

Environmental and Morale Leave (EML)

Environmental and Morale Leave is leave authorized at an overseas installation where adverse environmental conditions require special arrangements for leave in desirable places at periodic intervals. Unified commanders designate the authorized EML duty locations and destinations. There are two types of EML, Unfunded EML (UEML) and Funded EML (FEML). Members assigned to Lajes Field, Azores are only authorized to take UEML travel.

Unfunded EML (UEML) authorizes member's space-available air transportation from EML duty locations for purposes of taking leave in an EML destination site. Leave is charged for travel time to and from, and for the period of time at an EML destination site when traveling on a space-available basis.

ELIGIBILITY

Personnel in the following categories who are assigned to a designated UEML location are eligible for UEML (TDY/TAD personnel are ineligible regardless of duration of their duty):

- (1) All active duty uniformed services personnel including the U.S. Coast Guard.
- (2) U.S. citizen civilian employees of DoD who are eligible for government transportation to the United States upon completion of their overseas tour (JFTR Vol II). This includes non-appropriated fund employees who are recruited from CONUS and are on duty with the Armed Forces.
- (3) Full-time paid personnel of the American Red Cross on duty with the military Service and their families.
- (4) Command sponsored family members of eligible personnel.

EML travelers must:

- (1) Be in leave status, whether military or civilian, to participate in EML travel.
- (2) Have sufficient funds to defray the cost of return travel to the location of assignment via commercial transportation, if necessary.
- (3) Allow Customer Support at least three duty days of proceeding time to process your orders. Bring your AF 988 and complete EML worksheet to Customer Support.
- (4) If waiver is required, please submit paperwork signed by your Squadron CC NLT 5 days duty days before departure date.

DUAL SPONSOR (MILITARY MARRIED TO MILITARY)

Dual sponsors are authorized the requisite number of trips outlined in Appendix A. Dual sponsors are not to be considered as both family members and sponsors. Personnel in this category will make a choice when taking their first authorized trip to be considered either their own sponsor or as a dependent of the spouse. This prevents abuse of the system by members taking more than the authorized number of trips. This policy also applies to children of dual sponsors.

APPENDIX A

Authorized Number of UEML Trips. UEML travel benefits are granted based on tour length of the sponsor. Authorized number of trips is as follows:

Tour Length	Total Number of Trips authorized	Number of Trips which can be to CONUS
Less than 24 Months	2	1
24 months or more	4	2
36 months or more	6	3

Trips may not be accumulated from one year to the next. The yearly accountable time frame for the sponsor and family member(s) begins the date the sponsor arrives on station.

EML orders are valid for 90 days from the date of sign-up for travel or travel date whichever comes first. The 90-day expiration of EML orders will not be extended except in unusual cases where conditions causing the delay at destination or en route are beyond the control of the traveler.

REQUIRED DOCUMENTS

Military Personnel

- (1) USEUCOM Form 35-2-R (EML authorization).
- (2) Leave authorization as required by DoD component Service.
- (3) Passport and necessary visas, if applicable, when required by the Foreign Clearance Guide.

DoD Civilians

- (1) Valid identification card.
- (2) USEUCOM Form 35-2-R (EML authorization).
- (3) Standard Form 71 (Application for Leave) or other appropriate leave documentation. Sufficient copies should be made so the traveler will have one for travel purposes.
- (4) In the case of DoDDS personnel, an official letter from the school principal stating the authorized period of absence will suffice.
- (5) Passport with necessary visas.

Family Members

- (1) Valid identification cards (spouse and children 10 years or older).
- (2) USEUCOM Form 35-2-R (EML authorization).
- (3) Passport with necessary visas.

TRAVEL CATEGORIES

CATEGORY II

Sponsors and family members traveling with their sponsors in an EML status will be assigned Category II travel priority when traveling Space-Available to/from authorized destinations, except as specified.

DoDDS teachers and family members traveling with their sponsor will be assigned travel Category II during holiday/vacation periods in the September through June school year.

CATEGORY IV

Family members traveling unaccompanied under EML orders will be authorized Space-A travel at Category IV priority when traveling to/from authorized destinations. Family members under the age of 18 must be accompanied by an EML eligible parent or legal guardian.

DoDDS teachers and family members traveling with their sponsor will be assigned travel during the summer vacation period; travel is at Category IV when traveling to/from authorized destinations.

CONTINUED TRAVEL

Family members who travel to EML destinations without their sponsor and who are subsequently joined by their sponsor, traveling on separate EML orders at Category II, may be allowed to travel accompanied Category II on remainder of the trip. The two sets of EML orders will be attached together. Sponsor and family member will sign up for Space-A travel at the same time. Passenger service personnel will annotate in bold writing that two originals are attached. If the sponsor does not respond to Category II roll call with family members, family members' status will be lowered to Category IV.

Reverse situation: When a sponsor must return to his/her duty station earlier than the family members, the sponsor must present a copy of the UEML orders for return travel. The original copy is to be used by family members for return travel at CAT IV.

Active duty military personnel and their families when traveling accompanied, who desire to proceed beyond the UEML destination specified in their UEML orders, may do so, but under the normal Space-A travel priority of III. Under these circumstances, UEML procedures will not apply and subsequent travel will be governed by DoD Directive 4515.13-R, Chapter 6. Travelers returning to USEUCOM will travel at Category III until they reach the USEUCOM UEML destination listed on the UEML travel order. Travel from the USEUCOM UEML destination to the UEML location will be at II.

TRAVEL RESTRICTIONS

Personnel traveling on UEML must have orders specifying a single authorized destination. Orders are valid only when traveling between the origin location and the destination listed (via in-transit AMC terminals listed in block 8 of EML travel order). In order to take advantage of multiple AMC channel or special mission flights at origin terminals, orders may initially specify (block 3b) more than one authorized destination. Passengers on aircraft within EML origin countries do not need to have orders annotated with a choice of multiple final destinations until arrival at an aerial port of departure for EML travel. EXAMPLE: A passenger in Turkey traveling within that country does not have to choose a final destination while traveling in country as long as personnel comply with in-transit policy.

Scheduling of aircraft for EML travel is not authorized. The UEML program is designed to utilize space available seats on duty aircraft after all duty requirements are filled.

UEML may not be used in conjunction with or in place of other space available or space required travel. For example, EML travel is not authorized for the following:

- (1) Student travel to or from CONUS.
- (2) Early return of family members to CONUS.
- (3) In conjunction with TAD/TDY.
- (4) House hunting or picking up/buying a vehicle.
- (5) Medical reasons such as elective surgery or childbirth, medical appointment.
- (6) Emergency leave.
- (7) In conjunction with COT leave.