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U.S. MARINE CORPS FORCES JAPAN BULLETIN 1050

From: Commander  
To: Distribution List

Subj: OKINAWA-BASED FUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) Joint Travel Regulations  
(b) DoDI 4515.13, ch 5, Air Transportation Eligibility  
(c) MCO 1050.3J, Regulations for Leave, Liberty and Administrative Absence  
(d) USFJ Assigned Strength Report, FY21 3Q  
(e) OASD Memorandum, dtd 19 Nov 2021  
(f) III MEF/MARFORJ COVID-19 Outbreak EXORD 21-002 Annex R  
(g) Foreign Area Clearance Guide  
(h) DoD Instruction 1327.06 Leave and Liberty Policy and Procedures  
(i) MARADMIN 348/21  
(j) COMUSINDOPACOM MEMO of 6 Jan 22

Encl: (1) JTR FEML Excerpt, para 040401  
(2) DTMO Dependent Travel Information Paper  
(3) FEML Approval/Reimbursement Process Flow Charts  
(4) FEML DTS User Guide  
(5) FEML Statement of Understanding

1. Situation. Regular execution of annual leave and enjoyment of respite from duty is essential to maintaining a capable, ready, and disciplined force. Exercise of leave outside Japan – particularly leave originating in Okinawa – has been exceptionally challenging throughout the Coronavirus disease (Covid) -19 pandemic due to the Government of Japan (GoJ) mandate to complete a restriction of movement upon entry into Japan before using any public transportation, including commercial air. On 19 November 2021, the Assistant Secretary of Defense for Manpower and Reserve Affairs designated Okinawa as a Funded Environmental and Morale Leave (FEML) location. This designation allows commands to provide eligible individuals with round trip government-funded transportation off Okinawa. [For the determination of maximum cost allowances](#), Seattle is designated as the Aerial Port of Debarkation for this FEML location; [however, FEML travel is not limited to CONUS destinations](#). Due to operational requirements and transportation limitations, the current capacity of government air transportation, both outbound but primarily inbound ([to Okinawa](#)), is insufficient to support all of the potential demand. Policies and focused logistics efforts must be implemented to ensure correct, timely, and equitable usage of this leave program, in order to maximize the use of available resources.

2. Cancellation. U.S. Marine Corps Forces, Japan (MARFORJ) Bulletin 1050 of 10 December 2021.

3. Mission. MARFORJ Commanders shall incorporate responsible use of FEML for eligible Service members, Department of Defense (DoD) civilian employees, and their dependents executing leave off the

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island of Okinawa until the GoJ removes the quarantine restrictions for DoD personnel assigned to Okinawa.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

###### (1) Commander's Intent

(a) Purpose. The purpose of FEML is to provide all eligible MARFORJ Marines, Sailors, and DoD civilians, and their families the opportunity to execute leave off the island of Okinawa, spend time with family and friends there, and maintain operational and personal morale after almost two years of pandemic in the face of unique conditions in the Western Pacific.

(b) Method. FEML is an entitlement, and all those eligible will be encouraged to take advantage of it. **Unit commanders will establish their own processes for prioritizing and sequencing of FEML based on readiness requirements and individual situations; the perception of fairness and equitability is critical.** Throughout the period FEML is executed, **readiness to Fight Now must be maintained as a first priority**; through deliberate planning, operational requirements and FEML can be balanced.

1. FEML options, requirements, and planning factors will be communicated in a clear and timely manner so that all eligible members of MARFORJ fully understand the opportunity, and the means to leverage it. Marines and their families flying under the FEML program to the United States will be Space Required travelers on Patriot Express (PE) flights; they will receive a **guaranteed seat leaving Japan** and on return flights.

2. Commanders and small unit leaders must be engaged from planning through execution. Each member of MARFORJ eligible for FEML will be briefed by an Officer or Staff Non-Commissioned Officer regarding the opportunities and procedures outlined in this policy. The Global Air Transportation Execution System (GATES) must be understood and properly used. To that end, reliability and accuracy with regards to numbers for all outbound and return flights is critical. If we do not plan responsibly and accurately, we run the risk of OSD and the Marine Corps wasting significant resources and FEML being cancelled.

3. III MEF will coordinate with HQMC for the establishment of liaisons at enroute locations like Anchorage and Seattle to assist family members, especially those experiencing travel delays and disruptions.

(c) Endstate. FEML program responsibly executed in a user-friendly manner that minimizes wastage, maintains morale, and ensures operational readiness.

###### (2) Concept of Operations. [The FEML program will be facilitated in accordance with references](#)

(a) [through \(j\)](#). Throughout the period that FEML is authorized for Okinawa, commanders will determine eligibility for FEML use upon receipt of requests (enclosures 1-3 are provided to assist) and ensure leave requests and funding are processed and approved using current unit funded travel means.

(a) Readiness of the force to compete and fight will be maintained throughout execution of FEML.

(b) All current health protection condition travel policies remain in effect.

(c) Command-level leave policies remain in effect.

(d) Per reference (j), to maximize participation in the FEML Program, the prohibitory period of eligibility outlined in paragraph 040401.5 of enclosure (1) - not to be performed within six months of the beginning or the end of the 24 or 36 month tour – is waived.

b. Tasks

(1) MARFORJ Commanders

(a) Commanders shall establish/supplement/modify current leave policies and practices as necessary to incorporate use of FEML and ensure that trained and properly appointed personnel are prepared to process travel authorizations in a timely manner, per the references and enclosures (1-3).

(b) Commanders must understand and properly utilize GATES to effectively register demand signal and facilitate U.S. Transportation Command's (USTRANSCOM) ability to generate seats that match demand.

(c) Commanders must direct the mode of transportation, for FEML use, as USTRANSCOM contracted aircraft (e.g. PE), [when available](#).

(d) Advise travelers to not purchase “back-up” tickets on commercial airlines to avoid undue financial burden to the traveler, inaccurate USTRANSCOM seat projections, and potential failure of the FEML program.

(e) Commanders shall fund travel with the established Lines of Accounting (LOAs) designated for FEML use and auditability, in accordance with enclosure (1). [The total amount that may be reimbursed for outbound and return flights will not exceed the cost of a USTRANSCOM flight from Okinawa to SEATAC and back, respectively.](#)

(f) While government funding shall not be used to cover the cost of normal planned GoJ restriction of movement (ROM) requirements, commands may issue TAD orders to Service members if a competent medical authority orders the individual to isolate or quarantine preceding or during travel to the permanent duty station, in accordance with enclosure (1), paragraph 040102.

(g) Commanders shall report anticipated resource requirements (funding, high volume flight windows, etc.) to respective higher headquarters for support. [The FEML Request and Information SharePoint \(FRIS\) must be used for registering demand and capturing official requests for use of FEML.](#)

1. Support requests shall be consolidated at III Marine Expeditionary Force (MEF) and Marine Corps Installations Pacific (MCIPAC) prior to submission to MARFORJ or USFJ.

