



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-RM

2 August 2012

US ARMY GARRISON YONGSAN COMMAND POLICY #9-3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Emergency Visitation Travel for Department of the Army Civilian Employees

1. **REFERENCES:**

a. Joint Travel Regulation (JTR), Volume II, Chapter 7, Part M, 01 April 2010, subject: Emergency Visitation Travel (EVT).

b. DODFMR 7000.14-R, Volume 8, Chapter 3, June 2010, subject: Civilian Pay Administration.

2. **PURPOSE:** To prescribe policy and procedures for Emergency Visitation Travel by Department of the Army Civilians.

3. **APPLICABILITY:** This policy applies to all non-appropriated and appropriated funded direct hire Department of the Army Civilian (DAC) employees assigned to US Army Garrison-Yongsan.

4. **DISCUSSION:** The Resource Management Office (RMO) is the staff proponent for this policy and will, therefore, ensure compliance.

5. **POLICY:**

a. Emergency Visitation Travel (EVT) is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s). EVT allows an eligible employee and/or family members accompanying the employee at a foreign Permanent Duty Station (PDS) to travel at Government expense to the Continental United States (CONUS), a non-foreign OCONUS area, or another location in certain family emergency situations. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the order Approving Official (AO)/Deputy Garrison Commander (DGC) may authorize/approve the travel of additional family members. Travel by more than one family member will only be approved under the following situations:

(1) A critical injury to a dependent child attending school away from the PDS, or

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(2) The death of the employee or an immediate family member at the PDS and the remains are being returned for interment in CONUS or in a non-foreign OCONUS area.

b. EVT is authorized in the following circumstances:

(1) Medical. A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (JTR, C7610-C and C7628).

(2) 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 PDS in a foreign area who dies in a foreign area to the place of interment anywhere in the world (JTR, C7610-C and C7630).

(3) Incapacitated Parent. A parent of the employee or 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 for a new living situation or other form of care (JTR, C7632).

(4) 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 JTR, C7602-E1 through E3 (JTR, C7634).

c. Eligibility for EVT will be determined as explained in attachment 1 and authorized only when the following parameters are met:

(1) The traveler is an "eligible employee" who is defined as an employee who is a U.S. citizen assigned at a PDS in a foreign area and who has a service agreement (transportation agreement) that provides for return travel to the employee's actual residence.

(2) The traveler is an "eligible family member" who is defined as any of the following individuals and is part of the employee's household at the OCONUS PDS:

(a) Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. This includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian.

(b) Parents (including stepparents and legally adoptive parents) of the employee or employee's spouse, when such parents are at least 51 percent dependent on the employee.

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(c) Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters and brothers) of the employee or employee's spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, if incapable of self-support.

(d) Spouse.

6. **PROCEDURES:**

a. EVT, when authorized for an employee, will be processed utilizing DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) through the Defense Travel System (DTS). EVT for other than the employee (i.e. employee's spouse or other dependent), will be processed under Invitational Travel Authorization (ITA) procedures. The following travel limitations apply to EVT:

(1) Routing. EVT travel must be from the employee's PDS (place of temporary abode where the employee/spouse is located because of an official authorization) to the CONUS/non-foreign OCONUS location of the seriously ill, injured, deceased immediate family member or incapacitated parent by the most direct, usually traveled and inexpensive (based on the least expensive unrestricted economy/coach airfare) route. (Note: Indirect routing is permissible only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point).

(2) Reimbursement may not exceed allowable transportation expenses actually incurred. Special fares such as excursion fares and round-trip fares should be used to the maximum extent prudently possible if lower than normal Government fares. Per diem is not authorized and will not be paid for EVT.

(3) Air is the only authorized transportation mode, with the exception of ground transportation required between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Accommodations must be in coach via U.S. certified air carriers (unless premium class accommodations are authorized and approved for medical reasons by the appropriate official (JTR, C2204-B2)).

b. An employee (or eligible family member) may elect to travel in advance of authorized EVT. Travel expenses may be paid as a personal expense by the employee subject to reimbursement in the event of subsequent authorization; or at Government expense subject to collection as an overpayment if it is determined that EVT is not authorized.

