



**COMMANDER, U.S. PACIFIC COMMAND  
(USPACOM)  
CAMP H.M. SMITH, HAWAII 96861-4028**

USPACOMINST 0201.2  
J122  
23 August 2012

USPACOM INSTRUCTION 0201.2

Subj: ENVIRONMENTAL AND MORALE LEAVE (EML) PROGRAM IN U.S.  
PACIFIC COMMAND (USPACOM)

Ref: (a) Joint Federal Travel Regulations, Vol. 1  
(b) Joint Federal Travel Regulations, Vol. 2  
(c) DOD 4515.13R, Air Transportation Eligibility  
(d) DODI 1327.06, Leave and Liberty Policy/Procedures

Encl: (1) Authorized Unfunded EML Locations and Destinations  
(2) Approved Transit Stations - Pacific  
(3) Instructions for Completing USPACOM Form 505/3,  
Unfunded EML Travel Authorization  
(4) List of USPACOM Unfunded EML Executive Agents

1. Purpose. To provide policy for eligible personnel at designated overseas locations to travel on EML and to provide policy and procedures to designate and recertify locations within the USPACOM area of responsibility as funded environmental and morale leave (FEML) sites, based on guidance provided in references (a) through (d).

2. Supersedes USPACOMINST 0201.2, dated 5 Feb 10.

3. Applicability. This instruction applies to all subordinate commands and governs all responsibilities required for execution of the EML program throughout the USPACOM AOR. Subordinate commands will establish rules and regulations for unit EML processes, travel records, and audit procedures. Audits will monitor leave-issuing agencies and ensure individuals comply with regulations.

4. Background. Annual leave programs enhance performance, motivation, and morale by providing periods of respite. Supplemental leave programs such as EML are necessary when adverse environmental conditions exist. EML is granted for eligible personnel and their dependents at designated overseas locations where adverse environmental conditions require special

23 August 2012

arrangements for leave in more desirable places at periodic intervals. FEML provides government-funded transportation from the duty location to the designated relief destination.

## 5. Definitions

a. EML is granted for eligible personnel and their dependents at designated overseas locations where adverse environmental conditions require special arrangements for leave in more desirable places at periodic intervals.

b. Unfunded EML provides use of DOD-owned or controlled aircraft for morale leave at traveler's own expense.

c. FEML provides government-funded transportation from the duty location to the designated relief destination.

6. Policy. Annual leave programs provide periods of respite to enhance performance, motivation, and morale. Supplemental leave programs such as EML are necessary when adverse environmental conditions exist.

a. Enclosure (1) lists locations in the USPACOM area authorized unfunded EML, and the corresponding destinations. Enclosure (2) provides the approved transit stations that may be utilized to reach the final destinations for unfunded EML travel.

b. Appendix S of references (a) and (b) lists locations authorized FEML, and the corresponding destinations. The Deputy Assistant Secretary of Defense for Military Personnel Policy (DASD(MPP)) designates authorized FEML duty locations and destinations. Each authorized FEML duty location and destination is recertified every two years.

c. Commands should authorize travel opportunity on an equitable basis to all authorized personnel and their accompanying dependents without regard to rank, grade or branch of Service.

d. This instruction does not affect normal space-available travel privileges.

e. Waivers to unfunded EML and FEML guidelines may be granted on a case-by-case basis according to guidance in this instruction.

7. Unfunded EML

a. Unfunded EML is not authorized in conjunction with:

- (1) Student travel.
- (2) Emergency leave.
- (3) Early return of dependents to the continental United States (CONUS).
- (4) Transport of family members to different restricted locations.
- (5) Transport of family members to a sponsor's site from another location.
- (6) Air transport for medical reasons to include elective surgery or delivery of a baby.
- (7) Convalescent leave.
- (8) Graduation leave.
- (9) Sick leave.
- (10) Temporary Additional Duty/Temporary Duty.

b. Unfunded EML travel on space-available transportation is assigned the following DOD travel categories:

