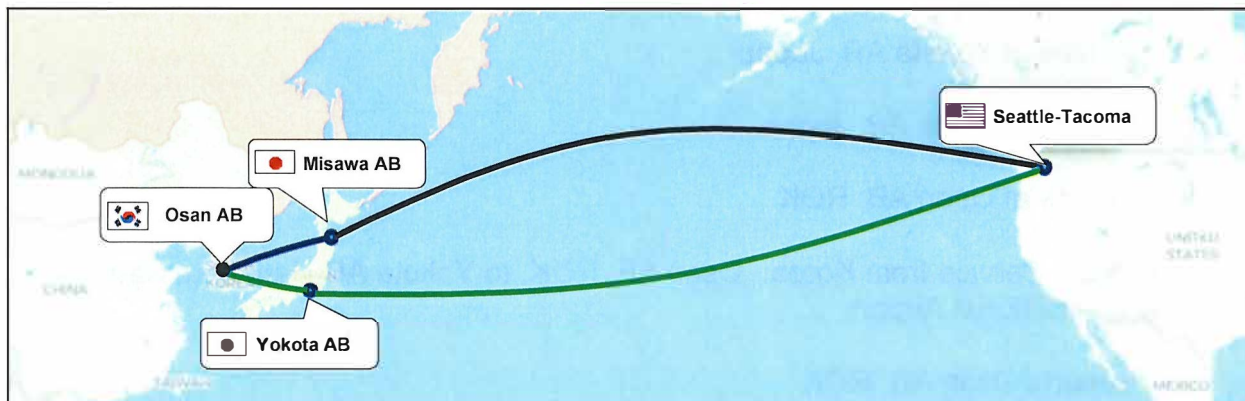
(c) Camp Walker/Camp Carroll and Osan AB Bus Terminal

(3) The Veterinary Service, 106th Medical Detachment, coordinates with the ROK government regarding the transport of pets on Patriot Express.

h. 731st Air Mobility Squadron (AMS): Operates Osan AB Passenger Terminal and provides a variety of information for official and Space Available Travel. Maintains and updates the Osan AB Passenger Terminal sub-site under the AMC Travel website with quick links and contact information. Provides pet owners with a Receipt of Pet Travel Costs as a valid receipt for paid shipping charges to the passenger for moving a pet aboard AMC flights. Notifies USFK PAO and J4 of contingency situations in Patriot Express missions as required.

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ENCLOSURE B
PATRIOT EXPRESS ROUTING AND SCHEDULE



1. Patriot Express service to and from Korea is currently provided by commercial aircraft contracted by the United States Transportation Command (USTRANSCOM).
2. Patriot Express schedule listed below is general in nature and may change at any time due to mission requirements. Schedule changes can result from a mission delay, maintenance, or requests from the bases serviced by Patriot Express. For the most current schedule, contact the Passenger Terminal at Osan Air Base (AB), DSN (315) 784-6883 or via email at osanspacea@us.af.mil.
3. Inbound Service to Korea: Seattle-Tacoma International Airport to Misawa AB, Japan, to Osan AB, Republic of Korea (ROK).
 - a. Departs Seattle-Tacoma International Airport
 - b. Arrives at Misawa AB, Japan
 - c. Departs Misawa AB, Japan
 - d. Arrives at Osan AB, ROK
4. Outbound Service from Korea: Osan AB, ROK, to Misawa AB, Japan, to Seattle-Tacoma International Airport.
 - a. Departs Osan AB, ROK
 - b. Arrives at Misawa AB, Japan
 - c. Departs Misawa AB, Japan
 - d. Arrives at Seattle-Tacoma International Airport

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5. Inbound Service to Korea: Seattle-Tacoma International Airport to Yokota AB, Japan, to Osan AB, ROK.
 - a. Departs Seattle-Tacoma International Airport
 - b. Arrives at Yokota AB, Japan
 - c. Departs Yokota AB, Japan
 - d. Arrives at Osan AB, ROK
6. Outbound Service from Korea: Osan AB, ROK, to Yokota AB, Japan, to Seattle-Tacoma International Airport.
 - a. Departs Osan AB, ROK
 - b. Arrives at Yokota AB, Japan
 - c. Departs Yokota AB, Japan
 - d. Arrives at Seattle-Tacoma International Airport

