ENVIRONMENTAL MORALE LEAVE (EML)

REFERENCE: DODINST 4515.32R, 21 JUL 1998
USCINDPACINST 1700.2M, 20 APR 1993
COMNAVFORJAPANINST 1700.13E, 12 MAY 1989
USCINCTRANS TCJ3-J4-L 301448Z, MAR 1994

POLICY

Annual leave programs provide periods of respite from the working environment to enhance performance motivation, and morale. Supplemental programs are necessary where adverse environmental conditions offset the full benefit of ordinary leave programs. Eligible personnel and their family members may use space available air transportation for purpose of taking ordinary leave in a more desirable location. No one under 18 years old may travel unaccompanied.

SPACE "A" CATEGORIES AND PRIORITIES OF TRAVEL

CAT	REMARKS
1	Non-Funded Emergency Leave with up grade (RED CROSS)
2	Active duty and DOD civilians traveling on EML with or without spouse
3	Active duty traveling on regular leave with or without spouse (including permissive TAD for house hunting or attending DOD approved transition seminar)
4	Authorized spouse traveling on EML
5	No cost or permissive TDY or TAD orders and student travel
5	Retirees/Reservists with or without spouse

REQUESTING EML ORDERS (EML is a separate set of orders)

1. Active Duty: Go to PERSUPPDET (PSD) or Ship
2. Military Family Members: Go to PSD or Family Assistance Team
3. Civilians and Civilian Family Members: Go to Human Resources Office (HRO)

CHECK EML PAPER WORK FOR ERRORS

1. List all travelers
2. List 2 desired country destination (CONUS for all state side destinations).
3. List all authorized in-transit stations
4. Sponsor's signature
5. Check effective dates (good for a total 90 days)

PORT OF ORIGIN	***DESTINATION***	***IN-TRANSIT STATIONS***
JAPAN	ALASKA	NONE REQUIRED
	CONUS	ANDERSEN AFB-GUAM, HICKAM AFB-HAWAII, ELMENDORF AFB-ALASKA
	KOREA	JAPAN
	GUAM	JAPAN
	HAWAII	JAPAN, ANDERSEN AFB-GUAM
	JAPAN	NOT REQUIRED

REGISTRATION (SIGN-UP)

IN PERSON

1. Senior member listed can sign up all other family member listed
2. You must have original leave papers and must be on leave at the time of sign up
3. I.D. card
4. Passports/Visas/Clearances
5. Categories 2 – 6 stay on the list until their leave expiration date or 60 days whichever comes first.

BY FAX

1. Fax should be sent on the effective date of leave.
2. Fax data header will establish the basis for date/time of sign up
   a. Transmit a copy of the applicable service leave form
   b. A statement that required border clearance documents are current
   c. List 1 country of destination (CONUS for all state side destination)
3. Members will remain on the space "A" travel register for a period or 60 days or upon expiration of leave whichever is sooner.
4. Make sure you include a phone number where you can be contacted
5. Call after Fax to make sure it went through.

SPACE "A" CALL

1+50 Hours Prior	2+50 Hours Prior	3+30 Hours Prior
C-12	C-141	C-5
C-21	C-130	KC-10
	C-9	L-1011
		MD-11
		B-747
		B-757
		C-17

PATRIOT EXPRESS (FREEDOM BIRDS)

L-1011, MC87 to MSJ, IWA, SEA, LAX 0530 day of flight – Friday

MD-11, MC79 to DNA, SEA 0500 day of flight – Saturday

A passenger service representative will make an announcement over the P-A system for the beginning of a space "A" call.

BAGGAGE

1. Two (2) pieces not to exceed 62 linear inches 70 lbs each for a total of 140 lbs.
2. One (1) carry on not to exceed 45 linear inches- **(must fit under seat)**

COST OF TRAVEL

$23.00 extra for U.S. customs on CAT B flight (patriot express) into CONUS.

BEST TIME TO FLY

End of January to first week in June

Second week in September to end of November

WHO TO CALL FOR INFORMATION

Yokota AFB flight information: 225-7111 (recording) or 225-9526

Atsugi NAF flight information: 264-3803

Navy ATCO/marine Liaison Yokota AFB: 225-9601 or 225-9602

BILLETING

Very limited. Call 225-7111 for information.

PARKING

Long-term parking is across from the terminal on the other side of RT 16.

Remember the best way to know for sure is to call 5 days prior and gain the night before, after 2000 hours.

BEST DAYS TO FLY OUT

PLACE	CODE	SUN	MON	TUE	WED	THU	FRI	SAT
Fukuoka	FUK							
Guam	UAM		X	X		X	X	X
Hawaii	HIK				X			X
Iwakuni	IWA		X			X	X	
Kadena	DNA			X	X		X	X
L.A.	LAX						X	X
Misawa	MSI		X		X	X	X	
Osan	OSN				X		X	
Singapore	SGP		X	X	X	X	X	
Seattle	SEA						X	X

Remember the best way to know for sure is to call 2 days prior and again the night before.