2. MARFORJ personnel that do not align to a III MEF or MCIPAC hierarchy shall coordinate support requests with MARFORJ and route to parent higher headquarters.

(h) Confirm traveler eligibility for use of FEML prior to approval in Defense Travel System (DTS) and ensure that DTS Approving Officials have access and are using that eligibility information to approve travel correctly and efficiently.

(2) MCIPAC Civilian Human Resources Office. Determine eligibility of civilian employees and their dependents for use of FEML.

(3) III MEF G-4

(a) Coordinate and establish Marine-specific liaison teams in Anchorage and Seattle to facilitate movement of MARFORJ personnel.

(b) Be prepared to facilitate and support personnel transportation requests from USFJ as requested.

(c) Be prepared to coordinate aerial port of embarkation/debarkation (APOE/D) augmentation requests from USFJ as requested.

(d) Be prepared to assist MCIPAC with Distribution Management Office (DMO) support requests as required IOT facilitate policy execution.

(4) Travelers

(a) Travel Request. Travelers do not have to be within their eligibility window to submit FEML requests. Travelers must be eligible for FEML by the time travel is executed. The FRIS will be used to submit the initial travel request, and can be found at the following website: <https://usmc.sharepoint-mil.us/sites/MCIPAC/SitePages/FEML.aspx>.

1. Travelers should submit FEML requests via the FRIS no later than 30 days prior to planned travel from Okinawa. A request is considered “submitted” upon completion of the application process on FRIS and receipt of a confirmatory email. Travelers should be flexible in their travel request dates since Air Mobility Command (AMC) flights will vary.

2. For families traveling together, the “Sponsor EDIPI” block must match in order to ensure cohesive booking. Each traveler should then have their own EDIPI inputted as well. These can be located on MilConnect.

3. Sponsors must submit a request for each traveler due to SharePoint and DTS Common Access Card restrictions.

4. Travelers are required to provide the FRIS, at a minimum, a four-day travel window to DMO for travel out of Okinawa, and a ten-day travel window for return travel to Okinawa. Travelers must identify extenuating circumstances on FEML requests when travel windows do not support leave plans; e.g. travel to CONUS with restrictive itinerary concerns, travel to locations other than CONUS that require entry/exit coordination, and leave travel within Japan aligned to liberty periods.

5. Travelers desiring to cancel or modify booked USTRANSCOM transportation (e.g. Patriot Express) shall confirm changes are made with FRIS no later than 24 hours prior to scheduled flights or be physically present at APOEs on scheduled travel days, prior to final boarding, and coordinate changes with DMO FEML Cell/AMC representatives. Failure to execute ticketed travel may result in the missed flight being considered the individual’s use of FEML.

6. Sponsors should submit FEML requests for themselves and their dependents directly to DMO FEML Cell via the FRIS. In the case that they cannot, command personnel assisting the sponsor and travelers should ensure that the Sponsor EDIPI and Traveler EDIPI fields match the actual sponsor and traveler, and that command personnel have not entered their own information.

(b) Travel Authorization. DTS and Government Travel Charge Cards (GTCCs) shall be used for routing requests for FEML as well as processing reimbursement of travel to and from FEML destinations.

Centrally Billed Account (CBA) funding may be used if the GTCC is not available but should be a last resort. Enclosures (3) and (4) are provided to aid travelers in processing FEML authorizations in DTS.

1. Ensure all travelers (including dependents) are added to DTS prior to initiating travel authorization. Enclosure (2) is provided to assist with this process.

2. Ensure all travelers, associated with the same Service member/DoD Civilian sponsor, needing to travel on identical itineraries are registered as a family on FEML authorizations.

3. PE booking information will be emailed and provided in the FRIS and should be used in the DTS travel authorization.

(c) Each sponsor and traveler 18 years of age or older will sign a FEML Statement of Understanding (enclosure (5)) and include in DTS.

(d) In addition to a [printed](#) copy of approved FEML travel authorizations [for each traveler \(DD Form 1610\)](#), travelers must carry the same documentation required to execute PCS to Okinawa (PCS orders, area clearance, [special issuance passport for dependents](#), etc.), per reference (f).

(e) All funded travel must be entered in the Defense Travel System (DTS), and any changes to that travel must be processed through DTS.

(f) Travelers should not purchase “back-up” tickets on commercial airlines to avoid undue financial burden, inaccurate USTRANSCOM seat projections, and potential failure of the FEML program.

#### (5) [Distribution Management Office](#)

##### (a) [Authorized methods of travel](#)

1. PE round-trip. The most common travel pattern for PE round-trip is outbound Kadena-Seattle, then inbound Seattle-Kadena. Alternative PE destinations such as Guam, Iwakuni, or Yokota are also authorized.

2. PE one-way, commercial one-way. If government-procured transportation (e.g. PE) is not available to the authorized APOD or an approved alternate location, or if there is insufficient government travel seating available (individual or grouped travelers), this is considered to be a documented negative critical mission impact and therefore booking transportation via commercial air carriers is authorized. Commercial air travel from CONUS to Okinawa will be booked by exception only and requires general officer authorization via an ETP input in DTS. The traveler is responsible for all ROM requirements and expenses incurred as a result of flying commercial into Japan.

3. Commercial round-trip. For travel to non-CONUS locations not serviced by government-procured transportation, commercial air travel may be authorized. The traveler is responsible for all ROM requirements and expenses incurred as a result of flying commercial into Japan. Travel to locations other than CONUS requires review of Foreign Clearance Guide (reference (g)), compliance with all unit leave/liberty approval processes, and existing force protection/health protection mandates.

4. One-way. One way travel is authorized within the parameters of the above three paragraphs. Utilizing FEML travel one-way will count as an entire trip for the purposes of the JTR, Table 4-11.

(b) No traveler will be required by DMO to reduce their leave below ten days solely in order to book available government transportation.

(c) DMO personnel will maintain booking information in the FRIS database.

c. Coordinating Instructions

(1) Eligibility. MARFORJ Service members and DoD civilian personnel with orders to Okinawa for 24 or more consecutive months, and their command-sponsored dependents, may be eligible for FEML. Enclosure (1), Table 4-11 establishes limits to the number of times FEML may be used each tour per eligible SOFA status traveler. Basic eligibility requirements [to travel](#) are as follows:

(a) 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.

(b) Authorized dependents may execute FEML travel without sponsor accompaniment.

(c) Students who are authorized to reside with the sponsor, based on orders, and are attending school away from sponsor's PDS are eligible to utilize FEML, per enclosure (1).