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ENCLOSURE C

OFFICIAL TRAVEL ABOARD PATRIOT EXPRESS

1. General. In accordance with (IAW) Department of War Instruction (DoDI) 4500.57, Transportation and Traffic Management, Section 4, Air Transportation, the United States Transportation Command (USTRANSCOM) contracted airlift will be used for Outside the Continental United States (OCONUS) travel unless there is a documented negative critical mission impact. This enclosure describes the process used by the USFK Service Components' Defense Travel Management Office (DTMO)—contracted Commercial Travel Office (CTO) in Korea, with Eighth Army (8A) currently being the only Component providing this service—when booking official travelers on Patriot Express, on commercial carriers, and for submitting Exceptions to Policy.
2. Booking Official Travelers on Patriot Express
 - a. Joint Travel Regulations (JTR) mandates all uniformed service members and DOW civilian travelers use a CTO for all official transportation requirements.
 - b. IAW Defense Transportation Regulation (DTR) 4500.9R, Part I, Passenger Travel, Chapter 103, the CTO must consider Patriot Express, when available, as the first option for official travel from overseas locations. Patriot Express flights must be used for all official travel when they satisfy mission requirements. Passengers traveling to/from Korea will be routed as described in DTR Part I, Appendix E. If using a Patriot Express flight would cause a negative impact to the mission, then travel via a U.S. commercial airline is authorized. However, non-use of Patriot Express flights must not be for the personal convenience or preference of the traveler.
 - c. Upon receipt of Permanent Change of Station (PCS) orders or official assignment notification, the service members or DOW civilians will immediately visit CTO to book their flight reservation. To the maximum extent possible, PCS orders will be submitted via the Defense Travel System (DTS). For PCS travel, one (1) complete paper copy of the PCS orders must be provided to the CTO for ticketing. Once Patriot Express reservations are confirmed, commercial flights connecting with the Patriot Express flight will be scheduled for onward bound movement.
 - d. Seat and pet release dates are normally published 90-120 days prior to departure to ensure a fair and equitable opportunity for booking. During peak PCS season, pet spaces can book full within the first 24 hours of mission release. It is imperative to plan as early as possible.
 - e. When a Patriot Express flight is not used, the reason will be documented by the CTO agent in the Passenger Name Record (PNR) section of the passenger record in the airline reservation system. If no seats are available, the CTO agent will include a "Non-Availability" statement in the PNR, and the passenger will be booked on a commercial flight. All other reasons for non-use of Patriot Express require an Exception

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to Policy (ETP) memorandum issued by the service member's Commander (minimum rank O-6), Commander's designated administrative approval officer (minimum rank O-5), or DOW civilian's supervisor (equivalent grade) in the traveler's chain of command prior to making any travel arrangements. See appendix A. ETP Sample Memorandum for details.

3. Circuitous Travel

a. Circuitous Travel is defined as travel authorized to or from an OCONUS Permanent Duty Station (PDS) to a new PDS by a route other than the most direct CTO-contracted route.

b. When Circuitous Travel is used in conjunction with PCS travel, the traveler's Service Component Headquarters (HQ) serves as the Approving Authority per DTR and JTR. If the Circuitous Travel is not mission-related, then it will not be funded by the Government. No government fares may be used to any destination that is not an official duty location. Additionally, the traveler must assume responsibility for all costs exceeding those of the normally prescribed route. The traveler must understand and accept responsibility for complying with the travel requirements outlined in the DOW Foreign Clearance Program when Circuitous Travel involves a foreign country.

c. Granting an ETP based solely on Circuitous Travel for personal reasons is not in compliance with USFK policy. See paragraph 5. Exception to Policy from Mandatory Use of Patriot Express.

4. Missed Movement/Rescheduled Flight Reservation

a. Any uniformed service member who misses movement on a Patriot Express flight will not be rescheduled on another Patriot Express mission without a signed memorandum from their Commander (minimum rank O-3) that acknowledges the missed movement. If there are no available seats on the next Patriot Express flight, or if the next Patriot Express flight will cause the service member to miss the new PDS report date, then the service member must obtain a signed memorandum from their Commander or designated administrative approval officer that acknowledges the missed movement and grants an ETP to travel via a commercial carrier.

b. Commanders and travelers should be aware that there is no refund of the cost for the missed movement on a Patriot Express flight. When the traveler is rescheduled on another flight—whether it is Patriot Express or commercial—an additional cost is incurred and charged to the funded line of accounting.

