



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

24 March 2022

MEMORANDUM FOR 18TH WING PERSONNEL

FROM: 18 WG/CC

SUBJECT: 18th Wing Policy for Funded Environmental and Morale Leave (FEML)

References: (a) Joint Travel Regulations, Chapter 4, 0404, 1 January, 2022
(b) AFI 10-403, 17 April 2020, *Deployment Planning and Execution*
(c) Deputy Assistant Secretary of Defense Memorandum, "Request for Funded Environmental Morale Leave for Okinawa, Japan," 19 November 2021
(d) Commander, USINDOPACOM, "Funded Environmental and Morale Leave Policy Waiver for Okinawa," 6 January 2022

1. Effective 19 November 2021, the Deputy Secretary of Defense approved the request of Commander, US Indo-Pacific Command to designate Okinawa, Japan as a Funded Environmental and Morale Leave (FEML) location with Seattle, WA designated as the Aerial Port of Debarkation. This approval will remain in effect until quarantine restrictions imposed on DoD personnel assigned to Okinawa by the Government of Japan are rescinded.

2. FEML is authorized for military members, their command-sponsored dependents, and DoD civilian employees and dependents, when on permanent duty in Okinawa, Japan. Transportation costs will be funded by the 18th Wing.

3. The following directives apply to all 18th Wing personnel who request FEML:

a. The primary mode of transportation for all FEML requests is the Patriot Express (PE) rotator. When feasible, personnel should request FEML no later than 30 days prior to their projected travel start date. Personnel requesting FEML to a CONUS location must submit a range of inbound and outbound dates under the following rules:

(1) A period of two consecutive days must be submitted for outbound travel for departing Okinawa; and

(2) A period of seven consecutive days must be submitted for inbound travel to return to Okinawa.

b. If the PE is not available, the traveler will be reimbursed transportation costs up to the cost of the government-procured transportation between Okinawa and Seattle, WA. Any exceptional circumstances can be authorized by the member's squadron commander.

c. FEML is only authorized for reimbursement for travel costs to and from Okinawa and Seattle, WA. Lodging and per diem are not reimbursable expenses. Personnel and their family members should have sufficient funds to cover all out-of-pocket costs to include unforeseen travel delays that may occur.

d. FEML travel days are not charged as leave. Leave is charged the day after arrival to the APOD, from Okinawa, Japan and ends the day prior to boarding the aircraft from the military Aerial Port of Embarkation to return to Okinawa.

e. Per the JTR, FEML travel is prohibited in the first or last six months of their tour. INDOPACOM has authorized the ability to waive this requirement for Okinawa. Unit Commanders are able to approve or disapprove this requirement on the FEML Worksheet.

f. When members do not cancel or re-book their government procured seat on the Patriot Express, it prohibits the use of those seats for other servicemembers who may require travel out of Okinawa. These members are then identified as a "No-Show".

(1) To prevent members from being identified as a "No-Show", travelers must cancel or re-book their reservation through the reservation office no later than 72 hours prior to scheduled flight departure. To cancel reservations, members can contact 18 LRS Passenger Travel Office at Bldg 756, 18LRS.pax@us.af.mil or 634-0128.

(2) If members do not cancel their reservation within 72 hours of their scheduled flight, this will result in the forfeiture of that member's ticketed FEML entitlement.

(3) For emergency situations causing members to miss their scheduled flights, an ETP signed by the first O-6 in their Chain of Command will be required to determine if their FEML entitlement can be reinstated.

4. Please direct any questions to 718th Force Support Squadron. Military Personnel Flight can be reached at 718FSS.MPS.Relocations@us.af.mil 632-7202 or 634-1946. Civilian Personnel Office can be reached at 718FSS.Civilian.USEMR@us.af.mil or 634-2228.



DAVID S. EAGLIN
Brigadier General, USAF
Commander, 18th Wing

3 Attachments:

1. FEML - FAQs, 15 March 2022
2. FEML - Flowchart, 15 March 2022
3. FEML - Worksheet v4, 1 February 2022

Frequently Asked Questions:

What is Funded Environmental Morale Leave (FEML)? FEML authorizes members DoD-owned or controlled air transportation from EML duty locations for purpose of taking leave in an EML destination site; for 18 WG personnel, Seattle, WA is the authorized location.

