

19 DECEMBER 1996



Transportation

**UNFUNDED ENVIRONMENTAL LEAVE
(UEML) PROGRAM (PA)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 36TRANS/LGTT (SSgt Colleen Tate)

Certified by: 36TRANS/CC
(Major William Brown III)

Supersedes AAFBR 35-1, 3 December 1990

Pages: 5
Distribution: F

This regulation establishes policies and procedures and assigns responsibilities for the administration of the Pacific Air Force Command UEML Program. It implements Chapter 10 of DOD4515.13-R Air Force Transportation Eligibility, USCINPAC Instruction 1700.2M and the Joint Travel Regulation, paragraph U5245 and U7207. It applies to all units assigned or attached to Andersen AFB. This publication requires the collection and or maintenance of information protected by the Privacy act of 1974 authorized by 10 U.S.C. 8359 and E.O. 9397.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction supersedes AAFBR 35-1, 3December 1990, and has been rewritten in its entirety.

1. General:

1.1. All military members, civilian employees, and command-sponsored dependents who arrive after their sponsor are authorized to use UEML. USINCPA policy states that for active duty military, UEML travel is not authorized within six months of arrival on station or during the last six months of their tour unless waiver is granted by 36 ABW/CC (**Attachment 1**). Submission for waivers must arrive at 36 ABW/CC NLT 10 days prior to proposal date of travel. Entitlements are not cumulative - trips may not be "saved" from one year to the next.

1.2. UEML orders are valid for 90 days from the sign up date. The effective sign-up date entered on EML orders determine which year the trip is charged against. Limited to 2 UEML trips per year based on the sponsor's date arrived station (DAS) and DAS anniversary.

1.3. Only one authorized destination from the listed point of origin will be included in the UEML order.

1.4. The only authorized destinations are those listed in USCINCPAC Instruction 1700.2M. The 36 ABW Traffic Management Flight maintains most current list.

1.5. UEML travel, accompanied or unaccompanied, cannot be used in connection with TDY, nor will it be used for, or recognized as a form of, early return of dependents to CONUS. It can not be used as a substitute for emergency leave, convalescent leave or any leave incentive program.

1.6. Any individual moved by DOD aircraft who is ineligible, even though UELM orders have been issued, is liable for travel reimbursement for air transportation furnished at the Non-United States Government Rate Tariff (AFR 76-28).

1.7. The original UEML order will be marked as such. Only the original will be used for travel and will be returned to the unit orderly room upon completion of UEML travel.

1.8. All transit countries as authorized in USCINCPAC Instruction 1700.2M will be listed on the UEML request. Travelers must sign-up for space available travel within six hours of arrival in these countries in order to retain their UEML travel authorization.

2. Responsibilities and Tasks:

2.1. Squadron Commander, through the unit orderly rooms, are tasked to ensure the following requirements are met:

2.1.1. An UEML program monitor is identified by letter to 36 TRNS/LGTT.

2.1.2. A log is kept by the UEML monitor to show the number of UEML trip taken by an eligible member and his or her command sponsored dependents. This log will be kept on a "date arrived station" basis.

2.1.3. The command sponsorship of dependents requesting UEML travel.

2.1.4. Maintain records pertaining to UEML for a period of 2 years for audit purposes.

2.2. The 36 ABW, Chief of Transportation, through the Traffic Management Flight will:

2.2.1. Prepare, distribute, and update the Orderly Room UEML Self-Inspection Checklist for all units that have an UEML Program Monitor. (Attachments 4 & 5)

2.2.2. Review the PACOM UEML program for changes that will affect the Andersen AFB UEML program and issue interim guidance to units until a change can be made to the regulation.

2.2.3. Forward questions and inquires on the UEML program that cannot be answered at the local level to 36 ABW/CC for resolution with the USCINCPAC OPR.

JOHN M. DELONEY, Colonel, USAF
Commander, 36th Air Base Wing

Attachment 1

SAMPLE WAIVER REQUEST

MEMORANDUM FOR (APPROPRIATE DEPUTATE OR 36 ABW/CC)

FROM: (REQUESTING AGENCY)

SUBJECT: Request for Six-Month EML Waiver

1. Request (Rank), (First, MI, Last Name) be granted a waiver to the current DOD policy of no EML for military personnel within six months of arrival on station or six months of DEROS.

2. Member was unable to travel during eligibility period because:

3. Desired Dates of Travel: _____

4. Date of Last EML: _____

5. Member's DEROS: _____

SQUADRON CC, DIVISION CHIEF,
DETACHMENT CHIEF

1st Ind, (DEPUTATE)

TO: 36 ABW/CV

Recommend approval/disapproval.

DEPUTATE

Attachment 2

AUTHORIZED INTRANSIT LOCATIONS FROM ANDERSEN AFB GUAM

WHEN FINAL DESTINATION IS

AUTHORIZED ENROUTE TRANSIT STOPS

CONUS.....Hawaii, Japan

Hawaii.....Japan

Korea.....Japan

Japan.....None

Attachment 3**INSTRUCTIONS FOR COMPLETING USCINCPAC 505/3 UEML TRAVEL AUTHORIZATION****Block 1. Environmental and Morale Leave Travelers.**

- a. List all travelers intending to perform EML travel on this authorization (attach additional sheet if required).
- b. List passport and SSN for each traveler. If the traveler has not been assigned both a passport number and SSN, either is sufficient.
- c. **For Sponsors:** Enter grade and service (ex. CAPT/USN or GS-11/DNC (Dept. of Navy Civilian)). **For Dependents:** Enter dependency status (ex. Navy Civilian)
- d. Enter date of birth of dependent children who are traveling on the authorization.
- e. Enter sponsor's name, whether or not the sponsor intends to travel on the authorization.
- f. Enter sponsor's grade.
- g. Enter sponsor's SSN.
- h. Enter sponsor's organization (ex. 475 TRANSP SQ.)

Block 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 9(g) military or 9(h) civilian of this instruction.

Block 3. Expiration Date. All EML authorizations are valid for 90 days from effective sign-up date. Sponsor or unit commander/designate approving official must forward request for extensions to USCINCPAC through respective USCINCPAC representative/subunified commander for approval.

Block 4. Itinerary. Use point of origin, destinations, and intransit stations listed in enclosures (1) and (2).

- a. From: Indicate country from which travel commences.
- b. To: UEML destination. Only one destination may be listed.
- 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 block 7b, the EML traveler may stay only at the destination site listed in block 4b.

Block 5. Signature of Sponsor. Sponsor will 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.

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

Block 8 and 9. Complete as indicated.