



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE
HOFFMAN BUILDING 1, ROOM 836
2461 EISENHOWER AVENUE, ALEXANDRIA, VA 22331-1300

NOV 2 2002

MEMORANDUM FOR DIRECTOR, PER DIEM, TRAVEL AND TRANSPORTATION
ALLOWANCE COMMITTEE

SUBJECT: CAP Item 25-98 -- Funded Environmental and Morale Leave (FEML)

I approve CAP Item 25-98 for publication in the Joint Travel Regulations, Vol. 2 (JTR)
to be effective this date .

A handwritten signature in black ink, appearing to read "W. Carr", is positioned above the typed name.

William J. Carr
Acting Chairman

PROPOSED JTR CHANGE

JTR, Chapter 6 revised by adding a new Part P, Funded Environmental and Morale Leave (FEML)

C6700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. The FEML policy established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19 is also used for civilian employees.

B. Eligibility

1. Employees. An employee is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if the:
 - a. employee is authorized to have dependents at the PDS, and
 - b. the dependents reside with the employee at the FEML PDS.

C. Limitation

1. Number of FEML Trips

- a. The number of FEML trips eligible employee/dependents may take depends on the employee's tour length, as shown in the table below:

| Tour Length | Number of FEML Trips Authorized |
|---|---------------------------------|
| a. at least 24 months, but less than 36 months | 1 |
| (1) tour <i>extended</i> at least 12 months | 1 additional |
| b. at least 36 months. | 2 |
| (1) tour <i>extended</i> for any length of time | 0 additional |

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- c. Personnel *signing renewal agreements* are authorized additional FEML trips based on the above table.

2. Time Limitation. FEML travel by employees/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS, where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) an employee selects. Travel to and from the alternate location(s) is official travel and contract city pair fares may be used. If the employee travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.
4. Location Designation/Recertification
 - a. Designating Authority. USD (P&R) is the designating authority for FEML locations/destinations:
 - b. Designation Requests. Forward requests for designations through Combatant Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
 - c. Re-certification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Employee/Dependent. Employees and dependents may travel together or independently.
2. Restrictions. An employee/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.

***NOTE:** Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling FEML.*

3. Procurement. Commercial air transportation may be purchased by the Government or employee from the CTO (see par. C2207).

4. Reimbursement

a. Transportation and expenses (i.e., ground transportation) between the employee's PDS and the authorized air terminal may be reimbursed. (*See par. C4657, and Chapter 2, Part C.*)

b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between an employee's FEML PDS and the authorized destination plus the cost of ground transportation as noted in par. C6700-E4a above.

5. Transportation Funded by a Host Government. If an employee/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for an FEML trip.

F. Charge to Leave. See DoD Civilian Personnel Manual (DoD 1400.25-M) Subchapter 630 Leave, and Subchapter 1260, Home Leave.

G. Dual Entitlements. Employees or eligible family members may not receive dual entitlements. Therefore, the spouse (or other family member) of an employee, who is serving at the PDS as a member of a uniformed service or as an employee of the same or another U.S. Government agency, is eligible for FEML travel as the employee's family member provided the other agency or uniformed service does not provide comparable benefits.

H. Repayment of FEML Transportation Costs. An employee must repay FEML transportation costs if the applicable tour specified in par. C6700-C1 is not completed, unless the lack of completion is a result of:

1. transfer for compassionate reasons,
2. management-initiated transfer,
3. involuntary separation through no fault of the employee, or
4. a short curtailment required to accommodate training needs or reporting date adjustments between losing and gaining PDSs.