Who qualifies? The following personnel qualify for FEML:

- A Service member or a civilian employee may be eligible for FEML if he or she is stationed at Okinawa for 24 or more consecutive months. The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized. Dependents may travel with sponsor or separately.
- A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility.

Who does not qualify? Non-Command Sponsored members to Okinawa.

What is required to request FEML? The following items are required to request FEML:

- FEML Worksheet (Provided by CSS/MPF)
- PCS Orders to Kadena Air Base (to prove command sponsorship)
- Copies of No-Fee Official Passport for dependents or memorandum in lieu of provided by passport agent (required by FCG)
- Command Sponsorship Memorandum (if marriage or birth occurred after arrival)

What will FEML funding pay for? FEML funding authorizes payment/reimbursement for transportation costs only – per diem and lodging are not covered. Additionally, travelers may not use cruises or tourist packages to or from the authorized destination.

Will I be charged leave for the entire trip duration? FEML authorizes leave to start the day after arrival to the aerial port of debarkation and leave ends the day prior to arrival at the aerial port of embarkation. For example, a member departs Kadena AB via the Patriot Express (rotator) and arrives in Seattle – their leave starts the day after they arrive in Seattle; also, when a member flies back to Seattle to utilize the Patriot Express (rotator), their leave ends the day prior to arrival in Seattle.

What is the source for entitlements for FEML travel? The Joint Travel Regulations (JTR) Para 040401. 01 November 2021 determines FEML entitlements.

What is the process for requesting FEML travel? Member receives the worksheet from CSS/MPF then reports to Finance to confirm entitlement exists. The member reports to Passenger Travel for flight bookings/reservations. Afterwards, the member(s) routes the worksheet for CC signature so he/she can approve the flight and estimated cost of travel (if commercial). The worksheet is then turned into CSS who forwards it to MPF for the order generation. The orders are then sent to Finance for certification and fund obligation. The orders are then sent to the member who returns to Passenger Travel to finalize bookings/purchase tickets. Upon arrival back to island, the member has 5-duty days to submit the travel voucher with all required documentation.

What is "On Hold" Status Reservation at TMO?

On-hold status occurs when a member requests a travel date range through TMO Passenger Travel and there are no available seats on scheduled Patriot Express flights. Members are placed on-hold for up to seven days allowing USTRANSCOM to identify requirements and establish future flights to meet the passenger backlog demand. After seven days, if USTRANSCOM does not generate a flight to meet that member's movement window, a non-availability letter should be sent from Air Mobility Command (AMC) authorizing commercial travel purchase through TMO Passenger Travel. If a flight is generated during the requested movement window, member will be automatically booked on said flight and notified by TMO Passenger Travel.

What happens if I miss my flight?

When members who do not cancel or re-book their government procured seat on the Patriot Express, it prohibits the use of those seats for other service members who may require travel out of Okinawa. This constitute a "no show" and travel is deemed as used. To prevent forfeiture of FEML entitlement the member must cancel or re-book their reservation through the TMO reservation office no later than 72 hours prior to scheduled flight departure. Cancel reservations can be done by contacting 18 LRS Passenger Travel Office at Bldg 756, 18LRS.pax@us.af.mil or 634-0128.

How do I apply for a waiver to use FEML during the first or last 6-months of my tour?

Unit Commanders are authorized discretion to use the first and/or last 6-months waiver per USINDOPACOM Memorandum for Commanders, dated 6 January 2022. To apply, no further document is needed. Simply use the latest FEML Worksheet version 4. The form is tailored with an option for your unit commander to decide on approval at the bottom of the form. If your unit commander marks yes, you are approved!

