



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

USPACOMINST 0201.2
J143
16 Sep 05

USPACOM INSTRUCTION 0201.2

Subj: U.S. PACIFIC COMMAND (USPACOM) UNFUNDED ENVIRONMENTAL AND MORALE LEAVE (UEML) PROGRAM

Ref: (a) DOD 4515.13R (Air Transportation Eligibility)
(b) DOD 1327.5R (Leave and Liberty)

Encl: (1) List of Designated UEML Origination and Corresponding Destination Sites
(2) Approved Transit Stations
(3) List of Approved FEML Locations Not Serviced by Channels
(4) List of USPACOM UEML Executive Agents
(5) HQ USPACOM 505/3, UEML Travel Authorization Form

1. Purpose. To prescribe policy for eligible personnel at designated overseas locations to travel on DoD-owned or controlled aircraft established in references (a) and (b). Enclosures (1) through (4) reflect changes to origination destination and transit locations.

2. Cancellation. USCINCPACINST 1700.2N.

3. Implementation. Waivers will be considered only for items noted. Subordinate commands establish administrative controls of unit UEML procedures, travel records, and audit procedures to monitor activities of UEML leave-issuing agencies and ensure individuals comply with guidelines, maintaining records for two years for audit purposes.

4. Policy. Annual leave programs provide periods of respite to enhance performance, motivation, and morale. Supplemental leave programs are necessary when adverse environmental conditions exist. Eligible personnel and their dependents may use space available air transportation to take leave in a more desirable location.

a. Locations in the USPACOM area approved and authorized are found in enclosure (1). Approved transit locations are in enclosure (2).

b. Eligible personnel not serviced by Air Mobility Command (AMC) channels may travel in EML status by military or commercial air (whichever is available), at government expense from funded EML locations or at own expense from other locations to designated UEML origination sites (enclosure (1)) and then proceed on UEML. Cite only one destination on orders.

16 Sep 05

c. Personnel assigned to deployed Navy ships home ported at approved origination locations, may travel in an EML status by military air in space available (CAT II) status or commercial air at their own expense to an approved UEML origination site. They may commence UEML from any other approved origination.

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

e. Do not schedule DoD-owned or controlled aircraft solely for this program. Expenditure of additional funds or flying hours is not authorized.

f. This instruction does not affect normal space available travel privileges.

g. UEML eligible dependents, under 18, must be accompanied by their UEML eligible sponsor or legal guardian in an EML status. Use of a power of attorney to permit a UEML eligible adult of one family to accompany or sponsor an underage dependent of another family is not authorized.

h. Waivers to guidelines may be granted on a case by case basis by those listed in enclosure (4).

5. Authorized Participants

a. Active duty uniformed Service members including Army, Navy, Air Force, Marine Corps, Coast Guard, United States Public Health Service (USPHS) and commissioned officers of the National Oceanic and Atmospheric Administration (NOAA).

b. Accompanied or unaccompanied command sponsored dependents of uniformed Service members. Family members, under 18, must be accompanied by an EML-eligible family member.

c. Military personnel assigned to forward deployed Military Sealift Command (MSC) ships.

d. U.S. civilian employees of the DoD and U.S. Coast Guard and their family members, when eligible for government transportation to the U.S. upon completion of their tours. This includes nonappropriated fund employees (NAF) recruited from the U.S. on duty with the armed forces.

e. United Services Organization (USO) professional staff personnel and their family members stationed at UEML origination sites.

16 Sep 05

f. Full-time paid personnel of the American Red Cross (ARC) on duty with the uniformed Services and their dependents when the senior representative of the agency concurs.

g. Department of Defense Dependent Schools (DoDDS) teachers and their family members.

6. Ineligible Participants. The following personnel are not authorized UEML travel:

a. Personnel deployed with or from a ship/squadron/unit permanently assigned to a duty station in CONUS or Hawaii.

b. Personnel permanently assigned to Hawaii.

c. Student family members age 23 and over.

d. Third country nationals who work for a contractor providing support to DoD. This restriction does not apply to third country nationals who are family members of U.S. military and DOD personnel and still have passports from the third country.

e. Unaccompanied family members under 18 years of age. A power of attorney granted to a traveling non-family member does not authorize EML travel for family members in this case.

f. Personnel TAD/TDY (does not include Permissive Temporary Duty (PTDY) or employer-approved training for DODDS teachers).

7. Travel Not Authorized Under UEML. Do not use UEML in conjunction with or in place of either space available or space required travel. UEML is not authorized in conjunction with: student travel, emergency leave, early return of dependents to CONUS, transport of family members to different restricted locations, transport of family members to a sponsor's site from another location, aero-medical reasons to include elective surgery or delivery of a baby, convalescent leave, graduation leave, sick leave, or TAD/TDY.