(2) Travel Conveyance. In order to receive reimbursement for travel, [travelers must use USTRANSCOM contracted aircraft \(e.g. PE\) when such flights are available and feasible for the individual's desired travel destination and time window, as described in paragraph 4.b.\(5\) above \(tasks to DMO\).](#)

(3) Special Issuance Passport (SIP). All dependents that are US citizens require a SIP or SIP submission letter [in order to execute international travel under FEML](#), per references (g) and (i).

(4) Travel Exception to Policy (ETP). Non-PE travel, to and from [the United States](#), requires general officer authorization via an ETP input in DTS. [DMO will provide travelers with the required general officer ETP when PE is not available for travel from Okinawa to the United States.](#)

(5) Restriction of Movement. Requests for use of FEML shall include travel and ROM plans, per reference (f).

(a) All personnel traveling by means other than government air must adhere to all existing GoJ ROM requirements.

(b) If ROM will be conducted on mainland Japan, a confirmed reservation on a US installation for execution of ROM is required prior to execution of FEML.

(6) Dependent Only Travel. Travel authorizations for dependents traveling without Service member or DoD Civilian sponsors will require Commercial Travel Office (CTO) assistance and may require CBA use to process FEML in DTS.

(7) Time and leave accountability. Per reference (h), travel time (including delays) is not chargeable as leave for Service members. Paragraph 0404 of enclosure (1) adopts this policy for civilian employees.

(8) Changes during travel. Travelers and chains of command shall make all reasonable attempts to keep each other abreast of changes to travel requirements before and especially during execution of each leg of travel.

## 5. Administration and Logistics

a. Publication. All MARFORJ subordinate commanders with personnel based on Okinawa, Japan shall publish this Bulletin to all service members assigned or attached to their commands.

b. Issues or Changes. Commanders of MARFORJ subordinate units shall make timely notification of policy issues and recommended changes to the MARFORJ Commander using established reporting chains of command.

c. Accessibility. This Bulletin is published electronically and can be accessed online via the III MEF and MCIPAC-MCB Camp Smedley D. Butler SharePoint portal websites:

(1) [https://usmc.sharepoint-mil.us/sites/iiimef\\_g1/Directives/Forms/AllDirectives.aspx](https://usmc.sharepoint-mil.us/sites/iiimef_g1/Directives/Forms/AllDirectives.aspx)

(2) [https://usmc.sharepoint-mil.us/sites/mcipac\\_g1/adjutant/](https://usmc.sharepoint-mil.us/sites/mcipac_g1/adjutant/)

d. FRIS Help Line (DMO). The FRIS site and FEML Request Form are the primary means of communication with the DMO FEML Cell. However, the following DMO phone numbers and DMO FEML organization mail box (OMB) are provided to assist commands and travelers needing assistance with urgent modifications to PE itineraries, prior to departure from Okinawa:

(1) DSN. 315-645-7017/7547

(2) From Japan. 098-970-7017/7547

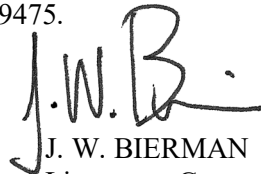
(3) Duty Cell: 080-1758-7366

(4) OMB: [dmookinawafeml@usmc.mil](mailto:dmookinawafeml@usmc.mil)

## 6. Command and Signal

a. Command. This Bulletin applies to all U.S. military personnel, civilian employees, and command sponsored dependents assigned to, attached to, or under tactical or administrative control of the Commander, MARFORJ.

b. Signal. This Bulletin is effective upon signature and so shall remain until one year from the date of publication, when replaced with an update, or when incorporated into an order; whichever occurs first. The point of contact is the Chief of Staff, MARFORJ/III MEF at DSN 315-622-7523; or the Staff Judge Advocate, MARFORJ/III MEF at DSN 315-622-9475.



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DISTRIBUTION: III MEF Lists I, II  
MCIPAC List I

## CHAPTER 4: GOVERNMENT FUNDED LEAVE

### 0401 APPLICABLE ALLOWANCES FOR GOVERNMENT-FUNDED LEAVE TRAVEL

#### 040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in [par. 020101](#) applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine “reasonable availability” after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Table 4-1. Standard Transportation Allowances for Government-Funded Leave Travel				
Type of Leave		Transportation Mode		
		Government Transportation	Commercial Airplane, Bus, or Rail	Privately Owned Vehicle (POV)
1	Emergency Leave	Space required.	a. Transportation is limited to the policy constructed airfare. b. An eligible traveler may use City Pair airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair airfares cannot be used.	a. Other Mileage Rate. (see <a href="#">par. 020210</a> ) b. Transportation is limited to the policy constructed airfare.
2	Emergency Visitation Travel (EVT)			
3	Funded Environmental and Morale Leave (FEML)			
4	Rest and Recuperation (R&R)			
5	Special R&R (SR&R)			

B. Standard Reimbursements. [Table 4-2](#) lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in [Table 4-2](#) when not included as part of the ticket cost.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel		
1	Authorized (when not part of the ticket cost)	a. Travel Management Company fees. b. Charges for first checked bag up to carrier’s standard checked baggage allowance. c. Arrival or departure taxes or fees. d. Currency conversion fees for allowable transportation costs. e. Ground transportation between interim airports.
2	Not Authorized	a. Per diem or meal tickets. b. Excess accompanied baggage. c. Unaccompanied baggage. d. Transportation from PDS, home, or destination to the airport and return, except FEML. e. Terminal parking fees.

## 040102. Allowances if Isolation or Quarantine is Required When Returning from Government-Funded Leave Travel

If a public health official, medical official, or authorizing/order-issuing official orders a Service member to isolate or quarantine before proceeding to the PDS, then the Service member may be issued TDY orders and is authorized standard travel and transportation allowances in accordance with JTR, Chapter 2. If lodging in-kind or meals in-kind are provided, then per diem is not payable.

## 0402 EMERGENCY LEAVE FOR SERVICE MEMBERS

### 040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in [Table 4-3](#). The personal emergency must be evaluated in accordance with [DoDI 1327.06](#) (Leave and Liberty). Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see [par. 032001](#).

Table 4-3. Eligible Traveler for Personal Emergency Leave		
Traveler		Eligibility Criteria
1	Service Member	<ul style="list-style-type: none"> <li>a. On permanent duty outside the continental United States (OCONUS).</li> <li>b. Assigned to a ship or unit operation OCONUS.</li> <li>c. Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.</li> </ul>
2	Dependent	<ul style="list-style-type: none"> <li>a. Is command-sponsored and residing OCONUS with the Service member.</li> <li>b. Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS.</li> <li>c. A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.</li> </ul>

B. Allowances. An eligible Service member or dependent is authorized transportation from locations in [Table 4-4](#). This applies to a Service member traveling alone or with one or more dependents and one or more dependents traveling without the Service member. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if transportation to the destination was under [section 0402](#). Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency leave location OCONUS. See [section 0401](#) for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service

salary, allowances, lump payments, or any other remedy.”