(1) When an employee travels in advance of an approved EVT authorization at Government expense, the employee must execute the repayment acknowledgement at Attachment 2 prior to

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commencing travel. After execution of the Repayment Acknowledgement, the A/O may authorize transportation.

(2) When EVT is taken in advance of authorization, the employee must submit a statement to the AO not more than 30 calendar days after completion of travel, describing the circumstances for which travel was performed. The statement must include the name, address, and relationship of the ailing immediate family member and a report from the attending physician or hospital describing the nature of the illness at the time of travel. The AO will then make a determination whether or not EVT will be authorized at Government expense. If the AO determines that the EVT does not qualify for reimbursement at Government expense, all EVT expenses become the employee's financial responsibility.

c. Employees will be charged leave for all duty days away from their PDS while in an EVT status in accordance with DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave. Employee absences during EVT may also be taken under the purview of the Family Leave Act (FLA) of 1993. Additional information on the FLA can be obtained from the following websites:

(1) Form WH-380 "Certification of Health Care Provider" (Used as supporting documentation for a request for Family and Medical Leave - attach to an SF 71 - Request for Leave or Approved Absence.) <http://www.dol.gov/esa/regs/compliance/whd/fmla/wh380.pdf>.


(2) Federal Employee Entitlements under the Family and Medical Leave Act of 1993 <http://www.opm.gov/componf/Postconf00/Leave/herzbrg1.pdf>.

(3) OPM Final Regulations on Family & Medical Leave <http://www.opm.gov/oca/fmla/index.htm>

(4) OPM Family & Medical Leave Entitlement/Job Benefits & Protection/Advance Notice and Medical Certification <http://www.opm.gov/oca/leave/H1ML/fmlafac2>.

7. Questions concerning this policy can be addressed to Ted Jackson, Director, Resource Management, at 738-7447 or ted.a.jackson@us.army.mil.

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as


MICHAEL E. MASLEY
COL, AG
Commanding

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Attachment 1 – Department of the Army Civilian (DAC) Family Emergency Situations
Qualifying for Government Funded Emergency Visitation Travel (EVT)

EMERGENCY VISITATION TRAVEL					
Travel Authorized	Who May Travel	Visitation Objective	Authorization	Action Required By Employee	Limitation Of EVT Visit
Medical (Serious Illness or injury) See JTR, C7602-E1 & C7628.	Employee, or eligible spouse	To visit immediate family member seriously ill or injured, near death.	Authorized by JTR, Ch 7, Part M.	-Provide required medical contact information. -Submission of repayment acknowledgement, if traveling in advance of authorization.	Employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member.
Immediate Family Member Death See JTR, C7602-E2 & C7630.	Employee, or eligible spouse	Attend interment of immediate family member (includes siblings).	Authorized by JTR, Ch 7, Part M.	-Identify deceased family member not more than 30 calendar days after travel completion. -Submission of repayment acknowledgement if appropriate.	-One round trip may be taken in case of death of any immediate family member. -Travel must begin as soon as possible following death notification.
Employee/Family Member Death Employee/family member dies outside CONUS/non-foreign OCONUS area. See JTR, C7602-E2 & C7630.	Employee and eligible family member(s)	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/ approve number of travelers.	Request AO approval -Submission of repayment acknowledgement if appropriate.	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
Incapacitated Parent See JTR, C7602-E3 & C7632.	Employee, or eligible spouse	Assist parent suffering recent health breakdown that threatens continued independent living.	Authorized by JTR, Ch 7, Part M.	-Submission of self certification acceptable to the AO. -Submission of repayment acknowledgement if appropriate.	NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
Unusual Personal Hardship See JTR, C7602-E4 & C7634.	Employee, or eligible spouse	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DOD component concerned.	-Submission of any available documentation related to request. -Submission of repayment acknowledgement if appropriate.	Decided on a case by- case basis.

Attachment 2 – Acknowledgement of Repayment Requirements

REPAYMENT ACKNOWLEDGEMENT

“I, _____ certify that I have read and understand the EVT regulations in JTR, Ch 7, Part M, and that all expenditures made by my Command ICW 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, Ch 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.”

Typed Name

Signature

Date