- (1) Sponsors and family members, traveling together, in an unfunded EML status - Category II (CAT II).
- (2) Family members 18 years of age or older unaccompanied by sponsor - Category IV (CAT IV).
- (3) Family members who travel without a sponsor to unfunded EML destinations, using EML orders, will be placed in CAT IV; however, family members will move to CAT II when joined by the sponsor using unfunded EML orders.

c. USPACOM Form 505/3 (07-10), enclosure (3), must be used to identify eligible personnel and authorize unfunded EML travel. Original orders for travel, including the original signature of the approving official, must be submitted when

23 August 2012

registering for travel. See paragraph 10 of this instruction for the electronic copy of this form.

d. If member voluntarily terminates travel at any transit location, EML eligibility to their final destination will be lost. Member must then request reassignment of a travel category. See reference (c).

e. Unfunded EML-eligible participants include sponsors and their command-sponsored dependents listed on USPACOM Form 505/3. Eligible sponsors are personnel who are a member of, or on duty with, a DOD Component overseas and include:

(1) Uniformed Service members.

(2) United States citizen civilian employees with travel agreements.

(3) United Service Organization (USO) professional staff personnel.

(4) American Red Cross full-time, paid personnel.

(5) Department of Defense Dependents Schools (DoDDS) teachers (during the school year and for employer-approved training during recess periods).

f. No more than two unfunded EML trips per year may be taken for each eligible participant.

g. Trips may not be taken within six months of the beginning or end of the Servicemember's tour of duty at the eligible location. Executive agents listed in Enclosure (4) are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

## 8. FEML

a. Permanently assigned Servicemember and/or their command-sponsored dependents stationed at an authorized FEML location for 24 consecutive months or more are eligible for FEML travel. Dependents must reside with the member at the FEML location.

b. The number of FEML trips authorized depends on the member's tour length:

(1) For a tour length of at least 24 months but less than 36 months, one round trip is authorized. If a tour is extended at least 12 months, one additional trip is authorized.

(2) For a tour length of at least 36 months, two round trips are authorized. No additional trips are authorized for tour extensions of any length.

c. Travel by members/dependents should not be performed within six months of the beginning or the end of the 24- or 36-month tour.

d. Travel by members/dependents should not be performed within three months of the beginning or the end of a 12-month extension to a 24-month/less than 36-month tour.

e. As the responsible Combatant Command, USPACOM is authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. Requests for waiver will be submitted to USPACOM Manpower and Personnel Directorate (J1) via the requestor's chain of command.

f. Members and dependents may travel together or independently. A member/dependent(s) taking a FEML trip:

(1) Must use military air transportation on a space-available basis if reasonably available to the authorized destination, or,

(2) May use commercial air transportation if military air transportation is not available, and,

(3) May not use cruise or tour packages.

g. FEML may be taken in conjunction with any other funded leave transportation program or official travel.

h. The current list of FEML locations can be found in Appendix S of references (a) and (b). In order to be designated as a FEML site, an overseas location must have extraordinarily difficult living conditions with adverse environmental conditions. Examples of these conditions are:

(1) Geographic isolation (e.g., location is of significant distance and driving time from a community with a population greater than 10,000);

(2) Substandard housing (e.g., does not meet U.S. military housing standards);

23 August 2012

(3) Inadequate commercial transportation (e.g., unreliability of in-country transportation; high cost of air transportation);

(4) Lack of cultural and recreational services, activities and/or facilities;

(5) Notably unhealthful conditions (e.g., high incidence of disease and epidemics, lack of public sanitation, and inadequate health control measures);

(6) Excessive physical hardship (e.g., deleterious effects of climate and altitude and dangerous conditions effecting life, physical well-being, or mental health).

i. Initial submission for designation as a FEML location and recertification of FEML locations must:

(1) Meet the criteria cited in paragraph 8h above;

(2) Be fully justified, utilizing the FEML data sheet in enclosure (4) of reference (d);

(3) Be submitted to USPACOM Quality of Life Branch (J121) for appropriate review, validation and recommendation.