(2) The civilian employee’s signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent’s illness at the time of travel.

(3) Detail the parent’s health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: “I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.”

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See [Chapter 5](#) for the effect of EVT on RAT and [Chapter 6](#) for the effect on family visitation travel.

C. Funding. The civilian employee’s command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. For information about charging leave, see [DoDI 1400.25, Vol. 630](#) (civilian employee leave) and [DoDI 1400.25, Vol. 1260](#) (civilian employee home leave).

## **0404 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

The FEML policy is established for a Service member in [DoDI 1327.06](#) (Leave and Liberty). This policy is adopted and used for civilian employees.

## 040401. FEML Transportation

### A. Eligibility

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months ([10 U.S.C. §1599b](#) and [22 U.S.C. §4081\(6\)](#)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. 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. 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. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in [Table 4-11](#). Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in [Table 4-11](#). A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on [Table 4-11](#), as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. 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. However, on a case-by-case basis, a Combatant Commander (CCDR) or the Secretary Concerned for members of the U.S. Public Health Service, may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty ([CBCA 1067-TRAV, June 26, 2008](#)) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

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

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.		

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See [Funded Environmental and Morale Leave \(FEML\) Locations and Destinations](#). This site also specifies the authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. See [section 0401](#) for transportation and reimbursable expenses.

1. Alternate Destination(s) Transportation. An eligible traveler may select an alternate destination location, or multiple destination locations, rather than the one listed at [Funded Environmental and Morale Leave \(FEML\) Locations and Destinations](#), and be reimbursed transportation up to the cost of Government-procured transportation between the FEML PDS and the authorized destination.

a. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.

b. See [FEML computation example 1](#) and [FEML computation example 2](#).

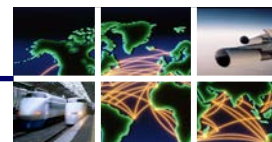
2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

- a. A compassionate transfer.
- b. A management initiated transfer.
- c. An involuntary separation that is no fault of the civilian employee.
- d. Training needs.

e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

## 0405 TRAVEL FOR REST AND RECUPERATION (R&R) LEAVE

Regular R&R leave and Special R&R (SR&R) leave policy is established in [DoDI 1327.06](#) (Leave and Liberty). This policy is adopted and used for civilian employees. A dependent or family member is



## Information Paper:

# Dependent Travel in DTS

## Background

Uniformed member's dependents and DoD civilian employee's family members who meet the [Joint Travel Regulations \(JTR\)](#) requirements for Invitational Travel can use DTS. Anyone who engages in official travel requires an authorization and voucher. For specific dependent allowances, see the *JTR, Chapter 3* for Invitational Travel before creating **Dependent Travel** in DTS.

You\* must create an authorization for every dependent that will be on official travel for one of the following trip type reasons:

- Dependent Invitational Travel
- Dependent Invitational Travel – Transportation Expenses Only

*\*For this information paper, "you" are a traveler; however, the actions also apply to anyone who creates documents for dependents – e.g., Non-DTS Entry Agent, travel clerk.*

## Getting Started

To create a new authorization, from the **DTS Dashboard** (Figure 1), select **Create New Document** (Indicator 1), then choose the type of authorization you want to create: **Routine TDY Trip** (Indicator 2).

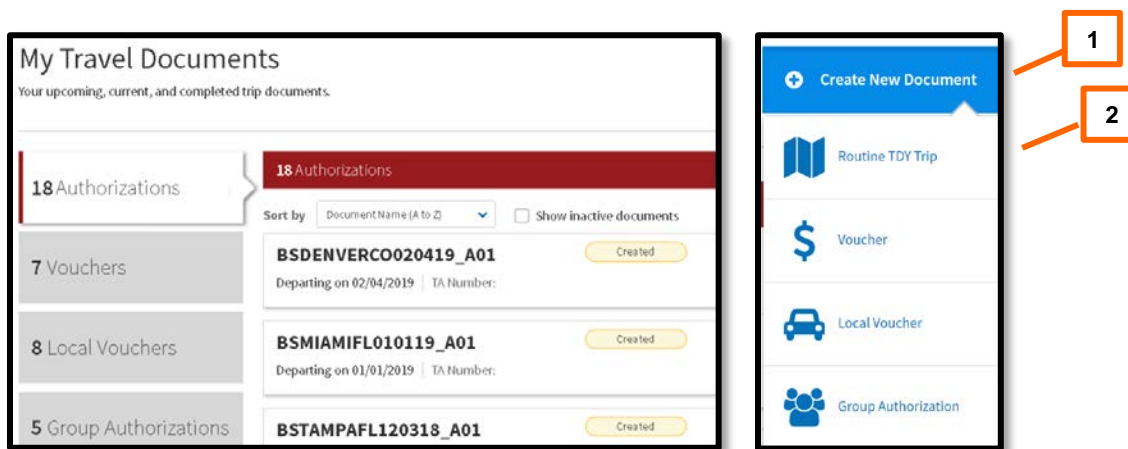
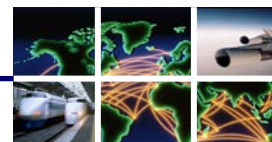


Figure 1: DTS Dashboard – My Travel Document Section

## Adding a Dependent to a document

The **Create Itinerary** screen opens. Starting at the top of the page, enter the travel dates, TDY location, mode of travel, and all other required fields, just as you would for any authorization. Then under **YOUR TRIP DETAILS**, select a **Trip Type** that



allows dependent travel based upon your allowances. A message immediately appears (Figure 2). Read the information and select **OK**.

### Adding a Dependent to a document (continued)

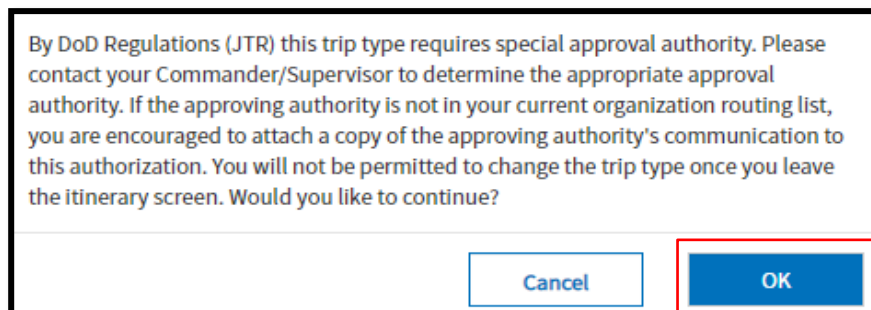


Figure 2: Itinerary Screen – Type Section Pop-Up

An **Add Dependents** link appears (Figure 3). Select the link to include the dependent traveler for the authorization.

