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USARJ, G-3
Camp Zama, Japan
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**OPORD 22-12-015 USARJ FUNDED ENVIRONMENTAL MORAL LEAVE (FEMPL)
OKINAWA JAPAN (U)**

(U) References:

- a. (U) Joint Travel Regulations, Chapter 0404 Funded Environmental and Moral Leave, pars. 040401
- b. (U) DoD Instruction 4515.13, Ch 5, Air Transportation Eligibility
- c. (U) DoD Instruction 1327.06 Leave and Liberty Policy and Procedures
- d. (U) Defense Transportation Regulation – Part I, Ch. 103, para J, 2, b, AMC Reservation Response on GATES Missions.
- e. (U) Memorandum, Secretary of Defense, Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, 15 March 2021.
- f. (U) Memorandum, Secretary of Defense, Subject: SUBJECT: Request for Funded Environmental Morale Leave for Okinawa, Japan, 19 Nov 2021
- g. (U) ALARACT 058/2021, Consolidated Personnel Policy Guidance in Support of Conditions-Based Phased Approach to Army Wide Preparedness and Response to Coronavirus Disease 2019 Outbreak, 14 July 2021.
- h. (U) AR 600-8-10, Military Personnel, Leave and Passes, 3 June 2020
- i. (U) AR 690-990-2 Civilian Personnel, Hours of Duty, Pay, and Leave, Annotated 20 May 1989
- j. (U) United States Army Japan, General Order Number 1, Prohibited Activities for Personnel Assigned within the Senior Responsible Officer (SRO) Authority of the Commander, U.S. Army Japan, 18 October 2021
- k. (U) Department of Defense Foreign Clearance Guide (<https://www.fcg.pentagon.mil>)

(U) Time Zone Used Throughout the OPORD: India.

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(U) Task Organization. United States Army Japan, Direct Reporting, Tenant Units and those units for which Title 10, USC.

1. (U) Situation. In Accordance with reference a through f, the Secretary of Defense has authorized Okinawa Japan as a Funded Environmental Moral Leave (FEMPL) location. FEMPL provides Government-funded transportation from the FEMPL duty location to the designated FEMPL destination. Reference e designated Seattle as the Aerial Port of Debarkation (APOD) for the FEMPL location.

2. (U) Mission. Establish the processes and program eligibility criteria for personnel assigned within the Senior Responsible Officer (SRO) Authority of the Commander, U.S. Army Japan, who desire to utilize this limited authorization for FEMPL. Any eligible service member/civilian who desires to execute leave to an OCONUS location in accordance with this regulation must abide by the country specific provisions outlined in the Foreign Clearance Guide, and in reference (g).

3. (U) Execution.

a. (U) Commander's Intent.

(1) (U) Purpose. Facilitate maximum utilization of this limited authority for FEMPL by our Soldiers, DoD Civilians and authorized Dependents assigned to Okinawa Japan in order to improve the overall environment, moral and welfare of US Forces in Japan.

(2) (U) Method. All ARFORJ units, activities, and tenant organizations will provide the necessary information and assistance to those eligible to utilize FEMPL while providing oversight and management of the program's utilization in order to successfully execute the mission, associated task and coordination efforts in accordance with the requirements outlined in this order.

(3) (U) End State. 100 percent of all those eligible for FEMPL will have had the opportunity to utilize this authorization; simultaneously maintaining missions support requirements while also managing fiscal and transportation constraints, maximizing the use of available resources and minimizing waste.

b. (U) Concept of Operations.

c. (U) Tasks to USARJ Staff and Special Staff.

(1) (U) USARJ G-1.

(a) (U) Serve as the OPR for all travel eligibility and Leave authorization

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inquiries and policy guidance for both Soldiers and Civilian personnel assigned to US Army Japan and the Direct Reporting Units.

(b) (U) As applicable for overseas benefits and entitlements, serve as the OPR for all Civilian travel authorization and entitlement inquiries for all Army Commands within Japan.

(c) (U) Receive and process any exception to policies for DoD Travel Restrictions.

(d) (U) Receive, process and forward any exception to the 6 month remaining tour limitations for the Combatant Commander's approval.

(2) (U) USARJ G-4. Serve as the OPR for the Weekly USFJ Data Call for Army requirements for FEML Military Air Utilization from Kadena (DNA) to Seattle (SEA) and return (Annex A). The purpose of the data is to trigger a demand signal based on forecasted travel. The data, along with the CTO/DTO bookings will highlight trends for TRANSCOM to generate missions.