j. The following USPACOM directorates shall validate information provided in applicable sections of the FEML data sheet, enclosure (4) of reference (d), for requests for initial FEML designation and recertification, prior to USPACOM providing a forwarding endorsement to DASD for Military Personnel Policy:

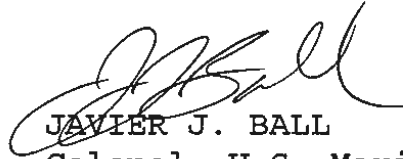
- |  |   |
|--|---|
| (1) Transportation                                     | Logistics, Engineering and Security Assistance Directorate (J4) |
| (2) Medical Support                                    | Surgeon (J07)   |
| (3) Geography/Climate                                  | Intelligence Directorate (J2)                                   |
| (4) Commissary/Exchange Education/Religious Population | Manpower and Personnel Directorate (J1)                         |

9. Forms. USPACOM Form 505/3, Travel Authorization for Participants in Unfunded Environmental and Morale Leave, can be found at:

a. Enclosure (3) of this instruction.

b. SIPRNET: <http://psp.hq.pacom.smil.mil/sites/j1/j15/j151/Forms>

c. NIPRNET: [http://www.pacom.mil/web/Site\\_Pages/Newcomers/Quality%20of%20Life%20QoL.shtml](http://www.pacom.mil/web/Site_Pages/Newcomers/Quality%20of%20Life%20QoL.shtml).



JAVIER J. BALL  
Colonel, U.S. Marine Corps  
Deputy Chief of Staff

Distribution: (USPACOMINST 0902.1)  
List I  
List II

Copy to:  
DODDS PAC Futenma  
CNO (OP-41) (2)  
HQ DA (DAPE-HRC-T) (2)  
CMC (LFT) (2)  
AFEES-PAC (PE)  
HQ COAST GUARD  
AMC/DON, 402 SCOTT DR, UNIT 3A1,  
SCOTT AFB, IL 62225  
HQ USTRANSCOM/J4-LTP, 508 SCOTT DR,  
SCOTT AFB, IL 62225  
USD (C/CFO) (P&R)  
DUSD (L&MR)

USPACOMINST 0201.2  
23 August 2012

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AUTHORIZED UNFUNDED EML LOCATIONS AND DESTINATIONS

| <u>AUTHORIZED UNFUNDED EML LOCATION</u>   | <u>AUTHORIZED DESTINATION</u>                            |
|---|--|
| <b>Alaska</b> -Adak, Bethel, Clear, Cordova<br>Fairbanks, Ft. Greeley, Galena,<br>Homer, Juneau, Kenai, Ketchikan,<br>King Salmon, Kodiak, Kotzebue,<br>Narrow Cape, Nome, Petersburg,<br>Port Clarence, Seward, Shemya,<br>Shoal Cove, Sitka, St. Paul, Tok,<br>Valdez | CONUS, Intra-Alaska                                      |
| <b>American Samoa</b>   | CONUS, Hawaii  |
| <b>Australia</b>  | CONUS, Hawaii,<br>New Zealand,<br>Intra-Australia        |
| <b>Diego Garcia</b>   | CONUS, Hawaii,<br>Japan, Guam,<br>Singapore, Spain       |
| <b>Guam/Republic of Marshall Islands (RMI),<br/>Federated States of Micronesia (FSM)<br/>Republic of Palau, Commonwealth<br/>of the Northern Marianas Islands</b>   | CONUS, Hawaii,<br>Japan, Guam, Korea                     |
| <b>Japan</b> - Kanto Plain, Sasebo,<br>Akizuki, Misawa, Iwakuni, Okinawa,<br>Mio Kobe, Hokkaido, Iwo Jima,<br>Marcus Island, Fukuoka, Seburiyama  | CONUS, Hawaii,<br>Guam, Alaska,<br>Intra-Japan,<br>Korea |
| <b>Johnston Island</b>  | CONUS, Hawaii  |
| <b>Korea</b>  | CONUS, Hawaii,<br>Japan, Guam,<br>Alaska, Intra-Korea    |
| <b>Midway-Kure</b>  | CONUS, Hawaii  |
| <b>New Zealand</b>  | CONUS, Hawaii,<br>Australia                              |
| <b>Wake Island</b>  | CONUS, Hawaii  |

