DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
PSC 473 BOX 12
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12570
N133
17 Jul 12

MEMORANDUM

From: Chief, Labor/Employee Relations and Services Division, Human Resources Office, Yokosuka, Japan

Subj: EMPLOYEE AND DEPENDENT MEDICAL TRAVEL

Ref: (a) JTR Volume 2, Chapter 7, Part K
(b) JTR Volume 2, Chapter 5, Part C, Section 5

Encl: (1) Request for Medical Travel Authorization
(2) Physician's Certification for Medical Travel
(3) Sample Excess Cost Agreement

1. Employee/Dependent Family Member: An eligible employee or dependent family member may be authorized to perform medical travel at government expense to obtain required medical/dental treatment via the Secretarial Process per references (a) and (b).

2. Eligibility: An employee must be permanently assigned to a foreign OCONUS PDS and have a signed service agreement; a dependent family member must reside with the employee at the foreign OCONUS permanent duty station (PDS) or be performing foreign OCONUS PCS travel; a local hire who does not have a service agreement is not eligible.

3. Required Health Care: Medical/dental care the Authorizing/Order-Issuing Official (AO) determines is needed by an employee or dependent stationed at a foreign OCONUS PDS; there is no adequate facility to provide suitable care; the treatment cannot be postponed until the employee's next scheduled travel; and if delayed, could result in a worsening of the condition. This determination must be based on the advice of an appropriate professional certifying physician.

4. Designated Point: The facility closest to the employee's PDS based on the advice of the certifying physician. If a different location is elected by the employee, the AO may authorize the transportation to an employee's elective designation if the employee agrees, in writing, to pay/reimburse to the Government any excess travel and transportation costs incurred. Transportation for dental care is authorized once a year in addition to required dental care done during any other travel.

5. Secretarial Process: All requests will be submitted to the Department of the Navy (DON) Overseas Travel and Allowances Program Manager, Office of Civilian Human Resources (OCHR), via the Labor/Employee Relations & Services Division (N133), Human Resources office (HRO) Yokosuka. Enclosures (1) through (3) are provided to request medical/dental travel.

6. Request forms/Supporting documentation: These documents should be forwarded to the HRO via the AO as soon as practicable to obtain a determination from the Secretarial Process prior to travel. If travel must commence prior to approval by the Secretarial Process due to emergency circumstances, medical/dental travel requests may be retroactively authorized/approved.

7. Authorizing Officer (AO): The AO may authorize Temporary Duty (TDY) per diem for medical travel per references (a) C7515 and (b) C5140.

8. Approved Leave: An eligible employee must have leave approved prior to authorization of medical travel for days on which he/she is not authorized TDY per diem (i.e., a hospital stay). An employee may use any form of leave, e.g., annual, sick, home leave or leave without pay. An employee or dependent is in an official travel status for the time periods per diem is authorized and not otherwise in leave status.

9. For further information or questions regarding employee and dependent medical travel guidance, please contact the Labor/ Employee Relations and Services Division, Human Resources Office, Yokosuka Japan, DSN: 243-8184, Commercial: 011-81-6160-43-8184.

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