5. Exception to Policy from Mandatory Use of Patriot Express /Authorization to Travel via Commercial Carrier

a. A Commander (minimum rank O-6), designated administrative approval officer (minimum rank O-5), or DOW civilian supervisor (equivalent grade) may grant an ETP

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to travel via commercial carrier rather than utilize AMC-procured channel airlift, including Patriot Express flights. The Commander or supervisor will provide a signed memorandum using unit letterhead in which they acknowledge understanding that Patriot Express must be used for OCONUS travel IAW the DTR. The memorandum will include the reason the ETP is granted.

b. Currently, the two reasons for granting an ETP to travel via commercial carrier are as follows.

(1) Negative Critical Impact to Mission

(2) Medical. Travel via Patriot Express will cause undue hardship or trauma due to a medically documented physical, mental, or emotional condition validated by a physician.

6. Non-Command-Sponsored/Acquired Dependents

a. Non-Command-Sponsored dependents are not authorized transportation at Government expense. However, if the Non-Command-Sponsored dependents reside with the service member at the OCONUS PDS, the Non-Command-Sponsored dependents may travel Space-Required with the service member during PCS travel at the service member's expense.

b. In the case of a Non-Command-Sponsored dependent acquired during the current OCONUS tour, if the Command regulations concerning the dependent's acquisition were complied with, and any requirements of the U.S. Immigration and Naturalization Service for entry into the United States have been met, the dependent is eligible for Space-Required transportation at personal expense.

c. The process to ensure the Non-Command-Sponsored dependents are booked a Space-Required seat on the same Patriot Express flight as the sponsor is as follows:

(1) Upon receipt of the PCS orders, the service member will visit the CTO to book his/her Patriot Express reservation. The CTO will provide the service member with both the exact cost of travel and the service transaction fee for the Non-Command-Sponsored dependents.

(2) The service member will visit the Finance Office, fill out a DD Form 1131 (Cash Collection Voucher), and pay the cost for the dependents' travel on Patriot Express.

(3) The service member will then return to the CTO, provide a copy of their receipt showing payment for the dependents' transportation, and the CTO will then book the dependents as Space-Required on the same Patriot Express flight with the military sponsor.

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(4) The CTO will use the service member's Customer Identification Code (CIC) Generator number to place the dependents on Space-Required and issue tickets. No cost is charged to the Government since the transportation has been paid by the service member.

d. When Non-Command-Sponsored dependents elect to travel via a commercial flight because of personal preference or convenience, the service member must comply with DOW policy to fly Patriot Express. Commanders must not grant service members ETPs exempting the use of Patriot Express because of personal convenience or preference.

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APPENDIX A TO ENCLOSURE C
EXCEPTION TO POLICY SAMPLE MEMORANDUM

Letterhead
OFFICE SYMBOL

DATE

MEMORANDUM FOR (State the base or garrison Commercial Travel Office)

SUBJECT: Forwarding of Exception to Policy for Utilization of Patriot Express

1. This memorandum approves an exception to USFK command policy for (state name of official traveler and any dependents on his or her travel order) to travel via commercial carrier rather than utilize AMC-procured Patriot Express. It is forwarded to your office for the arrangement of commercial transportation.
2. Both the undersigned and the service member who requested this Exception to Policy (ETP) understand that Patriot Express must be used for OCONUS travel unless there is a documented negative critical mission impact, in accordance with Defense Transportation Regulation (DTR) 4500.9R, Part I, Passenger Travel, Chapter 103. Additionally, the official traveler certifies that this ETP is not being requested for personal preference or convenience.
3. My approval of the request for this ETP is based on the following:
 - a. Available Patriot Express missions do not meet the mandatory report date (state reporting date).
 - b. Travel via Patriot Express causes undue hardship for the traveler (documented physical, mental, or emotional hardship); travelers will not be granted an ETP for personal preference or convenience.
 - c. Verified with the local Installation Transportation Office (ITO) or a Commercial Travel Office (CTO) to assess Patriot Express bookings versus allocations.
4. Point of contact for this ETP request is (name and email contact information).

FIRST M. LAST
RANK, GRADE
Title

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ENCLOSURE D
PASSENGER PROCESSING PROCEDURES

1. Patriot Express missions are primarily designed to meet the travel requirements of service members and their dependents traveling on official orders. The following is general information pertinent to the successful processing of official travelers at Osan Air Base (AB). Passenger Terminal hours of operation are subject to change due to mission requirements. For specific questions, contact a passenger service agent of the Passenger Terminal at Osan AB, DSN (315) 784-6883 or email at osanspacea@us.af.mil.

2. Hours of Osan AB Passenger Terminal

- a. Monday/Wednesday/Friday: 0700 – 1800
- b. Tuesday/Thursday: 0600 – 1800
- c. Saturday/Sunday: CLOSED

NOTE: Hours of operation are subject to change due to mission requirements.