(3) (U) USARJ G5/9. Monitor and Distribute changes to Japan country clearance and/or entrance requirements and any changes in quarantine requirements, commercial travel authorizations and restrictions in real time to Okinawa Commanders to enable them to make sound decisions on authorization of other than Military Air Travel.

(4) (U) USARJ G-8.

(a) (U) Provide USARJ DRUs with an appropriate Line of Accounting (LOA) for cost accounting and funding of FEML travel authorizations. Establish LOA within the DTS System and ensure only transportation cost are reimbursed via this LOA.

(b) (U) Track all FEML expenditures utilizing USARPAC-provided accounting attributes for reporting during monthly Chief of Staff Financial Execution Review. Coordinates through USARPAC G8 for funds reimbursement. Staff Judge Advocate.

(5) (U) USARJ PAO. ICW USARJ G1, publish all promotional materials via existing social media sites, Command Channels, and Marquee billboards, etc. as appropriate.

d. (U) Tasks to Subordinate, Supporting and Tenant Organizations. (Applies to units with personnel assigned to Okinawa, Japan.)

(1) (U) IAW with references e, g and j, approval of Government Funded Travel, to, from or through a restricted travel area is delegated to the first O-6 or civilian equivalent in the traveler's chain of command. O-6 Commanders (or Civilian

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Equivalents) may approve exception to policies (ETPs) for the purpose of facilitating FEML travel in a 'blanket' or group format, either by a list of eligible, by manifest rosters, or by previous confirmed travel authorization and eligibility listings. These approvals, however, must have the ability to list the traveler(s) by name and must accompany their travel authorization (i.e in the Defense Travel System).

(2) (U) Eligibility for FEML is listed in references a, b, and d of this order, but generally consist of Soldiers, DoD Civilians and their Command Sponsored Dependents on a 24 or 36 month tour.

(3) (U) This is a temporary authority, with an unknown expiration date. Therefore, it will be important that Commanders establish an effective tracking system to ensure that eligibility requirements are both met and not exceeded (limitations on both number of trips, dual eligibility households are specified in reference a, para 040401, para a Eligibility).

(4) (U) Commanders may approve request for FEML that exclusively utilizes Military Air travel. This travel must include departure travel from Okinawa to the designated FEML location (Seattle), including the return transportation dates and travel arrangements.

(5) (U) Non-Patriot Express/Military Air use for travel will require an approved exception to policy from the first O6 in the Chain of Command (or the Civilian Equivalent), prior to booking flight reservations.

(a) (U) The current political environment and the impact of commercial air travel (i.e. current Japan country entrance restrictions and quarantine requirements) and their potential to impact the individuals travel itinerary. Travel by Military Air greatly reduces any impact that changes in Japan country restrictions may have.

(b) (U) The availability of unit supported facilities and services if air travel is delayed or quarantine (restriction of movement) is required. This may be mitigated by Government provided lodging and meals on an US Government Installation or by authorizing temporary Duty Travel, or payment of Hardship Duty Pay- Restriction of Movement (HDP-ROM), as appropriate.

(c) (U) Operational Mission impact of utilization of FEML by the Units population. While the current FEML date does not have a formal expiration, it will cease when Japan lifts the current restrictions on travel to and from Okinawa. Commanders are required to balance operational necessity while also permitting maximum utilization of this entitlement in furthering leave objectives. Commanders may be required to set periods in which eligible personnel may utilize FEML.

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(6) (U) FEML is a non-discretionary entitlement for all eligible Military Members and their command-sponsored dependents as well as Civilian Employees and their authorized dependents. **FEML is Unit Funded.** USARJ DRUs will be provided an appropriate line of accounting by the USARJ G8 for purposes of cost accounting for FEML authorized transportation cost. All other cost associated with authorizing Commercial versus military air travel, to include any additional cost authorized for temporary duty travel (TDY) during ROM are also Unit funded and therefore those additional cost must be part of the Command approval process prior to authorization. All tenant organizations should coordinate with their higher HQ to request funding support as necessary. Lack of funding is not a valid reason to deny eligible Service Members, Civilian Employees and authorized dependents this non-discretionary entitlement.

(7) (U) As required, 10th SG will represent USARJ for FEML Joint planning efforts on Okinawa. DIRLAUTH is granted for weekly reporting of forecasts and utilization rates to USFJ and Component Commands on Okinawa.