Table 4-11. FEML Trips Authorized by Assignment Length and Tour Extension

Tour Length		FEML Trips Authorized
1	At least 24 months, but less than 36 months	1
2	Tour extended at least 12 months	1 additional

11/01/2021

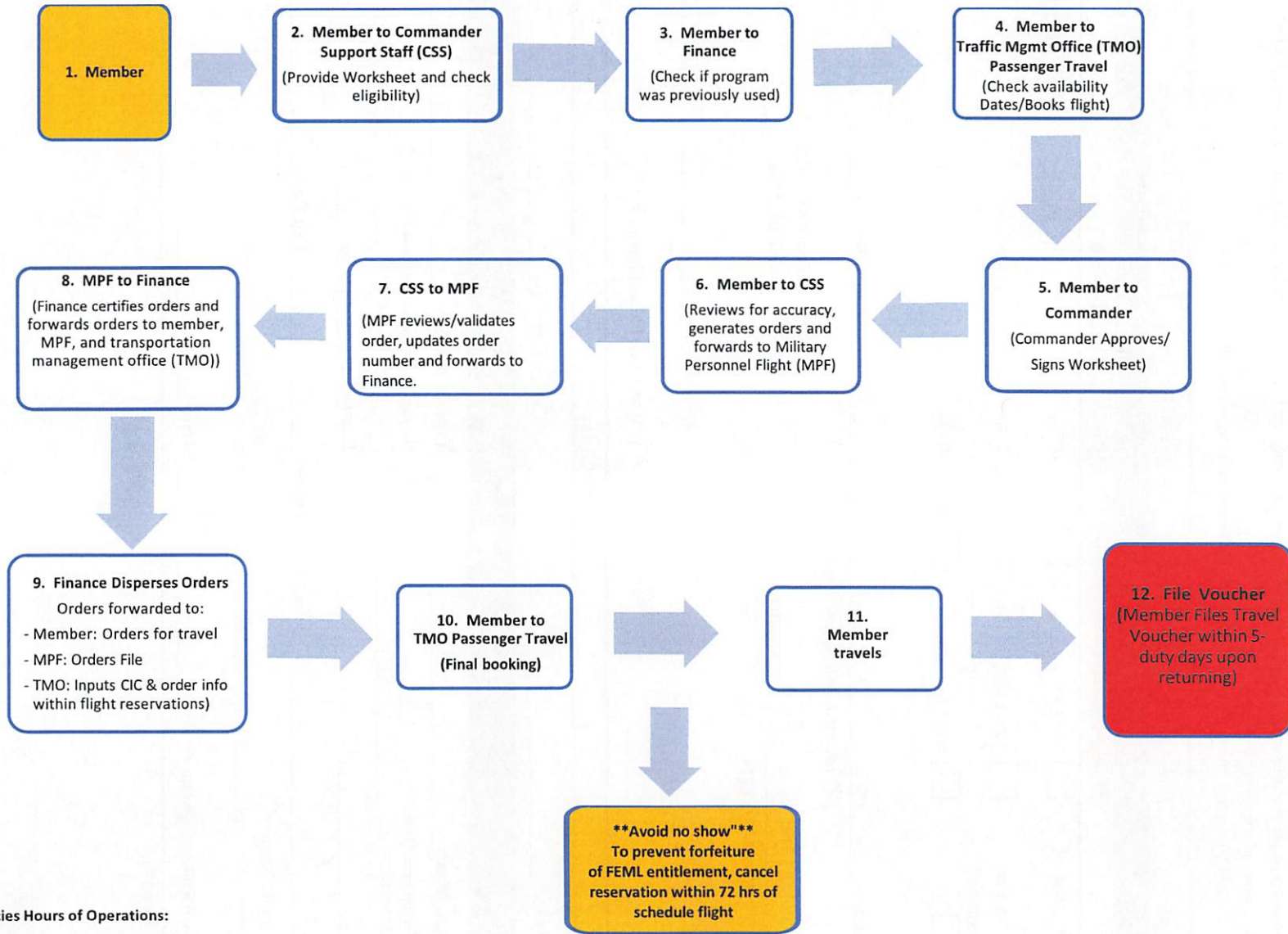
4-10

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3	New tour assignment at least 24 months, but less than 36 months	1 additional*
4	At least 36 months	2
5	Tour extended for any length of time	0 additional
6	New tour assignment at least 24 months	1 additional*
7	New tour assignment at least 36 months	2 additional*

*A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.