I. Legal Authority for this Part. 10 U.S.C. §1599B; 22 U.S.C. §4081(6)

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for uniformed members, civilian employees and their dependents*:

| Authorized FEML Location | Command Region | Authorized Destination | Recertification Due Date |
|----------------------------------|----------------|------------------------|--------------------------|
| Albania, Tirana | European | Frankfurt | 31 July 2000 |
| Argentina | Southern | Miami | 31 May 2003 |
| Armenia, Yerevan | European | Frankfurt | 31 July 2000 |
| Australia, Alice Springs | Pacific | Honolulu | 31 August 2003 |
| Australia, Exmouth | Pacific | Perth | 31 August 2003 |
| Australia, Learmonth | Pacific | Perth | 31 August 2003 |
| Azerbaijan, Baku | European | Frankfurt | 31 July 2000 |
| Bahrain | Central | Frankfurt | 30 September 2002 |
| Bangladesh | Pacific | Honolulu | 31 August 2003 |
| Barbados | Southern | Miami | 31 May 2003 |
| Belarus | European | Frankfurt | 31 July 2000 |
| Belize | Southern | Miami | 31 May 2003 |
| Bolivia | Southern | Miami | 31 May 2003 |
| Botswana | European | Frankfurt | 31 July 2000 |
| Brazil | Southern | Miami | 31 May 2003 |
| Bulgaria | European | Frankfurt | 31 July 2000 |
| Burma | Pacific | Honolulu | 31 August 2003 |
| Cambodia, Pnom Penh | Pacific | Honolulu | 31 August 2003 |
| Cameroon | European | Frankfurt | 31 July 2000 |
| Canada, British Columbia, Masset | Atlantic | Vancouver | 30 April 1999 |
| Chad | European | Frankfurt | 31 July 2000 |
| Chile | Southern | Miami | 31 May 2003 |
| China, Beijing | Pacific | Honolulu | 31 August 2003 |
| Columbia | Southern | Miami | 31 May 2003 |
| Cote d'Ivoire | European | Frankfurt | 31 July 2000 |
| Croatia, Zagreb | European | Frankfurt | 31 July 2000 |
| Cyprus | European | Frankfurt | 31 July 2000 |
| Democratic Republic of Congo | European | Frankfurt | 31 July 2000 |
| Djibouti | Central | Frankfurt | 30 September 2002 |
| Dominican Republic | Southern | Miami | 31 May 2003 |
| Ecuador | Southern | Miami | 31 May 2003 |

| | | | |
|--------------------------|----------|---------------|-------------------|
| Egypt | Central | Frankfurt | 30 September 2002 |
| El Salvador | Southern | Miami | 31 May 2003 |
| Eritrea, Asmara | Central | Frankfurt | 30 September 2002 |
| Estonia | European | Frankfurt | 31 July 2000 |
| Ethiopia, Addis Ababa | Central | Frankfurt | 30 September 2002 |
| Fiji | Pacific | Honolulu | 31 August 2003 |
| Georgia, Tbilisi | European | Frankfurt | 31 July 2000 |
| Ghana, Accra | European | Frankfurt | 31 July 2000 |
| Greece, Athens | European | Frankfurt | 31 July 2000 |
| Greece, Larissa | European | Frankfurt | 1 January 2003 |
| Greenland, Thule* | Space | Baltimore | 31 March 2004 |
| Guatemala | Southern | Miami | 31 May 2003 |
| Guyana, Georgetown | Southern | Miami | 31 May 2003 |
| Haiti | Southern | Miami | 31 May 2003 |
| Honduras | Southern | Miami | 31 May 2003 |
| Hong Kong | Pacific | Los Angeles | 31 August 2003 |
| India, New Delhi | Pacific | Honolulu | 31 August 2003 |
| Indonesia | Pacific | Honolulu | 31 August 2003 |
| Israel, Tel Aviv | European | Frankfurt | 31 July 2000 |
| Jamaica | Southern | Miami | 31 May 2003 |
| Jordan | Central | Frankfurt | 30 September 2002 |
| Kazakhstan, Almaty | Central | Frankfurt | 30 September 2002 |
| Kenya | Central | Frankfurt | 30 September 2002 |
| Kuwait | Central | Frankfurt | 30 September 2002 |
| Kyrgyzstan, Bishkek | Central | Frankfurt | 30 September 2002 |
| Latvia | European | Frankfurt | 31 July 2000 |
| Lithuania, Vilnius | European | Frankfurt | 31 July 2000 |
| Malaysia, Kuala Lumpur | Pacific | Sydney | 31 August 2003 |
| Mali, Bamako | European | Frankfurt | 30 April 2002 |
| Marshall Islands, Majuro | Pacific | Honolulu | 31 August 2003 |
| Mexico | Southern | San Antonio | 31 May 2003 |
| Moldova, Chisnau | European | Frankfurt | 31 July 2000 |
| Mongolia, Ulaanbaatar | Pacific | San Francisco | 31 August 2003 |
| Morocco | European | Frankfurt | 31 July 2000 |
| Mozambique | European | Frankfurt | 31 July 2000 |
| Namibia, Windhoek | European | Frankfurt | 30 April 2002 |
| Nicaragua | Southern | Miami | 31 May 2003 |
| Niger, Niamey | European | Frankfurt | 1 January 2003 |
| Nigeria | European | Frankfurt | 31 July 2000 |