USPACOMINST 0201.2  
23 August 2012

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23 August 2012

## APPROVED TRANSIT STATIONS - PACIFIC

| <u>POINT OF DEPARTURE</u>                      | <u>DESTINATION</u> | <u>AUTHORIZED IN-TRANSIT STATIONS</u>   |
|--|--------------------|---|
| Alaska   | CONUS              | Alaska  |
| American Samoa                                 | CONUS              | Joint Base Pearl Harbor-Hickam (JBPHH), HI  |
| Australia                                      | CONUS              | Christchurch, New Zealand/<br>Pago Pago, American Samoa/<br>JBPHH, HI   |
|  | Hawaii             | Christchurch, New Zealand/<br>Pago Pago, American Samoa   |
| Diego Garcia                                   | CONUS              | Andersen AFB, Guam/Japan/<br>JBPHH, HI /Nairobi,<br>Kenya/Torrejon, Spain/<br>Sigonella, Italy/Athens,<br>Greece/Gander AFB, Canada |
|  | Hawaii             | Andersen, AFB Guam/Japan  |
|  | Japan              | Singapore/Thailand  |
|  | Singapore          | None required   |
|  | Spain              | Sigonella, Italy  |
|  | Guam               | Japan   |
| Guam, RMI, FSM,<br>Palau, Northern<br>Marianas | CONUS              | JBPHH, HI/Japan/Guam  |
|  | Hawaii             | Japan/Guam  |
|  | Japan              | Guam  |
|  | Korea              | Japan/Guam  |
| Japan  | CONUS              | Andersen AFB, Guam/JBPHH, HI/<br>Elemendorf AFB, AK/Japan   |
|  | Hawaii             | Japan/Andersen AFB, Guam  |
|  | Korea              | Japan   |
|  | Guam               | Japan   |
|  | Alaska             | Japan   |
| Johnston Island                                | CONUS              | JBPHH, HI   |
|  | Hawaii             | None required   |

23 August 2012

| <u>POINT OF DEPARTURE</u> | <u>DESTINATION</u> | <u>AUTHORIZED IN-TRANSIT STATIONS</u>        |
|---------------------------|--------------------|--|
| Korea                     | CONUS              | Japan/Korea/JBPHH, HI/<br>Elemendorf AFB, AK |
|                           | Hawaii             | Japan/Korea                                  |
|                           | Japan              | Korea  |
|                           | Guam               | Japan/Korea                                  |
|                           | Alaska             | Japan/Korea                                  |
| Midway-Kure               | CONUS              | JBPHH, HI                                    |
|                           | Hawaii             | None required                                |
| New Zealand               | CONUS              | Pago Pago, American Samoa/<br>JBPHH, HI      |
|                           | Hawaii             | Pago Pago, American Samoa                    |
|                           | Australia          | None required                                |
| Wake Island               | CONUS              | JBPHH, HI                                    |
|                           | Hawaii             | None required                                |

## NOTES:

1. Upon arrival at transit station, passengers must register for onward space available transportation within six hours of arrival to retain transiting passenger status. Failure to register within six hours results in the loss of eligibility for continued EML travel. Travelers are not authorized to remain at in-transit points longer than necessary to obtain onward transportation on the first available flight. AMC officials can reduce travel category and/or deny travel if in-transit privileges are abused.

2. Passengers must meet all entry requirements for all transit stations listed on EML travel authorization as prescribed by Foreign Clearance Guide.