Figure 1. Funded Environmental Morale Leave (FEML) Flowchart
Step-by-Step Guide for FEML



Agencies Hours of Operations:

Military Personnel Flight: Monday – Friday, 0730 – 1630

Finance Office: Monday – Friday, 0800 – 1500

TMO Passenger Travel Office: Monday – Friday, 0830 – 1400

FUNDED ENVIRONMENTAL MORALE LEAVE WORKSHEET

- **ELIGIBILITY:** Service member or civilian employee stationed at authorized FEML PDS for 24 consecutive months & been on station for at least 6 months and Command Sponsored dependents residing with service member/civilian employee serving an accompanied tour to include student dependents attending school away from Okinawa.
- Unit Commanders are authorized discretion to use the first and/or last 6-months waiver per USINDOPACOM Memorandum for Commanders, dated 6 January 2022
- Provide CSS a copy of completed FEML worksheet
- No More than 1 FEML trip per 24 month tour, or 2 FEML trip per 36 months (Refer to JTR 04041, Table 4-11)

Tour Length: _____ Date Arrived Station: _____ Member Eligible ☐ Yes ☐ No CSS Rep: _____

NOTE: Please Write Legibly – Airlines will deny boarding if name(s) are misspelled.

☐ Initial Request ☐ One-way ☐ Round Trip COVID Vaccinated
☐ Yes ☐ No
Dependent No-Fee ☐ Active Duty Military ☐ Civilian Employee ☐ Dependent
Official Passports? ☐ Yes ☐ No ☐ 1st FEML Trip ☐ 2nd FEML Trip

Traveler Name: _____

(Last, First, Full Middle Name)

Grade: _____

Birth Date: _____

(DD/MMM/YYYY)

Gender: _____

Passport # (Civilian)

or DoDID (Military): _____

Unit: _____

Official Email: _____

Duty Phone: _____

Home/Cell Phone (Japanese): _____

Finance

Last Trip Taken: _____

CPTS Rep Signature: _____

For Additional Traveler(s) Please continue to the next page

Departing Location: _____

Travel Location: _____

Requested Departure Date: _____
(DD/MMM/YYYY)

Requested Return Date (on Okinawa): _____
(DD/MMM/YYYY)

GTC #: _____

Exp Date: _____

Passport #: _____

Country of Issuance: _____ Exp Date: _____

Emergency POC Name: _____
(Not a traveler)

Phone: _____

Member Signature: _____ Date: _____

Additional Remarks:

ADDITIONAL TRAVELER(S)

Traveler

Name: _____
(Last, First, Full Middle Name)DOB: _____
(DD/MMM/YYYY)COVID Vaccinated
Yes ☐ No ☐

Passport #: _____

Gender: _____

Traveler

Name: _____
(Last, First, Full Middle Name)DOB: _____
(DD/MMM/YYYY)COVID Vaccinated
Yes ☐ No ☐

Passport #: _____

Gender: _____

Traveler

Name: _____
(Last, First, Full Middle Name)DOB: _____
(DD/MMM/YYYY)COVID Vaccinated
Yes ☐ No ☐

Passport #: _____

Gender: _____

Traveler

Name: _____
(Last, First, Full Middle Name)DOB: _____
(DD/MMM/YYYY)COVID Vaccinated
Yes ☐ No ☐

Passport #: _____

Gender: _____

Flight Information

Departure

Return

Travel Window: _____

Travel Window: _____

AMC Rotator Available? ☐ Y ☐ NAMC Rotator Available? ☐ Y ☐ N

Dates Available: _____

Dates Available: _____

Booked? ☐ Y ☐ N Date: _____Booked? ☐ Y ☐ N Date: _____Will traveler(s) be required to self-procure transoceanic travel? ☐ Y ☐ N TR Cost: _____Will traveler(s) be required to use a foreign flag carrier? ☐ Y ☐ N

TMO Representative: _____

Signature: _____

Mandatory Travel Documents☐ PCS Orders to Kadena☐ Command Sponsorship Letter (if applicable)☐ No-Fee Passport Copies (if applicable)☐ Civilian LOA to Kadena (if applicable)

Supervisor: _____

Signature: _____

Does CC approve first/last 6-mo waiver? Yes: ☐ No: ☐ N/A: ☐

Unit Commander: _____

Signature: _____ Date: _____

Unit Representative: _____

Signature: _____ Date: _____