

## What is Virtual Roll Call?

In March 2013, 733 AMS Kadena AB, Okinawa spearheaded the Virtual Roll Call (VRC) program. In January 2014, 735 AMS, JB Pearl Harbor-Hickam conducted the formal VRC test. This concept allows travelers to use e-mail communication to compete for Space-Available seats and is intended to serve as a convenient option for our travelers.

VRC is an optional program; therefore, not every AMC Passenger Terminal will offer this service. VRC applies to missions with a firm seat release.

### Virtual Roll Call:

- Allows time to prepare for travel without the stress of a physical Roll Call.
- Confirms if customer wishes to compete for a flight by e-mail
- Allows passenger to reply via e-mail and informs Passenger Terminal personnel when competing for a flight
- Notifies customer of selection/non-selection and baggage check-in times
- Notifies customer of any mission changes

**Note: Passengers must check with the Passenger Terminal when e-mails are not delivered at the expected time frame.**



**Check your local Passenger Terminal for current VRC locations.**

**HQ AMC/A4TP  
Air Passenger Policy Branch**

Visit our AMC Travel website for more information

<http://www.amc.af.mil/amctravel/>

## AMC Virtual Roll Call

**Space-Available  
Passenger General Information**



## SPACE-A TRAVEL/VRC CHECKLIST

\_\_\_\_\_ Sign-up for Space-A travel

\_\_\_\_\_ Provide travel documents (leave authorization, travel memorandums, passports/visas as required). A valid DOD issued identification card is mandatory for all travelers 10 years old or older.

\_\_\_\_\_ No earlier than 20 hours prior to the posted Roll Call time, visit the terminal to mark yourself "Present". Provide your e-mail address if you plan to use VRC.

\_\_\_\_\_ 45 minutes prior to Virtual Roll Call time, an e-mail will be sent requesting a response on whether you wish to compete for a specific flight. You have 30 minutes to respond and notify the Passenger Service Center (PSC) of your travel plans. No response means you will NOT be considered for this specific Roll Call time.

\_\_\_\_\_ After Roll Call, a follow-up e-mail will be sent to identify your selection or non-selection.

\_\_\_\_\_ Read the e-mail carefully as it provides instructions on what to do next once you are selected or not selected for a flight.

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

## Awaiting

1. You must sign-up for Space-A travel.
2. Check posted flight information to determine availability of missions and Roll Call times for your desired destination. Selected flights will be labeled "Virtual Roll Call or VRC". Flight information can be accessed by visiting the Passenger Terminal, online with Facebook page, or by calling the PSC.
3. Within 20 hours of your desired travel date, proceed to the PSC at the Passenger Terminal to "mark yourself present" and provide your e-mail address to the PSC. E-mail addresses will only be used when participating in virtual Roll Calls and for official purposes. E-mail addresses will be kept in a secure computer system.

**NOTE:** It is imperative you have all required documentation (ID cards for travelers 10 years old or older/passports for all travelers, leave authorization, Environmental and Morale Leave (EML) memorandums, etc.). Without proper travel documentation our agents cannot "mark you present".

## Monitoring

4. Approximately 45 minutes prior to Roll Call, a "Roll Call Notification" e-mail will be sent to all passengers who have marked themselves "Present". Reply immediately to the e-mail if you wish to compete for seats virtually. If you do not receive this initial e-mail, call and or visit the Passenger Terminal prior to Roll Call time.

**NOTE:** Failure to respond will eliminate your opportunity to compete virtually. You can still compete in person at the terminal.

5. Roll Call will begin at the posted time.

## Checking-in

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

**NOTE:** If you do not check-in for your flight at the designated time, your seats will be forfeited and will be used for re-selection.

7. If you are not selected for a flight, you will receive a "Non-Selection Notification" e-mail which will include a "Report 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.