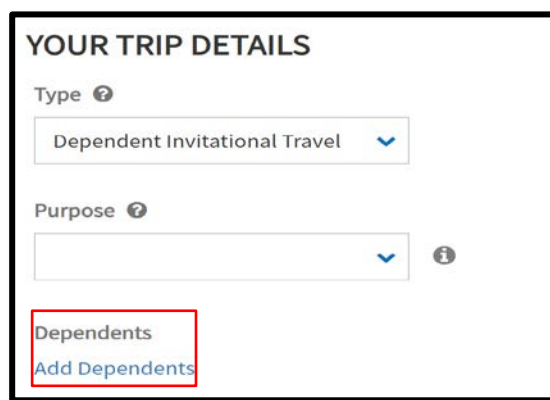
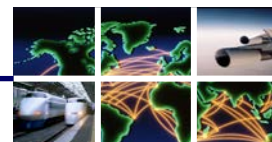


Figure 3: Add Dependents Screen

The **Add Dependents** screen (Figure 4) opens. You can do the following:

- Use the *Create New Dependent* section to add a dependent to the traveler's profile then select **Create** (Indicator 1). After that, you can add them to the authorization using the instructions below. You must create an authorization for each dependent traveling. Therefore, you can't add more than one dependent to any authorization.
- Select a **radio button** (Indicator 2) by the dependent's name then select **Save** (Indicator 3). This adds the selected dependent to the authorization using the displayed information.



## Adding a Dependent to a document (continued)

- Select the **pencil icon** (Indicator 4) if you need to edit a dependent's information before you add them to the authorization.

The screenshot shows the 'Add Dependents' modal window. It contains two main sections: 'Create New Dependent' and 'Select An Existing Dependent'. The 'Create New Dependent' section has input fields for Name (First name, Middle Initial, Last name), Relationship (Spouse), DOB (MM/DD/YYYY), Passport ID (Passport ID), Passport Exp Date (MM/DD/YYYY), TSA KTN (Known Traveler Number), and TSA Redress Number (TSA Redress Number). A 'Create' button is at the bottom right of this section. The 'Select An Existing Dependent' section contains a table with columns: Select, Name, Relationship, DOB, Passport ID, KTN, Redress, and Actions. The table lists three dependents: West, Christine (Spouse, 03/22/1985), West, Louisa (Child, 07/07/2006), and West, Vance (Child, 03/19/1992). Each row has a radio button in the 'Select' column and a pencil icon in the 'Actions' column. A 'Cancel' button and a 'Save' button are at the bottom of the modal. Numbered callouts are: 1 points to the 'Create' button; 2 points to the 'Select' column header; 3 points to the 'Save' button; 4 points to the pencil icon in the 'Actions' column.

Select	Name	Relationship	DOB	Passport ID	KTN	Redress	Actions
<input type="radio"/>	West, Christine	Spouse	03/22/1985				
<input type="radio"/>	West, Louisa	Child	07/07/2006				
<input type="radio"/>	West, Vance	Child	03/19/1992				

Figure 4: Add Dependents Screen

The **Create Itinerary** screen (Figure 5) updates with a link showing the added dependent (Indicator 1).

- Hover over the link to see the dependent's name and date of birth.
- Select the link to re-open the **Add Dependents** screen and select a different dependent.
- Before leaving the itinerary screen, to remove the dependent from the authorization, select a **Trip Type** that does not allow dependent travel such as **Temporary Duty Travel (Routine)**. **Note:** Once you save the itinerary, you can't remove or change the trip type. If you select the incorrect trip type, delete the document and create a new authorization.



## Adding a Dependent to a document (continued)

**YOUR TRIP DETAILS**

Type ⓘ  
Dependent Invitational Travel ▼

Purpose ⓘ  
Mission - Operational ▼ ⓘ

Dependents  
1 Dependent Selected

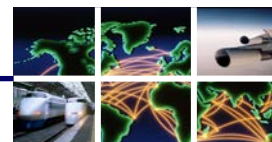
Figure 5: Dependent Added to Itinerary Screen

## Finalizing the Authorization

Per the *JTR*, some **Trip Types** limit the travel and/or transportation allowances a traveler receives. When you select one of these, DTS blocks access to certain screens. For example, if you select **Dependent Invitational Travel – Transportation Expenses Only** or **Government Funded Leave**, DTS brings the Per Diem allowances to zero, and won't allow scheduling of Scheduled Partial Payments (SPPs). Refer to your Component's Business Rules for additional guidance on using trip types.

Once you create the itinerary and add the dependent, complete the authorization the same way you would complete any other document based upon the *JTR* allowances. If authorized, add reservations, verify per diem allowances, enter estimated expenses, attach supporting documents, and add the required LOA. To complete the authorization process do the following:

1. From the **Progress Bar**, select **Review Authorization**. The **Review Trip Authorization** page opens so you can review the entire authorization. You can **Add Comments** (Figure 6) to the AO or a **Reference** number regarding the trip. You can select the **Go To <module>** short cut links if you need to revisit other areas of the document such as reservations or expenses. If you have no changes, scroll to the bottom of the screen and select **Continue**.



## Finalizing the Authorization (continued)

Review Trip Authorization Print

**Trip Details for:**  
EWATLANTAGA092120\_A01 ⓘ

**Dependent:** Christine West **DOB:** 03/22/1985  
**Trip Type:** Dependent Invitational Travel (MISSION - OPERATIONAL)  
**Trip Description:** N/A  
**Dates:** 09/21/2020 - 09/25/2020  
**Conference/Event Name:** Not Applicable  
**Reference:** ⓘ [Add Reference](#)

Comments to the Approving Official ⓘ [Add Comments](#)

Figure 6: Review Trip Authorization Screen

- The **Other Auths and Pre Audits** screen opens. DTS automatically flags and provides comments for **Dependent Invitational Travel**. Review the information and you can add additional comments to justify the travel (Figure 7). Be sure to review the page for additional flags, provide justifications, and when necessary add reason codes. **Select Continue.**

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#) ⓘ

**Other Authorizations** ⓘ [Add Other Authorization](#)

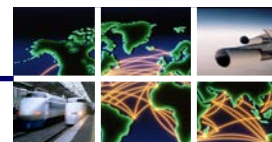
The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

**TRAVEL IS FOR A FAMILY MEMBER**  
TRAVEL IS FOR A FAMILY MEMBER. Transportation, per diem, and other reimbursable expenses are authorized because the individual (Christine West)'s travel is mission essential and there is a benefit for DOD beyond fulfilling a representational role. Note: In accordance with the JTR regulations, this Trip Type requires special approval. Please add any supporting documents into the Substantiating Records section of this document prior to submitting for AO approval.