8. Travel Categories. Assign UEML travel on space available transportation per the following described categories:

a. CAT II: Sponsors and family members traveling with their sponsors in a UEML status.

b. CAT IV

(1) Family members 18 years of age or older unaccompanied by sponsor.

16 Sep 05

(2) DoDDS teachers and/or family members, accompanied or unaccompanied, in a UEML status during the non-school year period (i.e., summer break).

c. Family members who travel to UEML destinations without sponsor using UEML orders (CAT IV) and are subsequently joined by the sponsor on a separate set of UEML orders (CAT II) are allowed to travel accompanied (CAT II).

(1) Attach two sets of UEML orders together. Sponsor and family members(s) sign up at the same time. Passenger service personnel will combine two originals and upgrade dependent status to CAT II. **Reverse situation** - When the sponsor must return to the duty station earlier than family members(s), sponsor must present copy of the UEML order for return travel. Original copy is used by dependent(s) for return travel in CAT IV.

9. Program Control. All participants in the UEML program must be fully aware of purpose, eligibility requirements, rules, regulations, and limitations of the UEML program and space available travel.

a. Participants are limited to two trips per year either accompanied or unaccompanied with sponsor. This limit applies to dependents of military members married to military members who are both assigned to UEML locations.

b. Entitlements are not cumulative; trips cannot be "saved" from one year to the next. Entitlement year for member and family members commences upon member reporting to a unit in an UEML location and ends on the anniversary of that date. This applies whether dependents arrived at the same time or not.

c. Whenever a participant commences travel on space available transportation in an UEML status, the trip counts against that participant's two trips per year regardless of whether:

(1) Participant did not use UEML for return travel.

(2) Participant did not reach desired final destination.

d. Service member may not take UEML trips within six months of the beginning or end of the service member's tour of duty at the eligible location (this does not include eligible family members or members assigned to dependent restricted tours). USPACOM representatives/subordinate unified commanders may waive this six-month rule on a case-by-case basis.

16 Sep 05

e. All uniformed Service sponsors traveling under the UEML program either in an accompanied or unaccompanied status must be on leave at the time of registration, while awaiting travel, and the entire period of UEML travel (to and from destination).

f. Civilian sponsors traveling accompanied or unaccompanied must be in a leave or non-duty status at the time of registration. If in a non-duty status (i.e. weekend, holiday, end of normal workday), leave must have been approved for the first normal working day following the non-duty period. DoD civilians traveling under the UEML program must present leave documentation. All others must show documentation of UEML leave approval.

g. Uniformed Service and civilian sponsors need not be in a leave status to qualify their dependents for unaccompanied dependent travel (CAT IV) under the UEML program.

h. Non-traveling sponsors are not required to sign up their family members traveling on unaccompanied UEML. The spouse, or lead traveling family member, providing they possess the required documents, is responsible for registering all family members. Family members are not required to be present when registration occurs. For accompanied UEML travel, military sponsors are authorized to register all accompanying dependents for travel without the dependents being present.

i. Travel may be between an approved origination site and one approved destination site. Multiple designations may be listed, but CAT II status is only authorized until the first destination is reached.

j. Travel under this program is not restricted to regularly scheduled missions provided comfort facilities are available and prescribed safety standards are met on all flights.

k. Transit stations must be listed on UEML travel authorizations.

l. Travelers are not authorized to remain at in-transit points longer than necessary to obtain the first available onward transportation. AMC officials can reduce travel category and deny travel if in-transit status is abused.

m. Separate UEML authorizations (one for sponsor and one for family member(s)) will not be issued when sponsor and family member(s) are traveling together. If family member(s) and sponsor's name does not appear on the same UEML authorization, family members will be processed as unaccompanied and receive a lower space available priority than the sponsor. Even if the sponsor is accompanying family member(s) for only part of the trip, use only one UEML authorization. After separation,

16 Sep 05

authorization is valid for dependent's travel in an unaccompanied status (CAT IV).

n. Uniformed Service members traveling aboard DoD owned or controlled aircraft must conform with Service uniform regulations, except as stipulated in the Foreign Clearance Guide.

10. Travel Instructions

a. Approving/Authenticating Authority

(1) USPACOM Form 505/3 (05-05) is the only authorized form used to identify eligible personnel and authorize travel. Issuing authority mark original orders as such. Use only original orders for travel and return it to the issuing activity upon completion of UEML travel. General instructions for USPACOM Form 505/3 (05-05) are in enclosure (5).

