



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
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DEC 23 2021

MEMORANDUM FOR ALL DODEA PERSONNEL ASSIGNED TO OKINAWA, JAPAN

SUBJECT: Funded Environmental Moral Leave for Okinawa, Japan

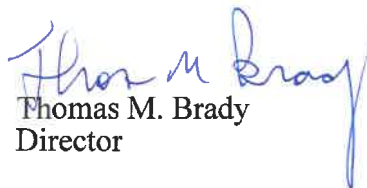
REFERENCES: (a) Assistant Secretary of Defense for Manpower and Reserve Affairs,
"Request for Funded Environmental Morale Leave for Okinawa, Japan," 19
November 2021
(b) Department of Defense Joint Travel Regulations, current edition
(c) Department of Defense Education Activity Memorandum, "Department of
Defense Education Activity Travel Guidance," current edition

The Under Secretary of Defense temporarily approved Funded Environmental Morale Leave (FEML) for Okinawa, Japan. This exception to policy will expire on the date the Government of Japan removes the quarantine restrictions for DoD personnel assigned to Okinawa, Japan. FEML approves government funded travel from Okinawa, Japan to Seattle, Washington, and return.

DoDEA sponsors and authorized dependents may be eligible for FEML if the sponsor has an assignment length of at least 24 or more consecutive months, in accordance with the Joint Travel Regulation, Chapter 4 (reference b). Tour assignment lengths less than 24 months do not qualify for FEML. Sponsors wishing to exercise FEML are required to use accrued annual leave. It is an expectation for all travelers (sponsors and authorized dependents) to comply with HPCON/installation safety and the current DoDEA travel guidance (reference c).

DoDEA sponsors with qualifying assignments who are interested in exercising FEML should contact the Okinawa District Resource Management office. Enclosure 1 provides further guidance.

Your continued health and safety during this global pandemic are my priority.


Thomas M. Brady
Director

Enclosure 1

1. DoDEA Sponsor Eligibility:

a. May be eligible:

i. A sponsor is eligible if he or she has an assignment length of at least 24 consecutive months, but less than 36 months as defined by his/her most current transportation agreement. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. Note: Most school level educators in Okinawa have less than a 24 consecutive month assignment.

(1.) FEML travel is permitted within 6 months after the beginning, or 6 months before the end of the 24 consecutive months. For example, FEML travel is permitted between the 7th and 17th month of a 24 consecutive month assignment.

(2.) FEML travel is not permitted if the sponsor is outside the permitted travel timeframe.

(a.) Options to qualify for FEML when sponsor is outside the permitted travel timeframe:

(i.) The sponsor may sign an extension to the current transportation agreement to extend the assignment length by at least 12 months with supervisor approval. The extension begins once the original assignment length is fulfilled. FEML may then be exercised between the 4th and 9th month of the 12-month extension.

(ii.) Sponsor accepts a new transportation agreement with an assignment length of at least 24 consecutive months with supervisor approval. The new transportation agreement begins once the original assignment length is fulfilled. FEML may then be exercised between the 7th and 17th month of the new 24-month assignment.

ii. A sponsor is eligible if his/her assignment length was extended by at least 12 months to a tour that was previously at least 24 months long, but less than 36 months, as defined by sponsor's most current transportation agreement.

(1.) FEML travel may occur once the first 3 months of an assignment extension, and if elected, must be used 3 months prior to the end of the assignment extension. For example, FEML may then be exercised between the 4th and 9th month of the 12-month extension.

(2.) Sponsor accepts a new transportation agreement with an assignment length of at least 24 consecutive months with supervisor approval. The new transportation agreement begins once the original assignment length is fulfilled. FEML may then be exercised between the 7th and 17th month of the new 24-month assignment.

b. Not Eligible:

i. A sponsor is not eligible if the tour assignment is less than 24 consecutive months.

ii. A sponsor who does not extend or renew his/her transportation agreement as stated in 1.a.i.(2.)(a.)(ii.).

iii. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

iv. Receiving dual allowances or comparable allowances from another Agency is not allowed. Additionally, a sponsor may not use FEML as a dependent on another person's transportation agreement. Eligibility is limited to 1 FEML trip per household regardless of separate transportation agreements.