| | | | |
|--|----------|-----------|-------------------|
| Oman | Central | Frankfurt | 30 September 2002 |
| Pakistan | Central | Frankfurt | 30 September 2002 |
| Panama, Panama City | Southern | Miami | 31 May 2003 |
| Paraguay | Southern | Miami | 31 May 2003 |
| Peru | Southern | Miami | 31 May 2003 |
| Philippines, Metro Manila | Pacific | Honolulu | 31 August 2003 |
| Poland | European | Frankfurt | 31 July 2000 |
| Qatar | Central | Frankfurt | 30 September 2002 |
| Romania | European | Frankfurt | 31 July 2000 |
| Russia, Moscow | European | Frankfurt | 31 July 2000 |
| Rwanda, Kigali | European | Frankfurt | 31 July 2000 |
| Saudi Arabia | Central | Frankfurt | 30 September 2002 |
| Senegal | European | Frankfurt | 31 July 2000 |
| Singapore | Pacific | Sydney | 31 August 2003 |
| Skopje (Former Yugoslav Republic of Macedonia) | European | Frankfurt | 31 July 2000 |
| South Africa | European | Frankfurt | 31 July 2000 |
| Sri Lanka, Columbo | Pacific | Frankfurt | 31 August 2003 |
| Suriname | Southern | Miami | 31 May 2003 |
| Syria | European | Frankfurt | 31 July 2000 |
| Tanzania, Dar Es Salaam | European | Frankfurt | 30 April 2002 |
| Thailand, Bangkok | Pacific | Honolulu | 31 August 2003 |
| Thailand, Chiang Mai | Pacific | Honolulu | 31 August 2003 |
| Trinidad, Port of Spain and Tobago | Southern | Miami | 31 May 2003 |
| Tunisia | European | Frankfurt | 31 July 2000 |
| Turkey, Ankara | European | Frankfurt | 31 July 2000 |
| Turkey, Izmir | European | Frankfurt | 31 July 2000 |
| Turkmenistan, Ashgabat | Central | Frankfurt | 30 September 2002 |
| Uganda, Kampala | European | Frankfurt | 31 July 2000 |
| Ukraine, Kiev | European | Frankfurt | 31 July 2000 |
| United Arab Emirates | Central | Frankfurt | 30 September 2002 |
| Uruguay | Southern | Miami | 31 May 2003 |
| Uzbekistan, Tashkent | Central | Frankfurt | 30 September 2002 |
| Venezuela | Southern | Miami | 31 May 2003 |
| Vietnam, Hanoi | Pacific | Honolulu | 31 August 2003 |
| Yemen | Central | Frankfurt | 30 September 2002 |
| Yugoslavia | European | Frankfurt | 31 July 2000 |
| Zambia, Lusaka | European | Frankfurt | 30 April 2002 |
| Zimbabwe | European | Frankfurt | 31 July 2000 |

*Exception to the 24-month tour requirement approved by ASD on 18 March 2002 memo for uniformed personnel.