3. Baggage Limitations

- a. Each passenger is allowed two bags, with a maximum weight of 70 pounds per bag unless otherwise specified on Permanent Change of Station (PCS) or Official Travel orders.
- b. Each bag should not exceed the dimensions of 62 linear inches (length + width + height). A single item exceeding 70 pounds will count towards the baggage allowance. Passengers with more than two bags will incur an excess baggage fee.
- c. Passengers may have one carry-on bag and one personal item that must fit in the overhead compartment or under the seat.

4. Early Bird Check-In

a. Official travelers can check in their bags and receive their boarding pass the day prior to Patriot Express departures. This service is NOT available to Space Available travelers. Days/Times are as follows:

- (1) Monday (for Tuesday departures): 1000 – 1800
- (2) Wednesday (for Thursday departures): 1000 – 1800

- b. When using early bird check-in, passengers must have all applicable

documents, and all bags present. Both checked-in and hand-carried baggage will be weighed.

5. Official Travelers Show Times and Requirements

a. Personnel traveling in an official capacity aboard Patriot Express need to be present with all documentation at the following times. Passengers who arrive after this deadline will be redirected to their respective CTO/TMO for further rebooking information or as instructed by their PCS orders. It is recommended that all individuals periodically review the Osan Passenger Terminal Travel Page:

(1) Tuesdays: Members must be in line no later than (NLT) 3 hours and 30 minutes prior to scheduled departure.

(2) Thursdays: Members must be in line no later than (NLT) 3 hours and 30 minutes prior to scheduled departure.

b. Official documentation includes the following:

(1) Military Identification Card (for sponsor and dependents)

(2) PCS Travel Orders

(3) Passports

(4) Tickets from the Commercial Travel Office (CTO)

6. Osan AB Passenger Terminal Amenities. Osan AB Passenger Terminal offers the following amenities for all travelers while waiting to board Patriot Express. Consult with a passenger service agent for specific requirements not listed below.

a. Special Category Lounge: Primarily used by Distinguished Visitor (DV) passengers with the intent to travel. A DV is defined as any general or flag officer; any government official with rank equivalent to a brigadier general or higher; or any foreign military officer or civilian designated as DV by the Under Secretary of the Air Force for International Affairs. The Passenger Terminal may extend the use of the Special Category Lounge to anyone with the rank of E-9, WO-5, O-6, GS-15 or higher, active duty or retired. Requests must be made through Air Terminal Manager or Passenger Service Superintendent.

b. Family Lounge

c. Wireless Internet Connectivity

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ENCLOSURE E

SPACE AVAILABLE TRAVEL ABOARD PATRIOT EXPRESS

1. Patriot Express offers Space Available Travel opportunities to Japan and Seattle-Tacoma International Airport for free or a nominal price to eligible travelers. Specific information on Space Available Travel can be found by referencing Department of War Instruction, DoD 4515.13R, Air Transportation Eligibility. The following provides general information pertinent to Osan Air Base (AB), Republic of Korea (ROK).

2. Signing Up for Space Available Travel on Patriot Express

a. Options are available for registering for Space Available Travel in person, by email, or online.

(1) Travelers can register in person at the Osan AB Passenger Terminal by speaking directly with a passenger service agent.

(2) Travelers can send an email or fax their request to the Osan AB Passenger Terminal at osanspacea@osan.af.mil or DSN (315) 784-1126/1424. All appropriate documentation must be attached in the email and presented at time of sign-up. Information and sample letters can be found on the following website:
<<https://www.amc.af.mil/AMC-Travel-Site/AMC-Space-Available-Travel-Page/>>.

(3) Travelers can also sign up online at the Air Mobility Command (AMC) Space Available Travel Page:

<<https://www.amc.af.mil/AMC-Travel-Site/AMC-Space-Available-Travel-Page/Space-Available-Email-Sign-up-Form/>>.

b. For any questions about Space Available Travel, please contact the Osan AB Passenger Terminal at Commercial: (0505) 784-6883 or DSN: (315) 784-6883.

3. Space Available Travel Information for Day of Departure

a. Space Available Travel seats are normally identified as early as 3-4 hours and as late as 30 minutes prior to Patriot Express' departure. It is recommended that travelers wishing to travel Space Available Travel arrive at Osan AB Passenger Terminal during show times and immediately check with the passenger service center for the Space Available Travel during show times. Passengers must have all required documentation in hand and should be ready for immediate processing and boarding.

b. Space Available Travel eligible travelers may not use their privilege for personal gain or in connection with business enterprises or employment. Space Available Travel may not be used to establish a home, relocate, or when international or theater restrictions prohibit such travel.

c. Space Available travelers are not authorized to exceed baggage weight limits nor travel with any prohibited items.