(2) Issuing authorities will review restrictions associated with UEML travel, included in enclosure (5), with all UEML applicants.

(3) Original orders may only be amended by the issuing authority. Changes to orders must be verified by signed attachment or FAX from issuing command.

b. Applicants

(1) Become familiar and comply with requirements and restrictions of this instruction.

(2) Prepare USPACOM Form 505/3 (05-05) per this instruction and submit to approving authority. Sponsors requesting UEML must include a copy of their approved leave request.

(3) Obtain visas, passports, and immunizations as required. Present a valid ID card. Passengers must meet all entry requirements as prescribed by the Foreign Clearance Guide.

(4) For Military Personnel - Provide leave authorization form as required by DoD service component.

(5) For DoD Civilians - Office of Personnel Management Form 71 (Request for Leave or Approved Absence) or other appropriate leave documentation. Make sufficient copies.

(6) For DoDDS teachers - An official letter from the school principal stating authorized period of absence suffices as leave documentation.

16 Sep 05

11. Local reproduction of USPACOM 505/3 (05-05) form is authorized. Reproduction may be direct copy or computer generated.



W. V. ALFORD, JR.
Rear Admiral, USN
Chief of Staff

Distribution: (USPACOMINST 0902.1)

List IA

List IIA, B, C, D, E1,

DODDS PAC Futenma

CNO (OP-41) (2)

HQ DA (DAPE-HRC-T) (2)

CMC (LFT) (2)

22AF Travis AFB CA (TROP)

AFEES-PAC (PE)

OSD (P & L L/TP)

HQ COAST GUARD

AMC/DON, 402 SCOTT DR, UNIT

3A1, SCOTT AFB, IL 62225

HQ USTRANSCOM/J4-LTP, 508

SCOTT DR, SCOTT AFB, IL 62225

ALCOM J1

PDUSD (P&R)

16 Sep 05

**DESIGNATED ORIGINATION SITES AND CORRESPONDING
DESTINATION SITES FROM/TO WHICH UEML TRAVEL CAN BE PERFORMED**

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

16 Sep 05

APPROVED TRANSIT STATIONS - PACIFIC

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

Enclosure (2)

16 Sep 05

APPROVED TRANSIT STATIONS - PACIFIC

(Continued)

<u>POINT OF ORIGIN</u>	<u>DESTINATION</u>	<u>AUTHORIZED IN-TRANSIT STATIONS</u>
Korea	Alaska	Japan/Korea
Midway-Kure	CONUS Hawaii	Hickam AFB HI None required
New Zealand	CONUS Hawaii Australia	Pago Pago American Samoa/ Hickam AFB HI Pago Pago American Samoa None required
Wake Island	CONUS Hawaii	Hickam AFB HI None required

NOTE:

1. All transit stations listed offer maximum possibility of continued airlift. Suggested transit stations are based on existing AMC passenger and cargo schedules.

2. Transit stations must be listed on UEML travel authorizations in order to be used. When used, passengers must register for onward space available transportation within 6 hours of arrival to retain transiting passenger status. Failure to register within 6 hours results in the loss of eligibility for continued UEML travel. Travelers are not authorized to remain at in-transit points longer than necessary to obtain onward transportation on the first available flight. AMC officials can reduce travel category and/or deny travel if in-transit privileges are abused.

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

16 Sep 05

**LIST OF APPROVED DESIGNATED FUNDED ENVIRONMENTAL AND MORALE
LEAVE (FEMLE) AREAS NOT REGULARLY SERVICED BY AMC CHANNELS**

1. Alice Spring and Learmonth, Australia
2. Bangladesh
3. Burma
4. Cambodia
5. China
6. Fiji
7. Hong Kong
8. India
9. Indonesia
10. Madagascar
11. Malaysia
12. Mongolia
13. Manila, Republic of the Philippines
14. Nepal
15. Singapore
16. Sri Lanka
17. Thailand
18. Vietnam

16 Sep 05

**LIST OF USCINCPAC UEML
EXECUTIVE AGENTS**

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

16 Sep 05

**INSTRUCTIONS FOR COMPLETING
USPACOM 505/3 UEML TRAVEL AUTHORIZATION**

Section 1.

1.a. List all travelers intending to perform EML travel on this authorization. Attach additional sheet if required.

1.b. List passport and SSN for each traveler. If the traveler has not been assigned both a passport number and SSN, either is sufficient.

1.c. For sponsors: Enter grade and Service (ex: CAPT/USN or GS-11/DNC (Dept. of Navy Civilian)). For Dependents: Enter dependency status (ex: DEP/WIFE)

1.d. Enter date of birth of dependent children who are traveling on the authorization.

