



**Compete for Space-A on-line,  
instead of waiting in line**

**It's as EASY as A-M-C**

## Awaiting

1. Must currently be signed-up for Space-A travel.
2. Within 24 hours of your desired travel date, proceed to the JB Charleston Passenger Service Center at the Passenger Terminal to "mark yourself present" and provide the Passenger Service Agent your e-mail address.

**NOTE:** It is imperative that you have all required documentation (ID cards for travelers 10 years old or older/passports for all travelers, leave authorization, EML paperwork) without your documentation our agents cannot mark you "present". (This is an existing requirement and will not change during this pilot program.)

## Monitor

3. Monitor posted flight information to determine availability of roll-call times headed to your desired destination. Flight information may be accessed in many ways, such as "Joint Base Charleston Passenger Terminal" Facebook page or calling the Passenger Service Center at (843)964-3083/3048.
4. 45 minutes prior to a roll call a "Roll Call Notification" e-mail will be sent to all passengers that have marked themselves "present". You must reply within 30 minutes if you wish to compete for seats virtually. **NOTE:** No response will result in a non-selection opportunity for the flight virtually. You can still compete at the terminal in person.

5. Monitor the "JBCHS Passenger Terminal" Facebook page for the current passenger standby listing for your flight to ensure your passenger ID is listed. You will be able to see your passenger ID and standing among other "present" passengers. A passenger ID will be generated based on the first letter of your last name, middle initial and your date/time of sign-up and annotated on your documentation.
6. Roll Call will begin at posted times.
7. Once the roll call is completed a flight selection listing will be published on our "JBCHS Passenger Terminal" Facebook page.

## Check-In

8. If you are selected for the flight, you will receive a "Flight Selection Notification" e-mail. The e-mail will have all your flight check-in procedures and time. Please read carefully to ensure you comply with all the instructions.

**NOTE:** If you do not check-in for your flight at the designated time, your seats will be forfeited and turned back to Passenger Service Center for re-selection.

9. If you are not selected for your flight you will receive a "Non-selection Notification" e-mail which will include a "no later than time" giving you the opportunity to compete in person for any additional seats due to no-show passengers or last minute seat increases.