



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107

06 AUG 2012

IMSG-ZA

MEMORANDUM FOR U.S. Appropriated and Non-Appropriated Fund Employees, United States Army Garrison Stuttgart, Unit 30401, APO AE 09107

SUBJECT: USAG Stuttgart Command Policy #18, Emergency Visitation Travel and Red Cross Notifications Policy

1. References:

a. Joint Travel Regulation (JTR), vol 2, chapter 7, part M, Emergency Visitation Travel (EVT), 1 Aug 2009.

b. DOD 4515.13, Air Transportation Eligibility, Nov 1994.

c. AE Regulations 690-11-1, Emergency Travel for Civilian Employees and their Dependents, 22 Nov 2005.

2. Emergency visitation travel (EVT) is travel to the United States or certain other locations at Government expense by an eligible employee (see enclosure 3 paragraph 7 and enclosure 4) or family member assigned to USAG Stuttgart in certain family-emergency situations (Joint Travel Regulation [JTR], paragraph C7600). Although EVT is an entitlement when an employee or an employee's family member meets the criteria in the JTR, eligible employees must use available leave. EVT is authorized in the following circumstances:

a. Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death. (See JTR, paragraph C7602) (enclosure five).

b. Death. A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's permanent duty station in a foreign area who dies in a foreign area to the place of interment anywhere in the world. (See JTR, paragraph C7602) (enclosure five).

c. Incapacitated Parent. A parent of the employee or parent of the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need of a new living situation or other form of care. (See JTR, paragraph C7632) (enclosure five).

This memorandum is available at
<http://www.stuttgart.army.mil/sites/commander/policyletters.asp>

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d. Unusual Personal Hardship. An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in the JTR, paragraphs C7602E1, C7602E2, and C7602E3. (See JTR, paragraph C7634) (enclosure five).

3. When an emergency situation (defined in the JTR, paragraphs C7602 and C7636) has been verified by the Red Cross (see enclosure 3), an attending physician, or other source acceptable to the Designated Authorizing Official (DAO) (see enclosure 4 for definition), an EVT authorization will be processed as follows:

a. During duty hours, the DAO will issue DD Form 1610 through the Defense Travel System (DTS) (JTR, paragraph C7616) and the travel authorization for emergency travel for civilians assigned to the organization or their eligible family member. In the absence of a DAO, the first official in the employee's chain of supervision in grade of lieutenant colonel (or civilian equivalent) will serve as the DAO.

b. During non-duty hours and on weekends and holidays, the Installation Operations Center (IOC) staff will assume DAO duties and issue travel authorizations. The IOC will notify the appropriate Director on the next duty day. If the appropriate Director wishes to be notified immediately and/or issue the DD Form 1610 and travel authorization, that Director should so instruct the IOC.

c. The travel authorization will be issued in the format of enclosure one. Travel authorization must include information about the source of the emergency verification.

d. The sponsor or traveler must sign a repayment-acknowledgement statement, (see enclosure two and two a) agreeing to reimburse the government for the cost of travel if it is later determined that the traveler was not eligible for EVT. (This statement is in JTR, vol 2, part M, paragraph C7628Gb: "Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.")

4. After receiving an approved travel authorization, the employee or family member has a choice of travel options.

a. The employee or family member may contact the local SATO office to arrange a flight (DSN 430-2104 or civilian 0711-680-2104). If the local SATO office is closed, the employee or family member may contact the SATO emergency office in San Antonio, Texas, (civilian 800-827-8960) to arrange for a flight. The traveler will be required to fax the travel authorization, source of verification (for example, Red Cross message, attending physician statement) and repayment-acknowledgement statement (paragraph 3d).

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b. If commercial transportation is not available or the employee or family member does not want to use commercial transportation, the eligible employee or family member may be authorized either category-1 space available or space-required round trip transportation between the overseas aerial port and the continental United States (CONUS) aerial port. The employee should contact the Air Mobility Command (AMC) at DSN 479-4440/4299 to obtain flight information. Information about space-available travel and a list of AMC aerial ports is available at <http://www.amc.af.mil/shared/media/document/AFD-060328-0001.doc>. The following restrictions apply to transportation through AMC:

(1) Transportation is authorized only on DOD-owned or controlled aircraft.

(2) Employee will not be reimbursed for any space-available fee or the cost of space-required transportation.

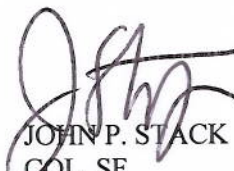
(3) Transportation within CONUS is not authorized. (JTR, vol 2, part M, paragraph C7612, 7614).

c. In addition, the employee or family member may book transportation independently (for example, by using a travel website or purchasing a ticket at the airport) and be reimbursed through DTS (not to exceed the government rate) upon return provided all qualifications stipulated above are met.

5. The Standing Operating Procedure (SOP) for American Red Cross message processing is at enclosure 3 and definition of terms is at enclosure 4.