Comments ⓘ [Add Comments](#)

Figure 7: Other Auths and Pre Audits Screen

- The **Digital Signature** page opens. Sign the authorization to route the document to the Authorizing Official for review and approval. For more information on processing documents, see [DTS Guide 2: Authorizations](#).



## Completing the Voucher

After completing the trip, use the standard voucher process to create the voucher, update incurred expenses, attach required receipts and any other supporting documentation. Just like the authorization, only claim items on your voucher allowable by the *JTR*. **Note:** All lodging and any expense \$75.00 or more require valid receipts per the *JTR*. DTS flags items meeting receipt requirements with a triangle icon.

After finalizing expenses, attaching receipts and documentation, complete the final review. Proceed to **Other Auths and Pre Audits** justifying any flags and adding comments where needed. The last step is **Sign and Submit** the voucher to initiate routing to the Authorizing Official for review and approval. For more details on processing vouchers, see [DTS Guide 3: Vouchers](#).

**Note:** On a voucher, a NDEA may stamp the document (T-Entered) on behalf of a traveler. However, policy dictates a completed *DD 1351-2* signed by the traveler must be included as supporting documentation in the voucher. DTS enforces the policy requirement with a hard stop preventing signing and approving when the *DD 1351-2* indicator is missing. The missing receipt or *DD 1351-2* data appears as an audit fail on the *Digital Signature* page.

## Resources

Table 1 shows where you can find more information about the standard processes mentioned in this information paper.

Table 1: Additional References

Process (Select hyperlink to view resource)	Reference Link (Copy URL to browser to view resource)
<a href="#">DTS Guide 2: Authorizations</a> explains how to: <ul style="list-style-type: none"><li>Create an itinerary</li><li>Book reservations</li><li>Complete and sign an authorization</li></ul>	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf</a>
<a href="#">DTS Guide 3: Vouchers</a> explains how to claim a payment after your trip.	<a href="https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf">https://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf</a>
The information paper <a href="#">Dependent Travel</a> explains how to create an authorization for dependents.	<a href="https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf">https://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf</a>
The <i>JTR Chapter 3, Part 0305</i> and sub-sets explains Invitational Travel.	<a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>



# Active Duty Member FEML DTS

Note: Red text denotes ideal text for verbatim use on DTS authorizations and vouchers

DMO reserves **Round Trip** Patriot Express flight

Traveler or NDEA (unit administrator) initiates DTS authorization.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station' for departure and return.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Description – **FEML travel in support of annual leave to CONUS** and then continue. Ensure TSA prompt is current.

Skip each flight booking prompt and Continue to Expenses

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**ROUND TRIP**): **FEML Flight for \$2,504 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Traveler signs, Reviewers, Certifiers and Approving Officials will approve authorization.

DMO returns statement of no available Patriot Express flights leaving Okinawa but booked return Patriot Express

Traveler or NDEA (unit administrator) initiates DTS authorization.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station'.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Description – **FEML travel in support of annual leave to CONUS** and then continue. Ensure TSA prompt is current.

Select "Request TMC Assistance" to obtain flights using IBA.

Itinerary (travel days) entered and ZERO OUT ALL PER DIEM

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**SINGLE LEG**): **Inbound FEML Flight for \$1,252 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Traveler Signs and Submits

CTO receives and builds flight itinerary, Reviewers, Certifiers and Approving Officials will approve authorization.



## Active Duty Member FEML DTS

Traveler creates voucher in DTS within five working days of return to PDS



Traveler adds authorized expenses, if any, and uploads required receipts.

- Example: Itinerary for commercial flight if PE was not utilized leaving Okinawa.

If the Patriot Express was used, ensure 'Other Expense is \$0 with required comments that were entered on the authorization, Ensure FEML approval was or is uploaded. Then Sign the Voucher.



Reviewers, Certifiers and Approving Officials authorize the voucher.



Disbursing approves the voucher



Traveler's voucher is paid.



# Active Duty with Dependents Travel Together FEML DTS

Note: Red text denotes ideal text for verbatim use on DTS authorizations and vouchers

DMO reserves **Round Trip** Patriot Express flight for each traveler

Traveler or NDEA (unit administrator) initiates DTS authorization for every traveler separately repeating the below steps for each.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station' for departure and return.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Dependents – Add each dependent's information and then click 'Create'. Once you have added all dependents, click 'Save'
- **NOTE: Only 1 dependent per authorization can be submitted at a time. (Member plus 3 dependents = 4 authorizations)**
- Description – 'FEML travel in support of annual leave to CONUS' and then continue. Ensure TSA prompt is current.

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**ROUND TRIP**): **FEML Flight for \$2,504 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Traveler signs, Reviewers, Certifiers and Approving Officials will approve authorization.

DMO returns statement of no available Patriot Express flights leaving Okinawa but booked return Patriot Express

Traveler or NDEA (unit administrator) initiates DTS authorization for every traveler separately repeating the below steps for each.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station'.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Dependents – Add each dependent's information and then click 'Create'. Once you have added all dependents, click 'Save'
- **NOTE: Only 1 dependent per authorization can be submitted at a time. (Member plus 3 dependents = 4 authorizations)**
- Description – 'FEML travel in support of annual leave to CONUS' and then continue. Ensure TSA prompt is current.

Select "Request TMC Assistance" to obtain flights using IBA.

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**SINGLE LEG**): **Inbound FEML Flight for \$1,252 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Traveler signs

CTO receives and builds flight itinerary

Reviewers, Certifiers and Approving Officials will approve authorization.



# Post travel

## Dependent Traveling With Member FEML DTS

Sponsor or NDEA creates voucher for each traveler in DTS within five working days of return to PDS



Traveler or NDEA adds authorized expenses, if any, and uploads required receipts to each voucher.  
- Example: Itinerary for commercial flight if PE was not utilized leaving Okinawa.  
If the Patriot Express was used, ensure 'Other Expense is \$0 with required comments that were entered on the authorization, Ensure FEML approval was or is uploaded. Then Sign the Voucher.



Reviewers, Certifiers and Approving Officials authorize the voucher.



Disbursing approves the voucher



Traveler's voucher is paid.



# Dependent Traveling Without Member FEML DTS

Note: Red text denotes ideal text for verbatim use on DTS authorizations and vouchers

DMO reserves **Round Trip** Patriot Express flight for each traveler.

Traveler or NDEA (unit administrator) initiates DTS authorization for every traveler separately repeating the below steps for each.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station' for departure and return.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Dependents – Add each dependent's information and then click 'Create'. Once you have added all dependents, click 'Save'
- **NOTE: Only 1 dependent per authorization can be submitted at a time. (Member plus 3 dependents = 4 authorizations)**
- Description – 'FEML travel in support of annual leave to CONUS' and then continue. Ensure TSA prompt is current.

