



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
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12570  
N133  
10 Mar 15

MEMORANDUM

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

Subj: EMERGENCY VISITATION TRAVEL (EVT)

Ref: (a) Chief, L/ER & Services memo 12570:N133 of 8 Jan 08  
(b) Chief, L/ER & Services memo 12570:N133 of 4 Nov 08  
(c) Chief, L/ER & Services memo 12570:N133 of 24 Feb 12  
(d) JTR, Par. 7020  
(e) JTR, Par. 3525

Encl: (1) EVT Request Form  
(2) EVT Table  
(3) Repayment Acknowledgement  
(4) Certification of Incapacitated Parent Statement

1. This memorandum cancels and supersedes references (a) through (c) to reflect the changes made to reference (d).
2. Emergency Visitation Travel (EVT) allows an eligible employee or an eligible family member accompanying the employee at a foreign Permanent Duty Station (PDS) to travel at government expense to the Continental United States (CONUS), non-foreign Outside CONUS (OCONUS) area, or another location in certain emergency situations involving immediate family members. Employees who are away from the foreign OCONUS PDS on leave or Temporary Duty Travel (TDY) in a CONUS/non-foreign OCONUS location are not eligible for EVT. An eligible employee is a U.S. citizen assigned at a PDS in a foreign OCONUS area, who has a transportation service agreement that provides for return travel to the employee's permanent residence. An eligible employee wishing to request EVT must complete an EVT request form, enclosure (1), and provide supporting documentation.
3. Authority. EVT is authorized under the circumstances listed in enclosure (2), which are the following:

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a. Medical. A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death

b. Death. A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (App A) to the place of interment anywhere in the world.

c. Incapacitated Parent. A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care.

d. Unusual Personal Hardship. An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in paragraphs 3.a. thru 3.c. above.

4. Immediate family members for the purpose of EVT are as follows:

a. Spouse or domestic partner;

b. Children, including stepchildren, adopted children and those who are or were under legal guardianship of the employee/spouse/domestic partner;

c. Parents of the employee/spouse/domestic partner (under no circumstances may an individual be deemed to have more than two parents); and

d. Siblings (including stepbrothers and stepsisters) of the employee/spouse/domestic partner for cases of death. When the employee or the employee's spouse or domestic partner travels at personal expense to visit an ill or injured sibling, and the visited sibling dies within 45 calendar days of the traveler's departure from the OCONUS PDS to make that visit, then the eligible traveler may elect, either (but not both) of the following:

(1) Reimbursement for the round trip visitation travel already taken at personal expense, or

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(2) Subsequent EVT round trip travel for the interment of that sibling.

5. Traveling in Advance of Authorization. When the employee/spouse/domestic partner elects to travel prior to authorization, travel expenses may be paid by either of the following methods:

(a) As a personal expense of the employee subject to reimbursement in the event of subsequent approval; or

(b) At government expense subject to collection as an overpayment if it is determined that the circumstances for which EVT was authorized/approved do not meet EVT authority standards.

When the employee/spouse/domestic partner travels in advance of authorized EVT, he/she must execute the repayment acknowledgement form provided in enclosure (3), prior to commencing travel. If the travel is taken prior to submitting the request form and documentation, the employee must provide them to HRO within 30 calendar days after travel completion. All conditions for EVT must be met for reimbursement as provided in reference (d). Reimbursement may not exceed allowable transportation expenses actually incurred.

6. Limitations.

a. Ordinarily, only one family member is authorized travel at government expense for a given emergency. In exceptional circumstances, the Authorizing/Order Issuing Official (AO) may authorize/approve the travel of additional family members due to:

(1) A critical injury to a dependent child attending school away from the PDS, or

(2) The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area,

(3) A nursing child needs to accompany the mother, or

(4) Preschool children to accompany a single parent.

b. EVT for medical reasons is limited to one round trip for each serious illness or injury of each immediate family member.

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c. EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two roundtrips for an employee's spouse or domestic partner over the lifetime of the employee's spouse or domestic partner.

d. Travel from the employee's PDS must be by the most direct, usually traveled and inexpensive route. Indirect routing is permissible only when official duties must be performed en route or when it is to the Gov't's advantage to purchase a ticket in foreign currency at an intermediate point.

e. Air is the only authorized transportation mode except when ground transportation is required between interim airports. U.S. certificated air carriers must be used for all commercial air transportation except as listed in reference (e).

7. An eligible employee must have his/her leave approved prior to the authorization of EVT. An employee may use any form of paid leave, home leave or leave without pay.

8. For further information or questions regarding EVT, please contact the Labor/Employee Relations & Services Division (N133), Human Resources Office, at DSN 243-8184.



SHATEESHA HUGGINS

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