6. Questions or comments concerning this policy or procedures in this memorandum should be addressed to the USAG Stuttgart DHR, Ms. Sehra, DSN 431-3807 or email Harminder.sehra2@us.army.mil.

5 Encls
as


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DISTRIBUTION:
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

(Office Symbol or Authorization Number) (Date)

Subject: Emergency Visitation Travel Authorization

Name of sponsor or eligible family member (authorized traveler):

Sponsor's grade:

Organization:

Duty Station:

The above named employee or eligible family member is authorized round trip transportation by commercial aircraft between overseas and continental United States aerial ports. Transportation within the continental United States is not authorized.

On return, the traveler must submit this authorization with any supporting documents for reimbursement.

Authority: DOD 4515.13-R, JTR

Reason for emergency and source of verification:

(Signature block of Issuing official)

For inquiries concerning this order, contact name of official, civilian and military telephone number, and e-mail address.

ENCL 1

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REPAYMENT ACKNOWLEDGEMENT

“I _____ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in JTR, Chapter 7, Part M, * and that all expenditures made by my command in conjunction with my EVT (or EVT for my eligible spouse) _____ are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Chapter 7, Part M. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments or any other remedy.”

LEGIBLE SIGNATURE

DATE

TYPED OR CLEARLY PRINTED NAME

* The JTR, vol 2, part M, paragraph C7628Gb stipulates: “Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.”

ENCL 2

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PROCEDURES FOR AMERICAN RED CROSS MESSAGE PROCESSING

1. The following procedures are identified for civilian personnel who receive a Red Cross (ARC) message regarding the death, serious illness or injury of a family member.

2. The ARC contacts the relevant designated approving official (DAO), normally the director, to pass the message notification information. No hardcopy will be provided. The DAO must obtain the message number and specific details to pass on. If it is after duty hours, the ARC contacts the Installation Operations Center (IOC).

Details of the message should include:

- Who is the civilian to receive the notification: _____

- Whom the message is from: _____

- What is the message verification number: _____

- What relationship does the civilian have with the ARC message sender: _____

-.Message contents (to include verifying name, title, contact information, institution of employment, details of injury or illness, date of death, funeral plans, what hospital is involved, what doctor has confirmed this, what contact numbers should be passed to the civilian): _____

3. The DAO of the respective directorate or the IOC is responsible to immediately contact the civilian employee who is to receive the message.

4. The DAO or IOC will notify the Deputy to the Garrison Commander at the beginning of the next duty day.

5. As soon as the civilian is notified, details of next action are discussed at that time (what does the civilian employee want to do?).

6. The DAO will notify the ARC promptly to advise on civilian's receipt of message.

ENCL 3

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7. Civilian employees who have a transportation agreement may be entitled to Emergency Visitation Travel (EVT), if applicable. USAG Stuttgart procedures on Emergency Visitation Travel are in place. During duty hours the DAO will cut orders for EVTs for all garrison civilian employees within 24 hours, with the assistance of the Civilian Personnel Advisory Center (CPAC) and Resource Management Office (RMO).

8. Civilian employees who are local hires with no transportation agreement may be entitled to a Space A travel allowing free travel (not including processing fees) through the use of a MAC flight back to the states. Employees need to contact the Air Mobility Command, Ramstein passenger terminal at DSN 479-4299/4440 for more information. Their opening hours are Monday thorough Saturday 0400 to 2300 and Sunday 0600 to 2300.

9. Emergency Contact phone numbers are:

American Red Cross (duty hours): DSN 431-2812/2334

American Red Cross (after duty hours): 07031 15 2812/2334

Civilian Personnel Advisory Center (duty hours): DSN 431-3121; Comm 07031 15 3121

Installation Operations Center: 431-3742

Resource Management Office (duty hours): DSN 431-1410; Comm 07031 15 1410

SATO (duty hours): DSN 430-2104; Comm 0711-680-2104

SATO (after duty hours): 800-827-8960 (Texas)

Air Mobility Command: DSN 479-4299/4440 (open 0400 – 2300 Mon through Sat
0600 – 2300 Sunday)

Definition of Terms

Designated Authorizing Official (DAO) – Director or equivalent during duty hours, after duty hours the DAO will be the IOC.

Defense Travel System (DTS) – It is mandatory for a civilian to use DTS when travelling in an official capacity. If an employee is not registered with DTS, this can be resolved upon the employee's return.

Eligibility – Civilian Personnel Advisory Center (CPAC) will verify eligibility of employees during duty hours. After duty hours, if status can't be verified the employee can still fly, but may have to repay as stated in enclosure 2.

Government Travel Card (GTC) – will be used for all official travel. If employee does not have a GTC, then he can use his own credit card.

Joint Travel Regulation (JTR) – allows travel for up to 30 days without authorization and verification; however, this route is not recommended. Emergency leave must always be authorized by the supervisor.

Eligible Employee – An "eligible employee" is an employee who is a U.S. citizen assigned at a permanent duty station (PDS) in a foreign area, who has a service agreement that provides for return travel to the employee's actual residence. (JTS, ch 7, part M, C7610a).