Section 2. Effective Sign-Up Date. Effective sign-up date is date travelers plan to sign up for EML travel. Sign-up may not occur prior to effective sign-up date. For EML travel authorizations which include sponsor among the travelers, effective sign-up date must conform to paragraph 9b(4) military or 9b(5) civilian of this instruction.

Section 3. Expiration Date. All EML authorizations are valid for 90 days from effective sign-up date. Sponsor or unit commander or designated approving official must forward requests for extension to USPACOM through respective USPACOM representative/sub-unified commander for approval.

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

4.a. From: Indicate country from which travel commences.

4.b. To: UEML destination.

First destination not designated intermediate reached is the final for UEML purposes.

4.c. Return to: Same as point of origin.

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

Section 5. Signature of Sponsor. Sponsor will read and sign. However, in cases when the sponsor is deployed or for any reason unable to sign, sponsor's unit commander/designating approving official can sign this block.

16 Sep 05

Section 6. Date. Date signed by sponsor or for cases cited in paragraph 5 above, unit commander/designated approving official. Date must be the same as or earlier than effective date in Section 2.

Section 7. Comment as required.

Section 8. Complete as indicated.

Section 9. Signature of unit commander or designated approving official.

NOTE: The USPACOM Form 505/3 provides UEML authorization when sponsor and dependents are traveling together. If dependent(s) and sponsor's name do not appear on the same EML travel authorization, dependents will be processed as if they were unaccompanied and receive a lower space available priority than the sponsor. Even if the sponsor is accompanying dependents for only a portion of the trip, use only one UEML travel authorization. After separation from the sponsor, original accompanied travel EML authorization is valid for dependent's travel in the unaccompanied priority.

RESTRICTIONS. Listing of restrictions regarding EML travel is provided for the traveler's information (back side of form).

REPRODUCTION OF USPACOM Form 505/3 (05-05) is authorized by direct copy or computer generation. Computer generated forms must be verbatim, in the same format, and identified with the proper title and document number.

TRAVEL AUTHORIZATIONS FOR PARTICIPANTS IN UNFUNDED ENVIRONMENTAL AND MORALE LEAVE			
Read Privacy Act statement and restrictions on reverse prior to completing this form			
To:		From:	
Name of Sponsor (Last, First, MI)	Grade	SSN	Unit / Organization
1. ENVIRONMENTAL AND MORALE LEAVE TRAVELERS			
a. Name (Last, First, MI)	b. Passport # / SSN	c. Grade / Status	d. DOB (Children)
2. Effective Sign-up Date:		3. Expiration Date (Max 90 Days):	
4. ITINERARY			
a. From (point of origin)	b. To (May be multiple destinations, but first reached is the final destination)	c. Return (point of origin)	
5. I have read and understand USPACOMINST 0201.1, and the restrictions printed in Section 14 on the back side of this form. I certify the information provided on this form is true and accurate to the best of my knowledge.			
Signature of Sponsor			Date
THIS SECTION FOR AUTHORIZING OFFICIAL ONLY			
7. REMARKS (List Transiting Enroute AMC Terminals)			
1st Trip		2nd Trip	
8. Typed Name, Grade, Title of Unit Commander or Designated Approving Official		9. Signature	

USPACOM FORM 505/3 EF (05 - 05) Previous Editions are Obsolete

PRIVACY ACT STATEMENT

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

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

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

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

RESTRICTIONS

- Travel is space available only.
- Travel is authorized from or return to EML designated site by authorized uniform Service members and authorized dependents. It is not for dependent travel for visiting uniformed Service member's EML duty station.
- Travel must comply with directives pertaining to passports, visas, foreign customs, country clearances, and immunizations.
- Travel within CONUS under this program is prohibited.
- Traveler must have sufficient personal funds to defray the cost of return trip to point of origin if space available transportation is not available.
- Members must conform to appropriate service uniform directives when traveling aboard DOD owned or controlled aircraft, except as stipulated in the Foreign Clearance Guide. Failure to conform with uniform directives may result in the loss of travel privileges.
- Maximum authorized baggage is 66 lbs.
- Failure to register for follow-on routing within 6 hours at transit terminal may result in the loss of follow-on priority and/or sign-up order.
- Travel must be completed by the date indicated in Section 3.
- Violation of DODR 4515.13, may result in the individual being held accountable for charges based on AMC tariff rate.

TRAVEL INFORMATION

DATE/TIME DEPART PERM DUTY STATION	DATE/TIME ARRIVE DESTINATION	DATE/TIME DEPART DESTINATION	DATE/TIME ARRIVE PERM DUTY STATION	LEAVE LOCATION