4. Space Available Travel Costs. It is important to note that Patriot Express charges a nominal airport landing fee to Space Available Travel customers flying to and from the Continental United States (CONUS), specifically Seattle-Tacoma International Airport. The cost to travelers for flying Space Available Travel on Patriot Express is subject to change. Head Tax and Federal Inspection Service (FIS) fees apply to customers flying Space Available Travel on Patriot Express.

a. Head Tax. In accordance with (IAW) public law, Head Tax must be assessed for Space Available Travel passengers traveling on all commercial aircraft missions. Head Tax applies to all Space Available Travel passengers who arrive or depart the Customs Territories of the United States (CTUS) to/from overseas locations on these missions. Refer to Headquarters (HQ) AMC A4TP message guidance for current rates.

b. FIS Fee. It applies to Space Available Travel passengers traveling to the CTUS from overseas locations on Patriot Express missions and Special Assignment Airlift Mission (SAAM) commercial contract missions. Refer to HQ AMC A4TP message guidance for current rates.

5. Space Available Travel Categories

a. Category I: Emergency Leave Unfunded Travel

(1) Required items: Emergency leave orders and identification card.

(2) Emergency travel in connection with the serious illness, death, or impending death of a member of the immediate family of the following:

(a) United States citizen civilian employees of DOW stationed overseas;

(b) Full-time, paid personnel of the American Red Cross serving with United States military services overseas;

(c) Uniformed service family members whose sponsors are stationed within the CONUS and the emergency exists overseas; and

(d) Family members of United States citizen civilian employees of DOW when both sponsor and dependents are stationed overseas at the same location.

b. Category II: Accompanied Environmental and Morale Leave (EML)

(1) Required items: EML form, leave orders, identification card.

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(2) Sponsors on EML and accompanied family members.

(3) Department of War Education Activity (DoWEA) teachers and their accompanied family members in EML status during school year holiday or vacation periods.

c. Category III: Ordinary Leave, Relatives, House Hunting Permissive Temporary Duty (TDY), and Medal of Honor (MoH) Holders & Foreign Military

(1) Required items: Leave orders and identification card.

(2) Members of the uniformed services in an ordinary or re-enlistment leave status and uniformed services patients on convalescent leave. Members on convalescent leave may not travel overseas unless their leave form is annotated accordingly.

(3) Military personnel traveling on permissive TDY orders for house hunting. If the permissive TDY is for the purpose of Permanent Change of Station (PCS) house hunting, the member travels in Category III and can be accompanied by one family member.

(4) Dependents of military members deployed for more than 365 consecutive days.

(5) Bona fide family members up to age 23 with a valid identification card of a service member when accompanied by their sponsor who is in an ordinary leave status within overseas areas between overseas stations and air terminals in the CONUS.

(6) This privilege does not apply to travel of dependents to or from a sponsor's restricted or unaccompanied tour location or to travel in a leave status to or from TDY locations. It applies only to round-trip travel to an overseas area or to CONUS with the sponsor. DoDI 4515.13R restricts use of these privileges to establish a home for family members in an overseas area or the CONUS.

(7) Foreign exchange service members on permanent duty with the DOW, when in a leave status.

d. Category IV: Unaccompanied EML

(1) Required items: Identification card and Memorandum for Record for Command-Sponsored traveler under EML. Unaccompanied dependent must be on PCS orders as Command-Sponsored.

(2) Dependents of military members deployed for more than 30 consecutive days.

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(3) Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML.

(4) DoWEA teachers or family members, whether accompanied or unaccompanied, in an EML status during summer break.

e. Category V: Permissive TDY (Non-House Hunting), Students, Dependents, and Post Deployment/Mobilization Respite Absence & Others

(1) Required items: Identification card and Memorandum for Record for Command or Non-Command-Sponsored traveler. Dependents must be on PCS orders as Command-Sponsored, or they will travel as Non-Command-Sponsored.

(2) Unaccompanied Command-Sponsored dependents.

(3) Students whose sponsor is stationed in Alaska or Hawaii.

(4) Students enrolled in a trade school in the CONUS when the sponsor is stationed overseas.

(5) Military personnel traveling on permissive TDY orders for purposes other than house hunting.

f. Category VI: Retired, Dependents, Reserve, ROTC, NUPOC, CEC, Veterans with a Permanent Service-Connected Disability Rated as Total, and Surviving Spouses of Service Members who Died while in an Active Duty, Inactive Duty Training, or Annual Training Status

(1) Required item: Identification card.

