DEPARTMENT OF THE NAVY
COMMANDER US NAVAL FORCES JAPAN
COMMANDER NAVY REGION JAPAN
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12570
N133
24 Feb 12

MEMORANDUM

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

Subj: EMERGENCY VISITATION TRAVEL (EVT)

Ref: (a) Chief, Labor/ER & Service memo 12570:N133 of 8 Jan 08
(b) Chief, Labor/ER & Service memo 12570:N133 of 4 Nov 08
(c) JTR Vol. 2, Chapter 7, Part M
(d) JTR Vol. 2, Chapter 2, Part E

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

1. This memorandum cancels and supersedes references (a) and (b) to reflect the changes in reference (c).

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. The employee must provide a statement or certification of the emergency circumstances along with the EVT request provided in enclosure (1).

3. EVT is authorized under the circumstances listed in enclosure (2), which are the following;

a. Medical. A member of the employee's or the employee's spouse'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 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 to the place of interment anywhere in the world.

c. Incapacitated Parent. A parent of the employee or the employee's spouse 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 requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in paragraph 3.a. thru 3.c. above.

4. Travel in Advance. The employee/spouse travelling in advance of authorized EVT must execute the repayment acknowledgement provided in enclosure (3), prior to commencing travel for all EVT circumstances. The employee must provide EVT request form and supporting documentations to HRO within 30 calendar days after travel completion. All conditions for EVT must be met, or all EVT expenses become the employee's financial responsibility.

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

a. Spouse;

b. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;

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

d. Siblings (including stepbrothers and stepsisters) of the employee/employee's spouse for only cases of death. When employee or family member 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 one (but not both) of the following:

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

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

6. Limitations

a. Only an eligible employee or an eligible family member is authorized EVT for a given emergency. Authorizing/Order-Issuing Official (AO) may authorize 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.

b. EVT for the care of incapacitated parent may not exceed two round trips over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

c. EVT for unusual personal hardship must be forwarded to the Office of Civilian Human Resources (OCHR) via the HRO N133 for approval prior to authorization.

7. The travel must be by the most direct, usually traveled and inexpensive route. Indirect routing is permissible only when it is to the government's advantage to purchase a ticket in foreign currency at an intermediate point. Air is the only authorized transportation mode except when ground transportation is required between interim airports. EVT expenses are the responsibility of the employee's command. The alternate destination must be stated in the travel request form or travel order. Excess costs to an alternate destination outside the CONUS/non-foreign OCONUS location will be the responsibility of the employee.

a. Allowable transportation expenses are for;

(1) The transportation cost from the airport serving the employee's PDS to the airport serving the destination authorized for EVT and return;

(2) Airport taxes; and

(3) Air transportation, and ground transportation between interim airports.

b. Expenses not allowed are;

(1) Reimbursement for ground transportation between PDS/home/destination and the airport.

(2) Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

c. U.S.-certified air carriers must be used for all commercial air transportation except as listed in C2004.C., reference (d).

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

10. An eligible employee wishing to request EVT must complete an EVT request form provided in enclosure (1) and supporting documentation. If all the criteria are met, the EVT request will be forwarded to the AO of the employee's command for the initiation of government travel orders. 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.

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

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