

120 AW Step-By-Step Space-A Signup

1. No earlier than 60 days prior desired departure date: Sign-up for Space-A travel with all required forms (forms available [120aw.mbx.space-a@us.af.mil](mailto:120aw.mbx.space-a@us.af.mil))

a. Required forms are based on status: All travelers require DoD ID/CAC

Category	Required Documents
I	CAC, Valid Emergency Leave Authorization
II	CAC, Valid EML Authorization
III	CAC, Valid Leave Authorization (e.g., AF Form 988)
IV	CAC, Unaccompanied EML
V	CAC, Permissive TDY Authorization
VI	Varies by status (e.g., Reservist: CAC & DD Form 1853; Retiree: USID card)

b. Required forms can be submitted:

i. Email: [120aw.mbx.space-a@us.af.mil](mailto:120aw.mbx.space-a@us.af.mil)

ii. In-person: 120 AW Small Air Terminal, Building 38

c. Recommend signing up at all desired Space-A locations if planning to continue travel past the 120 AW &/or sign-up for return travel

2. 60 days – 24 hours: Check 120 AW Space-A Hotline for **flight status updates** by calling 406-791-0627/D SN: 791-0627 or check the 120 AW public webpage for FAQ, general Space-A traveling information, and forms at: <http://www.120thairliftwing.ang.af.mil/>

3. 72-24 hours prior to departure: Check 120 AW Space-A Hotline by calling 406-791-0627/D SN 791-0627 for **Roll Call showtime**.

4. On day of departure, items to bring:

a. DoD ID/CAC & all required forms

b. Carry-on &/or checked luggage (all standard TSA screening & sizes are adhered to)

c. Appropriate dress (to include no high-heeled, open-toed or five-finger shoes)

d. Bring hearing protection (foamies are available, ear defenders are encouraged, but not provided)

e. Cash (there is an ATM located across the street from Building 38)

f. Flexibility

5. Enter through 120 AW Front Gate located at 2800 Airport Ave B, Great Falls, MT

6. **Parking:** there is no stopping, standing, or parking at or near Building 38 except for immediate loading and unloading. Unattended vehicles will be ticketed and towed. Parking is located on the North end of the base in the TDY/Space-A parking lot. All persons must register their vehicle with BDOC prior to parking in the TDY/Space-A lot. Registration will include: Name, current address, current phone number, length of time vehicle will be parked in TDY Lot, valid insurance, valid registration, and name and contact number for alternate person who can retrieve vehicle if situation arises that would warrant the vehicle needing to be moved.

7. Follow signage & walk to Small Air Terminal, Building 38 (approx. 2 blocks)

8. **Check-in for Roll Call on time**

9. All carry-on & checked luggage will be screened in accordance with TSA screening prior to aircraft loading

10. Recommend using restroom facilities prior to aircraft loading as C-130s do not have an enclosed restroom

11. Seats on a C-130 are cargo-style webbing & aircraft temperatures can greatly fluctuate (hot or cold)