(2) National Guard/Reserve components, members of the Ready Reserve, and members of the Standby Reserve who are on the Active Status List.

(3) Retired military members who are issued DD Form 2S(RET) and are eligible to receive retired or retainer pay.

(4) Family members (with a valid identification card) of retired members when accompanied by a sponsor.

(5) Surviving spouses (i.e., widows/widowers) of service members who died while in an active duty, inactive duty training, or annual training status, as well as retired military members and their accompanying dependents, must have a DOW USID and privilege card. Dependents who are under the age of 14 must possess a federal, state, local, or tribal government-issued identification.

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(6) Authorized veterans with a permanent service-connected disability rated as total (100% DAV) and their dependents (when accompanied by their sponsor) traveling in the CONUS or directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa (Guam and American Samoa travelers may transit through Hawaii or Alaska); or traveling within Alaska, Hawaii, Puerto Rico, or the U.S. Virgin Islands.

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ENCLOSURE F
PET TRAVEL TO AND FROM KOREA

1. Patriot Express currently supports the travel of pets to and from Korea. Incheon International Airport is the alternate point of entry and exit for pets in Korea when Patriot Express capacity is exceeded.
2. Families in Permanent Change of Station (PCS) status are authorized to transport their pets (cats and dogs only) on Patriot Express and are limited to two (2) pets per family. The maximum weight is 150 pounds per pet, including the pet carrier. There are no exceptions to this policy.
3. Pet reservations are made through local Commercial Travel Office (CTO). Passengers are responsible for obtaining and meeting all shipment requirements, such as quarantine and fees associated with the shipment of their pet.
4. Effective January 1, 2024, service members on PCS travel orders may be authorized to receive reimbursement for the costs related to the relocation of one household pet that arises from a PCS. Authorization may depend on specific circumstances; therefore, routing questions are encouraged to be directed to the traveler's supporting finance, administrative, CTO, or Installation Transportation Office (ITO).
5. Osan Air Base (AB) Passenger Terminal will provide service members with a pet travel receipt, which they will file with their travel voucher at their next duty station.
6. Due to the absence of pet accommodations, the Osan AB Passenger Terminal is unable to accept pets traveling without their owners or a designated representative. Pets traveling without their owner or a designated representative must enter Korea through Incheon International Airport.
7. Designated representatives traveling with pets on Patriot Express must possess a "Designation of Representative for Privately-Owned Small Animal" form signed by the pet owner. Pet owners or designated representatives must comply with all inspection and quarantine procedures. For more information, please consult the United States Department of Agriculture (USDA) or visit the Animal and Plant Health Inspection Service (APHIS) portal, USDA at <<https://www.aphis.usda.gov/>>. For the most up-to-date pet entry requirements visit the Korea Animal and Plant Quarantine Agency website at: <https://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp>. For further questions and guidance, contact the 106th Medical Detachment (Veterinary Service Support).

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ENCLOSURE G
CONTINGENCY SITUATIONS NOTIFICATION

1. Delays to Patriot Express missions do happen, and occasionally primary runways are closed for extended periods due to repair efforts. When these events occur, the following notification procedures will be implemented.
2. Short Notice/Short Term Delays. Examples include a delay in Patriot Express mission arrival or departure. These conditions usually occur due to maintenance or weather delays. In these instances, every effort will be made to communicate the situation to customers as follows:
 - a. Osan Air Base (AB) Passenger Terminal will post the delay on their marquee and apprise customers of new check-in and departure times.
 - b. The Commercial Travel Office (CTO) will be notified and will pass this information along with Passenger Terminal phone numbers to travelers picking up their tickets.
 - c. Billeting at Osan AB will post information on the delay in their lobby.
 - d. The USFK Public Affairs Office (PAO) will update social media with delay information when notified by the 731st Air Mobility Squadron (AMS).
3. Extended Notice of Delays/Major Impacts to Patriot Express. Examples include runway closures affecting the arrival and departure of Patriot Express missions. In these instances, the following events will occur:
 - a. The 51st Fighter Wing (FW) will notify the 731st AMS of any upcoming situations that will impact Patriot Express arrivals and departures.
 - b. The 731st AMS will ensure that the 515th Air Mobility Operations Group (AMOG), based at Yokota AB, Japan, and USFK J4 are apprised of the situation. The 731st AMS will develop a Concept of Operation Plan, as applicable, to ensure continued operations during the event.
 - c. USFK J4 will host the Patriot Express Joint Working Group to ensure that all key agencies involved in these missions are apprised of and able to respond to events as required. Issues that cannot be resolved by the Command shall be classified as a 'Theater Requirement' and will become the responsibility of J4, who will liaise with the appropriate external agencies for resolution.