(8) (U) ARFOR subordinate commands and tenant ARFOR-J units in Japan or those with personnel with duty station in Okinawa Japan: The entitlement designated by the Secretary of Defense is considered a non-discretionary entitlement. Funding for FEML is provided by Unit Funds. **Units with personnel assigned to Okinawa Japan, are required to begin immediate coordination for receipt of funding instructions in order to support this non-discretionary entitlement for eligible service members, DoD Civilians and their Dependents.**

- (a) (U) USAG-O
- (b) (U) 78th Signal Battalion
- (c) (U) 311th Military Intelligence Battalion
- (d) (U) 403rd Army Field Support Brigade
- (e) (U) MEDDAC-J
- (f) (U) Public Health Activities-Okinawa
- (g) (U) Japan Engineer District
- (h) (U) Army and Air Force Exchange Service (Army Installations)
- (i) (U) RDECOM-ITC/FAST-P

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- (j) (U) 835 TRANS BN
- (k) (U) 38th ADA BDE/ 1-1 ADA BN
- (l) (U) 1-1 SF BN
- (m) (U) DENTAC-Okinawa
- (n) (U) CID Command
- (o) (U) DODEA Pacific Area Office(Torii Station)
- (p) (U) USAE Tricare Pacific
- (q) (U) 112 CM SPT DET 2
- (r) (U) E/53D SIG BN
- (s) (U) 650 Acquisition CONT TM
- (t) (U) 680 Acquisition CONT TM
- (u) (U) DECA (Torii Station)

e. (U) Coordinating Instructions.

(1) (U) Individuals requesting FEML will submit the following documents through their chain of command:

- (a) (U) O-6 FEML Authorization Memorandum (Attachment 1- TBP).
- (b) (U) FEML DA Form 31: Block 8, Environmental Morale Leave, Funded (FEML). Remarks must be filled out with SM and Dependent data. Do NOT check Annual (Ordinary) Leave. (Attachment 2- TBP).
- (c) (U) EML Form 505: Signed by Company Commander. (Attachment 3- TBP).
- (d) (U) Official Travel Request USAGO Form 16 (Attachment 4- TBP).
- (e) (U) PCS Orders to Okinawa (and/or other applicable command sponsorship approval memorandums)

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(f) (U) Copies of No-Fee Official Passport for dependents or memorandum in lieu of provided by passport agent (required by the FCG).

(g) (U) Individual Medical Readiness (IMR), MEDPROS report (Service Members Only).

(2) (U) Upon authorization of FEML and approval of the DA Form 31 and EML Form 505, Individuals should generate a Defense Travel System (DTS) authorization IAW the instructions included in Annex C. All Documents must be uploaded into the DTS Travel Authorization for routing review and approval by the appropriate authorizing Official.

(3) (U) For Travelers who received an ETP from the O6 approval authority to use commercial travel, a statement of non-availability from the ATO must be requested, received, and included in the DTS Travel Authorization PRIOR to routing to the AO for approval.

(4) (U) If authorized, commercial transportation will only be reimbursed up to the cost of Government-procured transportation between the FEML PDS and the authorized destination (Seattle). Examples on how to calculate this difference are included in Annex E.

(5) (U) Commercial travel must be authorized prior to travel execution to be eligible for reimbursement. Travelers are responsible for ensuring that the travel authorization has been fully routed, funded and approved, to include the generation of an appropriate DD 1610, prior to executing travel.

(6) (U) Pre-departure testing and any required ROM exit testing requirements are the responsibility of the eligible travelers.

(7) (U) **RECLAMA Instructions**. Units may RECLAMA the tasking in writing. RECLAMAs will include troop to task justification submitted to UASRJ G-3, CUOPS, Mrs. Jacqueline Williams-Roberts, Email: jacqueline.b.williams-roberts.civ@army.mil, within five (5) working days of tasking receipt. Submission of a written RECLAMA does not constitute relief or delay in filling this tasking until approved by the USARJ G-3.

4. (U) Sustainment. N/A.

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5. (U) Command and Signal. ARFOR-J/USARJ POC, Ms. Nichole Rose McAbee, USARJ G-1, Director Civilian Personnel Management Division at DSN: 315-262-8055 or Email: nichole.r.mcabee.civ@army.mil.

FOR THE COMMANDER:

ADAM L. LOWMASTER
COL, GS
DCoS, G-3

ATTACHMENTS:

- 1 - O6 FEML Authorization and DoD Travel ETP Memorandum Template
- 2 - FEML DA Form 31: Must be checked as Chargeable, Environmental Morale Leave, Funded (FEML).
- 3 - EML Form 505: Signed by Company Commander.
- 4 - Official Travel Request USAGO Form 16
- 5 - USFJ FEML Demand Forecast by Week
- 6 - FEML Flow Chart
- 7 - DTS FEML Authorization Instructions
- 8 - FEML Frequently Asked Questions
- 9 - CE-FEML-01 and CE-FEML-02

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