INSTRUCTIONS FOR COMPLETING  
USPACOM FORM 505/3, UNFUNDED EML TRAVEL AUTHORIZATION

Section 1. ROUTING INFORMATION

1. To. Name and rank of Unit Commander/Designated Approving Official.
2. From. Name and Rank of Servicemember/sponsor.

Section 2. TRAVELER'S INFORMATION

3. Name of Sponsor. Last name, first name and middle initial of SM/sponsor.
4. Grade. Grade of SM/sponsor.
5. SSN. Social Security Number (SSN) of SM/sponsor.
6. Unit/Organization. Unit/organization of SM/sponsor
7. Sponsor's List all travelers intending to perform EML travel on this authorization. Attach additional sheet if required.
8. List passport and social security number (SSN) for each traveler. If the traveler has not been assigned both a passport number and SSN, either is sufficient.
9. For sponsors: Enter grade and Service; e.g., CAPT/USN or GS-11/DNC (Dept. of Navy Civilian). For Dependents: Enter dependency status; e.g., DEP/WIFE.
10. Enter date of birth of dependent children who are traveling on the authorization.

Section 3. DATES

11. Effective Sign-Up Date. Date travelers plan to sign up for EML travel. Sign-up may not occur prior to effective sign-up date.
12. Expiration Date. All EML authorizations are valid for 90 days from effective sign-up date. Sponsor or unit commander or designated approving official must forward requests for extension to USPACOM through respective USPACOM representative/subunified commander for approval.

23 August 2012

Section 4. Itinerary. Use point of origin, destinations, and in transit stations listed in enclosures (1) and (2) of this instruction.

13. From. Indicate country from which travel commences.

14. To. Unfunded EML destination. First destination not designated intermediate reached is the final for unfunded EML purposes.

15. Return. Same as point of origin.

Note: EML authorizations only authorize travel to the single destination cited. Without regard to which transiting en route terminals are listed in Section 7, the EML traveler may stay only at the destination site listed in Section 4 Block 14.

Section 5. Sponsor Certification.

16. The sponsor will read and sign. However, in cases when the sponsor is deployed or for any reason unable to sign, the sponsor's unit commander/designating approving official can sign this block.

17. Date. Date signed by sponsor or for cases cited in paragraph 16 above, unit commander/designated approving official.

Date must be the same as or earlier than effective date in Section 2.

Section 6. This Section For Authorizing Official Only.

18. Remarks. Comment as required.

19. Typed Name, Grade, Title of Unit Commander or Designated Approving Authority.

20. Signature. Signature of unit commander or designated approving official.

NOTE: The USPACOM Form 505/3 provides unfunded EML authorization when sponsor and dependents are traveling together. If dependent(s) and sponsor's name do not appear on the same EML travel authorization order, dependents will be processed as if unaccompanied and receive less priority in space available than the sponsor. If two separate EML orders are presented, attach the orders together. The sponsor and

23 August 2012

dependent(s) must sign up at the same time. Passenger service personnel will combine two original copies of the order and upgrade dependent status to category II (CAT II). If the sponsor must return to the duty station earlier than the dependent(s), sponsor must present copy of the EML order for return travel. The original copy is used by the dependent(s) for return travel in CAT IV.

RESTRICTIONS. A listing of restrictions regarding EML travel is provided for the traveler's information on the reverse of the form.

REPRODUCTION OF USPACOM Form 505/3 (07-10) is authorized by direct copy or computer generation. Computer generated forms must be verbatim, in the same format, and identified with the proper title and document number.

**TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN  
UNFUNDED ENVIRONMENTAL AND MORALE LEAVE**

(Ref: USPACOMINST 0201.2)

**Read Privacy Act statement and restrictions on reverse prior to completing this form**

**ROUTING INFORMATION**

|        |          |
|--------|----------|
| 1. To: | 2. From: |
|--------|----------|

**TRAVELER'S INFORMATION**

|  |                     |        |                        |                                   |
|--|---------------------|--------|------------------------|-----------------------------------|
| 3. Name of Sponsor <i>(Last, First MI)</i> | 4. Grade            | 5. SSN | 6. Unit / Organization |                                   |
| 7. Name <i>(Last, First MI)</i>            | 8. Passport # / SSN |        | 9. Grade / Status      | 10. DOB <i>(Minor Dependents)</i> |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |
|  |                     |        |                        |                                   |

