

REQUEST ENVIRONMENTAL AND MORALE LEAVE (EML) PROGRAM

**APPLICATION FOR TRAVEL AUTHORIZATION FOR CIVILIAN EMPLOYEES AND THEIR
DEPENDENTS**

EMPLOYEE'S NAME (Last, First, Middle Initial)		GRADE	SOCIAL SECURITY NUMBER	
EMAIL ADDRESS	ACTIVITY NAME	DSN NUMBER	DESIRED SIGN-UP DATE	
DESIRED DESTINATION				
PERSONS OF TRAVELER				
Name (Last, First, MI)	Passport No.	Relationship	Date of Birth (Except Spouse)	
TENTATIVE LEAVE ADDRESS:				
PREVIOUS EML TRIPS:				
Date	Destination	Name of Participants		
EMPLOYESS SIGNATURE				
(DATE)				
APPROVER SIGNATURE (CO, OIC OR SUPERVISOR)				
<i>ONLY NECESSARY IF SPONSOR IS TRAVELING</i>				
(DATE)				

Plan accordingly when submitting a request to HRO Yokosuka, N131. Keep in mind that depending on workload it may take up to

- **20 days** to process a request for EML
- Attached the appropriate documents (ex: Leave Slip)
- You should be within six months of beginning or end of your tour

Note:

a. Civilian sponsors may not take *UEML trips within six months of beginning or end* of the civilian sponsor's tour of duty. (Exception: *If you had ever been overseas and completed 6 months, you do not have to wait until you had been overseas for 6 months on a subsequent overseas tour to take EML.*)

b. Return the original EML order to HRO after your trip.

1. Civilian sponsors do not have to be in a leave status to qualify their dependents for unaccompanied dependent travel under the EML program; however, sponsors traveling accompanied or unaccompanied must be in leave status at the time of registration for EML travel. If in a non-duty status (i.e., weekend, holiday, end of normal workday), leave must have been approved for the first normal workday following the non-duty period. Leave status must be maintained while awaiting travel and for the entire period of travel.

2. Participants are limited to a total of two trips a year either unaccompanied, accompanied with sponsor, or in combination. Whenever a participant commences travel on space available transportation in an EML travel category, a trip is counted against that participant's entitlement of two trips per year regardless of whether participant used EML for return travel. Entitlements are not cumulative; trips may not be "saved" from one year to the next. The yearly accountable time frame for the sponsor and dependents begins the date the sponsor arrived on station. This applies whether the dependents arrived at the same time or not.

3. Student travel to or from CONUS is not authorized under the EML Program.

4. EML will not be used for or recognized as, a form of early return of dependents to CONUS, nor will it be used for the purpose of transporting dependents to different restricted locations.

5. EML travel is not permitted in conjunction with TAD/TDY.

6. EML will not be used as a substitute for emergency leave.

7. EML will not be used for aero medical reasons to include: elective surgery, delivery of baby, etc.

8. EML will not be used to establish residency for adoption purposes.

9. EML will not be used in conjunction with convalescent leave, graduation, or Sick Leave.

11. An Adult EML-eligible family member who accompanies an EML dependent under 17 must be the PARENT of that underage dependent. This precludes use of Power of Attorney (POA) to permit and EML-eligible adult of one family to accompany/sponsor an underage EML dependent of another family.

12. Dependents who travel to EML destinations without the sponsor using EML orders (CAT IV) and are subsequently joined by the sponsor on a separate set of EML orders (CAT II) may be allowed to travel accompanied (CAT II) on their return trip.

a. The two sets of EML orders will be attached together. Sponsor and dependent will sign up at the same time. Passenger service personnel will annotate in BOLD writing that two originals are attached. If sponsor does not respond to (CAT II) roll call with dependents, dependents status will be lowered to (CAT IV) and a questionable travel status should result.

b. Reverse situation: When the sponsor travels with dependents in (CAT II) and must subsequently return to his station earlier than dependents due to necessity, sponsor will present a copy of the EML order and written confirmation from their unit to the AMC terminal to substantiate return travel. The original copy is then used by the dependents for their return travel (CAT IV). I have read the above statement and I understand that if I violate any of the provisions of Chapter 10 of OPNAVINST 4630.25B, I may be held accountable for charges based on the Air Mobility Command tariff rate.

USCINCPAC INSTRUCTIONS 1700.214

Employee's Signature: _____ Date: _____