Skip each flight booking prompt and Continue to Expenses

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**ROUND TRIP**): **FEML Flight for \$2,504 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Sponsor or NDEA signs and submits Authorization.

Reviewers, Certifiers and Approving Officials will approve authorization.

DMO returns statement of no available Patriot Express flights leaving Okinawa but booked return Patriot Express.

Traveler or NDEA (unit administrator) initiates DTS authorization for every traveler separately repeating the below steps for each.

- Create New Document – Routine TDY Trip.
- Enter Dates provided on FEML Itinerary, location 'SEATAC, WA' and select 'My Duty Station'.
- Trip Details – 'Government Funded leave'
- Purpose – 'Special Agency Mission'
- Dependents – Add each dependent's information and then click 'Create'. Once you have added all dependents, click 'Save'
- **NOTE: Only 1 dependent per authorization can be submitted at a time. (Member plus 3 dependents = 4 authorizations)**
- Description – 'FEML travel in support of annual leave to CONUS' and then continue. Ensure TSA prompt is current.

Select "Request TMC Assistance" to obtain flights using IBA.

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**SINGLE LEG**): **Inbound FEML Flight for \$1,252 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Select Add LOA and Search "22 FEML" unit budget label.

Sponsor or NDEA signs and submits Authorization.

CTO receives and builds flight itinerary.

Reviewers, Certifiers and Approving Officials will approve authorization.



## Post Travel



## Dependent Traveling Without Member FEML DTS

Sponsor or NDEA creates voucher for each traveler in DTS within five working days of return to PDS



Traveler or NDEA adds authorized expenses, if any, and uploads required receipts to each voucher.  
- Example: Itinerary for commercial flight if PE was not utilized leaving Okinawa.  
If the Patriot Express was used, ensure 'Other Expense is \$0 with required comments that were entered on the authorization, Ensure FEML approval was or is uploaded. Then Sign the Voucher.  
- **IF SPONSOR UNABLE TO COMPLETE - Following PII regulations, NDEA manually prepares a DD form 1351-2 to provide to traveler(s) for signature. Ensure FEML approval was or is uploaded. NDEA signs and submits the voucher in DTS.**



Reviewers, Certifiers and Approving Officials authorize the voucher.



Disbursing approves the voucher



Traveler's voucher is paid.



# Authorizing Official Duties

As part of the FEML program for Okinawa, AOs will be expected to ensure certain verbiage is entered in each Authorization and Voucher. In MEFBUL Enclosure 3, specific guidance is passed on this information.

Failure to ensure all authorizations have a \$1 'Other Expense' in accordance with the guidance will result in rejections from the Level 30 prolonging the voucher settlement process.

Failure to ensure required comments are entered in every expense will result in rejections from the Level 30 prolonging the voucher settlement process.

## Round Trip Flight

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**ROUND TRIP**): **FEML Flight for \$2,504 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

## Inbound Only Flight

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:
  - Expense Name: Patriot Express
  - Expense Date: Date of Departure
  - Expense Amount : \$1
  - Method of Reimbursement: Personal
  - In Comments (**SINGLE LEG**): **Inbound FEML Flight for \$1,252 per Okinawa Local AMC rates for FY22.**
- Open details and attach FEML Itinerary to expense.
- Continue to Accounting.

Government Funded Leave  
Funded Environmental Morale Leave (FEML)  
JTR Chapter 4, 0404  
DTS Procedures

I. Login DTS, make sure the homepage IS showing you're attached to a proper overseas organization ([For example III MEF Org is DM3M921C120128G1](#)). If your organization is incorrect, contact your DTS POC to update your profile.

II. To start a FEML travel order, log into DTS in the home screen under Authorizations, select Create New Document and select Routine TDY Trip and follow the steps listed below.

1. Create Itinerary- enter in Arriving ([Date you get to your leave location](#)) and in Departing ([Date you are leaving from your leave location](#)), lastly enter TDY location ([Place you are going for leave](#))

2. Trip Overview-The dates will auto-populate from the Create Itinerary section, Starting point has to be Okinawa and Ending point is Okinawa ([Identified as "My Duty Station"](#)), Trip duration will auto-populate to Multi-Day for any travel over 2 days.

3. Your Trip Details – Type select [Government Funded Leave](#), Purpose leave Blank ([Special Agency Mission](#)) Dependents ([select your dependents here](#)) **\*\*YOUR DEPENDENTS MUST BE ENTERED IN YOUR DTS PROFILE BEFORE YOUR START YOUR TRAVEL REQUEST\*\*** Description enter ([Funded Environmental Morale Leave](#)) Conference/Event Name Do Not Touch

4. TSA Info - Ensure your travel information are correct (i.e. passport number, correct spelling of your name)

5. Select a flight-

6. Lodging- Select [Skip booking](#)

7. Expenses-

To properly document the usage of the AMC flight in DTS:

- In the Expense page of the authorization, select New Expense.
- Under the New Expense menu, select Other Expense.
- Under the Other Expense menu, select Other-Create your Own
- In this new window, add the following information:

- Expense Name: Patriot Express
- Expense Date: Date of Departure
- Expense Amount Below: \$0.00
- Method of Reimbursement: Personal
- Enter the estimated ticket cost in the "Comments to the AO box" on Review Trip Auth tab

**\*\*By following these steps, the DD form 1610 will identify the information that AMC will need to secure a seat for the traveler.\*\***

Okinawa Local AMC rates to notify Approving Official in Review Trip Authorization tab:

INBOUND:

OUTBOUND:

- SEA – DNA : \$1, 252.00
- DNA – SEA: \$1,252.00

8. Per-Diem- For this portion, Travelers do not rate Per-Diem or Lodging nothing will show on this screen, select [Continue](#)

Enclosure (4)

9. Line Of Accounting (LOA)- **You will select your unit's LOA for FEML. Ex: 22 FEML \*\*\***

10. Review Profile- This portion will show your DTS profile, if everything is correct press [Continue](#)

11. Review Trip Authorization- In this portion you will have a chance to view your flight itinerary and ensure you entered the correct LOA. You will not need to check anything else as no lodging or per diem will be entered. When you are finished Select [Continue](#)

12. Other Auths and Pre Audits- On this screen you enter justifications for this trip

NOTE: A commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the traveler) that affect scheduling FEML.

13. Trip Authorization Status- On this screen you will sign the authorization to submit to your Authorizing Official (AO) for approval. Check the box that says "[I agree to SIGN this document](#)" then press the "[Submit Completed Document](#)" button to finish your step in the process.

I. You must file a FEML travel voucher in DTS upon return from leave. Need to attach all airline ticket receipts. If you paid less than the amount on your order, you need to adjust the amount before submitting the voucher.

II. Travel information:

1. The GTCC must be used for all official travel arrangements when traveling on orders (orders are associated with FEML).

