

CLARK AMC

SPACE-AVAILABLE BASE ACCESS & SIGN-UP PROCEDURES

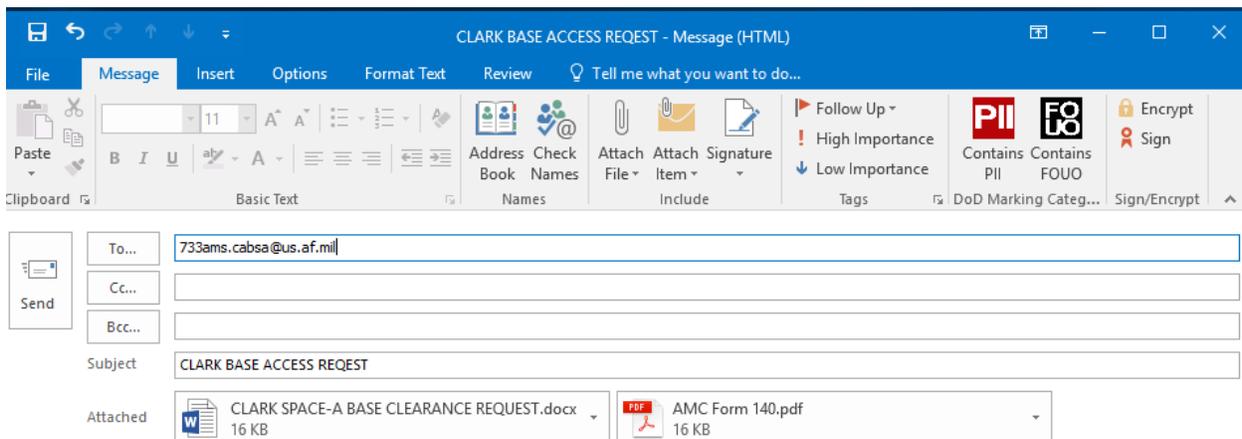
EFFECTIVE IMMEDIATELY, THE FOLLOWING ARE THE NEWEST PROCEDURES FOR REQUESTING BASE ACCESS FOR SPACE-AVAILABLE TRAVEL FROM CLARK AIR BASE PHILIPPINES.

ELIGIBLE TRAVELERS WILL NOW SUBMIT THE REQUEST FOR BASE ACCESS ON THE ATTACHED REQUEST FORM TO CLARK AMC TERMINAL VIA E-MAIL AT 733ams.cabsa@us.af.mil

THIS IS THE ONLY ACCEPTABLE FORM TO BE USED FOR BASE CLEARANCE. YOU CAN NO LONGER USE THE (AMC FORM 140 REQUEST FOR SPACE-AVAILABLE TRAVEL REQUEST) FOR BASE CLEARANCE.

YOU MUST USE THE PHRASE “CLARK BASE ACCESS REQUEST” IN THE SUBJECT LINE IN ORDER TO RECEIVE A RESPONSE AND HAVE YOUR REQUEST PROCESSED. (See Sample E-mail below)

****NOTE (ALL BLOCKS MUST BE FILLED IN COMPLETELY OR THE FORM WILL NOT BE ACCEPTED FOR PROCESSING)***



Please see the completed Clark Space-A Base Clearance Request and also AMC Form 140 Space-Available Travel Request for processing my base clearance and signing me and my family up for Space-A travel out of Clark Air Base Philippines.

V/R
Doe, John
MSgt/E7 (Retired USAF)

SAMPLE E-MAIL

****THIS REQUEST MUST BE RECEIVED BY AMC NO LATER THAN 1200 LOCAL ON WEDNESDAYS FOR PROCESSING WITH THE DAO/AFP. (SEE NOTES BELOW)****

EXAMPLE: MEMBER DESIRES TO TRAVEL 1-31 DECEMBER, AMC NEEDS TO RECEIVE THE COMPLETED SIGN-UP FORM NO LATER THAN 1200 LOCAL ON WEDNESDAY 13 NOVEMBER. BASED ON THE DEFENSE ATTACHE OFFICE SUBMISSION DEADLINE TO THE AFP WHICH REQUIRES A MINIMUM OF 10 DUTY DAYS FOR THE APPROVAL PROCESS.

ONCE YOU HAVE SUBMITTED THE REQUEST TO AMC. THE BASE ACCESS CLEARANCE WILL ONLY BE VALID FOR A TOTAL OF 28 DAYS FROM THE APPROVAL DATE FROM THE AFP. ONCE THAT APPROVAL EXPIRES, MEMBER WILL BE REQUIRED TO RESUBMIT A NEW SIGNUP REQUEST WITH THE EXTENDED DESIRED DATES OF TRAVEL.