2. Allowances:

- a. Flight from Okinawa to Seattle and return via government transportation.
- b. Standard baggage fees, if not included in the price of airfare. Excess baggage fees are not reimbursable.
- c. Transportation from Permanent Duty Station (PDS), home, or destination to the airport and return.
- d. Per diem, excess accompanied baggage, unaccompanied baggage, and/or terminal parking fees are NOT reimbursable.

3. FEML Request Procedures. All travel from Okinawa, Japan to Seattle and return must be arranged by Resource Management through DTS. Self-procured travel will NOT be reimbursed. Please allow at least 10 business days for FEML request processing.

- a. Sponsor obtains approved annual leave from supervisor.
- b. Sponsor completes DoDEA-Okinawa FEML Request Form with supervisor and sponsor signatures.
- c. Sponsor submits completed DoDEA-Okinawa FEML Request Form to Civilian Human Resource Agency (CHRA) by emailing CHRA at usarmy.ria.chra-nc.mbx.dodea-overseas-entitlements@mail.mil with Subject Line: *Okinawa FEML Request, {Sponsor's Full Name}*.
- d. CHRA verifies eligibility. If the sponsor is ineligible, CHRA will notify the employee via email.
- e. If eligible, CHRA provides completed DoDEA-Okinawa FEML Request Form to Resource Management via email at Pacific-ResourceManagement@dodea.edu.
- f. Resource Management will contact sponsor to coordinate travel orders and flight arrangements.

4. Voucher Processing: All travel must be reconciled within 5 business days of returning from FEML. Contact Resource Management for voucher reconciliation.

Receipt requirements:

- a. Zero balance receipts for Standard baggage fees, if not included in the price of airfare. Excess/unaccompanied baggage fees are NOT reimbursable.
- b. SATO E-ticket invoice, not the itinerary.
- c. Receipts for transportation (e.g. taxi, mileage). Terminal parking fees are NOT reimbursable.

DODEA – OKINAWA FEML REQUEST FORM

<u>EMPLOYEE DATA</u>						
EMPLOYEE LEGAL NAME (no nicknames)						
Legal Last Name:		First Name:			Middle Initial:	
Employee Date of Birth (Month/Day/Year):				CAC ID Number:		
Email Address:						
Mailing Address:						
City:		State:		Zip Code:		
Primary Phone Number:						
Emergency Contact Name:				Emergency Contact Number:		
<u>ACCOUNT INFORMATION FOR REIMBURSEMENT</u>						
Select one type of account and provide information for which you wish to be reimbursed.						
<input type="checkbox"/> Checking Account			<input type="checkbox"/> Saving Account			
Account Routing Number:					Account Number:	
<u>TRAVELER INFORMATION</u>						
List ALL travelers (including employee) requesting air transportation. After April 1, 2022, travel must occur on a no fee passport for re-entry into Japan.						
<u>Legal Name</u> (as it appears on passport)	<u>Date of Birth</u> (TSA requirement)	<u>Passport Type</u> No-Fee (Red) or Tourist (Blue)	<u>Passport Number</u>	<u>Passport Expiration Date</u>	<u>CHRA Verification</u> (For use by CHRA only)	
					<u>Eligible</u>	<u>Not Eligible</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
<u>REQUESTED TRAVEL DATE</u>						
Requested travel date is subject to government transportation availability, and continuation of FEML designation.						
<u>Depart from Okinawa:</u>					<u>Return to Okinawa:</u>	
<p>I certify that I reviewed the FEML guidance, and determined that I and/or my authorized dependents as stated above, meet(s) the criteria. I certify that I am not receiving dual/comparable allowances from another Agency, or using FEML as a dependent on another person's transportation agreement. I understand no more than two FEML trips are authorized for any overseas tour, including extensions to that tour, and FEML is limited to 1 trip per household regardless of separate transportation agreements. I understand that false statements may disqualify me for FEML under DoD regulations. These costs may become my personal responsibility, subject to collection, as an overpayment in the event that approval of travel is determined to be ineligible.</p> <p>Employee Signature:</p>						
<p>I approved the sponsor's annual leave request (if sponsor is traveling) and am in receipt of the Travel Health Risk Assessment.</p> <p>Supervisor's Signature:</p>						
<p>FEML eligibility verified by CHRA, as indicated above, subject to continuation of DoD FEML designation. As of _____, sponsor is in month _____ of his/her Transportation Agreement.</p> <p>CHRA Representative's Signature:</p>						
<p>For RM use only: FEML Utilized on _____ . RM Representative's Signature: _____</p>						