**DATES**

|                             |  |
|-----------------------------|--|
| 11. Effective Sign-up Date: | 12. Expiration Date <i>(Max 90 days)</i> : |
|-----------------------------|--|

**ITINERARY**

|                                   |  |                                     |
|-----------------------------------|--|-------------------------------------|
| 13. From <i>(point of origin)</i> | 14. To <i>(May be multiple destinations, but first reached is the final destination)</i> | 15. Return <i>(point of origin)</i> |
|-----------------------------------|--|-------------------------------------|

**SPONSOR CERTIFICATION**

**I have read and understand USPACOMINST 0201.2 and the restrictions printed on the reverse of this form. I certify the information provided on this form is true and accurate to the best of my knowledge.**

|                          |          |
|--------------------------|----------|
| 16. Signature of Sponsor | 17. Date |
|--------------------------|----------|

**THIS SECTION FOR AUTHORIZING OFFICIAL ONLY**

18. REMARKS *(Comments if needed.)*

|   |               |
|---|---------------|
| 19. Typed Name, Grade, Title of Unit Commander or Designated Approving Official | 20. Signature |
|---|---------------|



PRIVACY ACT STATEMENT

Authority: 10 U.S. Code 124: Executive Order 9397, 22 Nov 1943. Social Security Number (SSN).

Principal Purpose: Used to authorize travel in Space Available status on DOD aircraft by Environmental and Morale Leave (EML) by eligible members and authorized dependents.

Routine Use: Used by appropriate authority to evaluate an applicant's and/or applicant's authorized dependent(s) eligibility to be issued travel authorization under the EML program. Use of SSN is necessary to make positive identification of individual records. This information becomes the record copy of orders after approval/authentication and enables members/authorized dependent(s) in designated areas to procure transportation from and to aerial port of embarkation.

Disclosure: Voluntary. However, failure to complete this form precludes publication of EML orders.

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RESTRICTIONS

- Travel is space available only.
- Travel is authorized from or return to EML designated site by authorized uniform Service members and authorized dependents. It is not for dependent travel for visiting uniformed Service member's EML duty station.
- Travel must comply with directives pertaining to passports, visas, foreign customs, country clearances, and immunizations.
- Travel within CONUS under this program is prohibited.
- Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation is not available.
- Members must conform to appropriate service uniform directives when traveling aboard DOD-owned or controlled aircraft, except as stipulated in the Foreign Clearance Guide. Failure to conform with uniform directives may result in the loss of travel privileges.
- Maximum authorized baggage is 2 pieces not to exceed 70 pounds each.
- Failure to register for follow-on routing within 6 hours at transit terminal may result in the loss of follow-on priority and/or sign-up order.
- Travel must be completed by the date indicated in Section 3.
- Violation of DOD 4515.13-R, may result in the individual being held accountable for charges based on AMC tariff rate.

**TRAVEL INFORMATION**

| DATE/TIME<br>DEPART PERM<br>DUTY STATION | DATE/TIME<br>ARRIVE<br>DESTINATION | DATE/TIME<br>DEPART<br>DESTINATION | DATE/TIME<br>ARRIVE PERM<br>DUTY STATION | LEAVE<br>LOCATION |
|--|------------------------------------|------------------------------------|--|-------------------|
|  |                                    |                                    |  |                   |

USPACOMINST 0201.2  
23 August 2012

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LIST OF USPACOM UNFUNDED EML  
EXECUTIVE AGENTS

| <u>ORIGINATION LOCATION</u>      | <u>EXECUTIVE AGENT</u>                        |
|----------------------------------|---|
| Alaska                           | Alaskan Command/J1                            |
| Australia                        | US Defense Representative<br>(USDR) Australia |
| Diego Garcia                     | USDR South Western Indian<br>Ocean            |
| Guam, FSM, Northern Marianas     | USDR Guam                                     |
| Japan                            | U.S. Forces Japan/J1                          |
| Korea                            | U.S. Forces Korea/J1                          |
| New Zealand                      | USDR New Zealand                              |
| Republic of the Marshall Islands | USDR RMI                                      |