IN ADDITION TO THE BASE CLEARANCE REQUEST. YOU MUST ALSO COMPLETE THE AMC FORM 140 SPACE-AVAILABLE TRAVEL REQUEST TO COMPETE FOR SPACE-A FLIGHTS AS REQUIRED. **NOTE: AS PER AMC REGULATIONS FOR SPACE-AVAILABLE TRAVEL, YOUR DATE AND TIME OF SPACE-A SIGN-UP WILL REMAIN THE SAME. EX: 60 DAYS FOR RETIREES IF YOU HAVE NOT DEPARTED OR REACHED ONE OF THE DESTINATIONS ON YOUR SIGN-UP FORM.**

WE HAVE RESUMED SENDING OUT THE CLARK AMC SPACE-AVAILABLE SCHEDULE BI-WEEKLY TO THE RAO, VFW, AMERICAN LEGION AND OTHER VETERAN ORGANIZATIONS WITHIN THE PHILIPPINES AS WAS DONE IN THE PAST. THE PURPOSE OF THIS SCHEDULE IS TO ALLOW ELIGIBLE TRAVELERS TO SEE THE AVAILIBLITY OF UPCOMING FLIGHTS SO THAT THEY CAN PLAN ACCORDINGLY TO COMPETE FOR SEATS TO THEIR DESIRED TRAVEL DESTINATIONS. **THE SCHEDULE, INFORMATION AND FLIGHTS ARE ALL SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

PLEASE CALL THE CLARK AMC FLIGHT RECORDER @ 045-499-8396 FOR THE 3 DAY FLIGHT SCHEDULE WHICH WILL BE UPDATED DAILY AND IS AVAILABLE 24 HOURS A DAY. **DO NOT CALL THE AMC STATION CHIEF OR THE DEPUTY PHONE NUMBERS FOR FLIGHT INFORMATION/SCHEDULES OR TO SEE IF YOUR CLEARANCE HAS BEEN APPROVED. OUR LINES ARE RESERVED FOR OFFICIAL DUTY USE ONLY! NOT FOR SPACE-AVAILABLE USE. (SEE IMPORTANT NOTE BELOW)**

*****IMPORTANT NOTE*****

TO CHECK THE STATUS OF YOUR BASE CLEARANCE, YOU NEED TO CALL THE PHILIPPINE AIR FORCE PASS & ID AT CLARK AIR BASE @ +63 942-096-8762 AT LEAST 12 BUSINESS DAYS AFTER YOUR INITIAL SUBMISSION.

FOR ANY SPACE-AVAILABLE QUESTIONS OR INFORMATION, WE HAVE ESTABLISHED A NEW LAND LINE TO ASSIST YOU. PLEASE CALL 045-499-8157 DURING NORMAL OPERATING HOURS ONLY 0800-1700 DAILY. PLEASE UNDERSTAND THAT WE MAY NOT BE AVAILABLE TO TAKE YOUR CALL DUE TO PERFORMING OFFICIAL DUTIES WORKING AIRCRAFT ON THE FLIGHTLINE ETC. IF THERE IS NO ANSWER, PLEASE TRY YOUR CALL AGAIN AT ANOTHER TIME. **(WE ARE WORKING TO OBTAIN ANOTHER RECORDER FOR THIS LINE IN THE NEAR FUTURE SO THAT YOU CAN LEAVE A MESSAGE AND WE WILL RETURN YOUR MESSAGE OR CALL AS SOON AS POSSIBLE).**

THIS PROCESS IS STILL IN THE NEW STAGES AND WE DO UNDERTSTAND THERE MAY BE SOME ISSUES INITIALLY. HOWEVER, WE ARE WORKING WITH THE DAO AND THE AFP TO STREAM LINE THE PROCESS AND ADDRESS ANY ISSUES THAT MAY ARISE. WE APPRECIATE YOUR COOPERATION AND UNDERSTANDING WHILE WE CONTINUE TO ADJUST TO THIS NEW PROCESS AND MAKE IMPROVEMENTS WHERE WE CAN BETTER ASSIST IN MEETING YOUR SPACE-A TRAVEL NEEDS. THANK YOU!

VERY RESPECTFULLY,

BRIAN T. BULTEZ

AIR OPERATIONS STATION CHIEF

CLARK AIR BASE PHILIPPINES