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ENCLOSURE H
REFERENCES

- a. DoD Directive 4500.54E, DoD Foreign Clearance Program, 31 May 2022.
- b. DoD Instruction 4500.57, Transportation and Traffic Management, 11 December 2024.
- c. DoD Instruction 4515.13, Air Transportability Eligibility, 11 January 2024.
- d. DTR 4500.9-R Part I, Passenger Movement, Chapter 13, 6 April 2026.
- e. JTR, Uniformed Service Members and DOW Civilian Employees, 1 May 2026.
- f. DAF Instruction 24-605, Volume 2, Air Transportation Operations, 30 January 2025.
- g. DD Form 1131, Cash Collection Voucher, 26 August 2025.
- h. DD Form 2S(RET), Uniformed Services Identification Card, 1 January 1993.
- i. Air Mobility Command (AMC) Travel Site, accessed 15 May 2026, <<https://www.amc.af.mil/AMC-Travel-Site/>>.
- j. AMC Space Available Travel Page, accessed 15 May 2026, <<https://www.amc.af.mil/AMC-Travel-Site/AMC-Space-Available-Travel-Page/>>.
- k. Osan Air Base (AB) Passenger Terminal, accessed 15 May 2026, <<https://www.amc.af.mil/AMC-Travel-Site/Terminals/PACOM-Terminals/Osan-AB-Passenger-Terminal/>>.
- l. USDA Animal and Plant Health Inspection Service (APHIS), accessed 15 May 2026, <<https://www.aphis.usda.gov/>>.
- m. Korea Animal and Plant Quarantine Agency, accessed 15 May 2026, <https://www.qia.go.kr/english/html/Animal_livestock/02AnimalLivestock_007-8.jsp>.
- n. IATA's Container Requirements, accessed 15 May 2026, <<https://www.iata.org/en/programs/cargo/live-animals/pets/>>.

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GLOSSARY OF ABBREVIATIONS AND TERMS

PART I. ABBREVIATIONS

AB	Air Base
AFN	Armed Forces Network
AFSB	Army Field Support Brigade
AMC	Air Mobility Squadron
AMOG	Air Mobility Operations Group
AMS	Air Mobility Squadron
CIC	Customer Identification Code
CONUS	Continental United States
CTO	Commercial Travel Office
CTUS	Customs Territories of the United States
DEROS	Date Estimated Return from Overseas
DOW	Department of War
DoWEA	Department of War Education Activity
DTMO	Defense Travel Management Office
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EML	Environmental and Morale Leave
ESC	Expeditionary Sustainment Command
ETP	Exception to Policy
FW	Fighter Wing
FIS	Federal Inspection Service
GATES	Global Air Transportation Execution System
HRC	Human Resources Company
HQ	Headquarters
IAW	In Accordance With
IMCOM	U.S. Army Installation Management Command
ITO	Installation Transportation Office
JTR	Joint Travel Regulations

LNO	Liaison Officer
NLT	No Later Than
OCNUS	Outside the Continental United States
PAO	Public Affairs Office
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PMO	Provost Marshal Office
PNR	Passenger Name Record
ROK	Republic of Korea
SAAM	Special Assignment Airlift Mission
SOFA	Status of Forces Agreement
TDY	Temporary Duty
TMO	Traffic Management Office
USFK	United States Forces Korea
USINDOPACOM	United States Indo-Pacific Command
USTRANSCOM	United States Transportation Command

PART II. DEFINITIONS

Acquired Dependent. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty for a uniformed member (DTR 4500.9-R).

NOTE: The term does not include a person's dependents from, or children born of a marriage that existed before the beginning of a current tour.

Air Mobility Command (AMC). The Air Force component command of the United States Transportation Command. Also called AMC (JP 3-36).

Air Mobility Squadron (AMS). Provides a cadre of personnel to deploy worldwide and establish command and control capabilities at locations where insufficient or no operational support exists for air mobility assets. Air Mobility Squadrons operate Tanker Airlift Control Elements, deploy mission support teams, conduct airfield surveys, and conduct Air Mobility Command affiliation training (DTR 4500.9-R).