2. When making official travel arrangements, travelers should use the following in priority order: A CTO or in house travel offices.




3. Based on the number of dependents that you have, your GTCC card may need to be increased to allow for the purchase. **Your Unit APC** has the ability to increase the card limit to \$10,000. If more than \$10,000 is needed (more than 3 dependents) a limit increase request must be send to the **next Major Command** for approval up to \$15,000. If this route is needed, please allow for additional time for the request to be handled prior to purchasing your airline tickets.

III. Please contact \*\*\*\*\*at \*\*\*\*\* or \*\*\*\*\*if there are any DTS or pay related issues.

Here is what the screens will look like after completing steps 1-3:

## Create Itinerary

### YOUR TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?	
 12/02/2021	 12/30/2021	 SEATTLE, WA	 Air ▾	 Morning ▾	No ▾	

### TRIP OVERVIEW

Leaving On

 12/02/2021

Leaving From

☐ My Residence

☒ My Duty Station

☐  City or Zip

Trip Duration

Multi-Day ▾

Returning By

 Air ▾

Time of Day

 Morning ▾

Returning On

 12/30/2021

Returning To

☐ My Residence

☒ My Duty Station

☐  City or Zip

Here is what the screens will look like after completing steps 1-3 (con't):

## YOUR TRIP DETAILS

Type ?

Government Funded Leave

Purpose ?

Special Agency Mission



Dependents

[Add Dependents](#)

Description (optional)

Funded Environmental Morale Leave

1867 characters remaining

Conference/Event Name

☒ Not attending a conference

☐ Nothing selected

[Cancel](#)

[Continue >](#)

This screen is for Step 6

[Home](#) [Trips](#) [Travel Tools](#) [Message Center](#) [Administration](#)

COLLAPSE

Trip Authorization Info

Doc Name:  
JDSEATTLEWA120221\_A01

Traveler:  
Jorge De Los Rios

[View Adjustments](#)

Edit Itinerary

Reservations

TSA Info

Flight: ISG - BFI

Flight: BFI - ISG

Lodging (SEATTLE, WA)

Review Reservations

Finances

Expenses

Per Diem

Assurance

Select Lodging

Search By

TDY Locati...

TDY Location\*

SEATTLE, WA

Check-in/Check-out\*

12/02/2021 - 12/30/2021

Search

View Map

Filters

Sort By

Rate Category

Hampton Inn Seattle/Airport

DoD Preferred Commercial

\$105 per night

Select >

Crowne Plaza Seattle Airport

DoD Preferred Commercial

\$121 per night

Select >

Staybridge Suites Seattle Downtown - Lake Union

DoD Preferred Commercial

\$126 per night

Select >

4

Enclosure (4)

Here is what the screen will look like after completing step 12

## Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

### 3 PRE AUDITS

#### AVAIL PREFERRED LDG NOT USED

SEATTLE,WA: Available preferred lodging was not used for 12/02/2021 to 12/30/2021.

##### Reason Codes \*

 Add Reason Code

L10 - Not required, in accordance with JTR

 Remove

##### Justification to Approving Official \*

 Edit Justification

Executing FEML, I do not rate lodging

#### IDL IN PER DIEM

Trip itinerary indicates travel across the International Date Line (IDL). If incorrect, adjust the itinerary to include a connection location on the day of travel. See help.

##### Justification to Approving Official \*

 Edit Justification

No per diem authorized with FEML

Here is what the screen will look like for step 13

## Trip Authorization Status

See where your trip authorization currently is in the approval process.

[Check document for errors...](#)



12/01/2021 09:30PM

**CREATED**

NAME

Jorge De Los Rios



(Pending)

**SIGNED**

DOCUMENT STATUS \*



I agree to SIGN this document

ROUTING LIST \*

WPAC G1



Additional Comments

[+ Add Comments](#)

NAME

*Jorge De Los Rios*

TODAY'S DATE

12/02/2021

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

**Submit Completed Document**

# Okinawa Funded Environmental and Morale Leave Statement of Understanding

*This SOU must be initialed and signed by the sponsor and signed by all dependent travelers over 18 years of age, regardless of whether the sponsor is traveling. Use additional sheets if required.*

I understand the following policies with respect to the Okinawa Funded Environmental and Morale Leave (FEML) program:

## Travel policies:

\_\_\_\_\_ I must be a military member, command sponsored dependent residing with the military member, DoD civilian employee, or a civilian employee dependent to be eligible for this program.

\_\_\_\_\_ I am on permanent duty assigned to Okinawa on a tour length of a minimum of 24 consecutive months, to include voluntary extensions, to qualify for this program.

\_\_\_\_\_ Travel under the FEML program may not be taken within 6 months of the beginning or end of my 24- or 36-month tour of duty in Okinawa. My tour end date is based on receipt of orders for military members, and overseas tour expiration date for civilians.

\_\_\_\_\_ I understand that if I or my dependents are determined to be ineligible for FEML, I may be financially responsible.

\_\_\_\_\_ I understand that this program provides transportation costs from Okinawa, Japan to the Aerial Port of Debarkation, which is Seattle, Washington, USA, and I am responsible for all follow-on transportation costs.

\_\_\_\_\_ I understand that this program does not provide lodging or per diem costs.

\_\_\_\_\_ All funded travel must be entered in the Defense Travel System (DTS), and any changes to that travel must be processed through DTS and/or CWT SatoTravel; failure to adjust travel properly or any funded travel not utilized may result in travelers being held financially responsible. CWT Sato Travel can be reached at 855-431-7703 (U.S. toll free), 0066-33-812971 (Japan toll free), or find a local office via <https://www.cwtsatotravel.com/home.html>.

## COVID Policies:

\_\_\_\_\_ I understand that it is my responsibility to know and comply with applicable US Forces Japan and Marine Forces Japan health protection orders and policies related to COVID-19. I have reviewed the III MEF/MARFORJ COVID-19 Outbreak Response EXORD Number \_\_\_\_\_, published on date \_\_\_\_\_. I understand that these policies are frequently updated and that I am responsible for maintaining awareness of such policies throughout my travel.

\_\_\_\_\_ I am responsible for understanding and implementing any pre-travel testing requirements.

\_\_\_\_\_ During all travel, I will follow strict COVID-19 mitigation measures (social distance, mask wear, etc.).

\_\_\_\_\_ I understand that upon entry into Japan, public transportation such as commercial air, airport shuttle, buses, and trains are prohibited prior to the completion of any required ROM or any other applicable restrictions on the use of public transportation.

\_\_\_\_\_ I will contact my chain of command in the event I have any issues during my travel and to confirm whether any policy changes will impact my return travel.

Name (Print or Type): \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

Additional Traveler Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Additional Traveler Name: \_\_\_\_\_ Signature: \_\_\_\_\_