Carrier. Any individual, company, or corporation commercially engaged in transporting cargo or passengers between two points. DoD-approved carriers, as defined above, are approved by the Commander, Army Transportation Command or the Headquarters, Air

Mobility Command (DTR 4500.9-R).

Circuitous Travel. An indirect travel route. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved (DTR 4500.9-R; JTR).

Commercial Travel Office (CTO). A contracted travel agency that provides official and leisure travel.

Continental United States (CONUS). 48 contiguous states and the District of Columbia. Alaska and Hawaii are not part of the contiguous states and are included in the definition of non-foreign OCONUS (JTR).

Defense Travel System (DTS). A Department of War system that allows the traveler to coordinate and arrange temporary duty (business) travel, including reservations and travel voucher preparation, approval, and submission (DTR 4500.9-R).

Department of War Foreign Clearance Program. A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into the U.S. and foreign countries (DTR 4500.9-R).

Employee. A civilian employed by an agency, regardless of status or grade; employed intermittently as an expert or consultant and paid on a daily when actually employed basis; or serving without pay or at \$1 a year (DTR 4500.9-R).

House Hunting Trip. A civilian employee's round trip travel between the old and new PDSs to seek a permanent residence (JTR).

Non-Command-Sponsored Dependent. A dependent who is not authorized or approved to reside with a service member at an OCONUS location (JTR).

Official Travel. Authorized travel and assignment solely in connection with business of the Department of War or the Government (DTR 4500.9-R).

Order. A document approved by an authorizing or approving official that directs a traveler, or group of travelers, to travel. An order identifies the purpose of travel, authorizes requested and allowable official business expenses, provides the Transportation Management Office (TMO) with documentation for arranging transportation and lodging, and supplies financial information necessary for budgetary planning (JTR).

Outside the Continental United States (OCONUS). Locations outside of the 48 contiguous states and the District of Columbia (JTR).

Overseas. All locations, including Alaska and Hawaii, outside the continental United States. For purposes of U.S. Customs and Border Protection (CBP), any location or

country outside of the Customs Territory of the United States (DTR 4500.9-R).

Passengers. Department of War personnel, their dependents, and other persons under the sponsorship of Department of War, who are using the Defense Transportation System (DTR 4500.9-R).

Patriot Express. United States Transportation Command (USTRANSCOM) contracted flights that transport Department of War passengers internationally. (DTR 4500.9-R); A USTRANSCOM and AMC commercial air contracted service (JTR).

Permanent Change of Station (PCS). Permanent assignment, detail, or transfer of a service member, civilian employee, or unit to a different PDS. A PCS order does not direct further assignment to a second new PDS or return to the old PDS, except as specified in par. 032201-B3. A PCS order does not specify the duty as temporary, but may authorize TDY travel en route to the new PDS (JTR).

Permanent Duty Station (PDS). A service member's official station or a civilian employee or invitational traveler's permanent workplace (JTR).

Permanent Duty Travel. Travel associated with a PCS. For service members permanent duty travel includes PCS, consecutive overseas tour, or in-place consecutive overseas tour, and for civilian employee permanent duty travel includes PCS, renewal agreement travel, first duty station travel, and separation travel (JTR).

Service Member. A person serving in one of the uniformed services. service member includes a commissioned officer, commissioned warrant officer, warrant officer, enlisted person, or a retiree, including members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay (JTR).

Space Available Travel. The specific program of travel authorized by Department of War 4515.13-R, Air Transportation Eligibility, allowing authorized passengers to occupy Department of War aircraft seats that are surplus after all space required passengers have been accommodated (DTR 4500.9-R).

Space Required Travel. Mission essential traffic as identified in Department of War 4515.13-R, Air Transportation Eligibility (DTR 4500.9-R).

Temporary Duty (TDY). Duty at one or more locations away from the PDS providing for return to the old PDS. TDY en route to a new PDS and TDY pending further orders are also considered TDY. TDY is also a time period spent away from a service member's PDS while processing for separation from the Service, release from active duty, placement on the Temporary Disability Retired List, or retirement. TDY includes business travel, schoolhouse training travel, deployment travel, and special circumstances travel (JTR).

Travel. Movement of people from one place to another. It includes the use of lodging

facilities, meal and incidental expenses, and other transportation and miscellaneous reimbursable expenses related to travel (JTR).

Uniformed Services. The Army, Navy, Air Force, Marine Corps, Space Force, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service (JTR).

United States Transportation Command (USTRANSCOM). The unified command with the mission to provide strategic air, land, and sea transportation and common-user port management for the Department of War, across the range of military operations (DTR 4500.9-R).

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