COMNAVFORJAPAN INSTRUCTION 1700.13H

Subj: UNFUNDED ENVIRONMENTAL AND MORALE LEAVE (UEML) PROGRAM

Ref: (a) OPNAVINST 4630.25C (DOD 4515.13R)

Encl: (1) USCINCPACINST 1700.2N

1. Purpose. To promulgate and implement regulations for the administration of the unfunded Environmental and Morale Leave (UEML) Program for NAVFORJAPAN.

2. Cancellation. COMNAVFORJAPANINST 1700.13G.

3. Policy. Enclosure (1) provides eligibility requirements and a list of approved UEML origination areas/destinations for the NAVFORJAPAN theater and provides a reproducible Travel Authorization Form (USCINCPAC 505/3 EF), along with instructions for its use. This form must be prepared for and used by all UEML travelers thus fulfilling the record requirements of paragraph 5, enclosure (1), and its use is required by sponsors and their family members supported by any Personnel Support Activity Detachment (PERSUPPDET) within the NAVFORJAPAN area of responsibility.

4. Responsibilities

a. Commanding Officer, U.S. Navy Personnel Support Activity, Far East: As Force Personnel Officer, the CO, Personnel Support Activity, Far East is charged with control and coordination of the UEML program throughout the NAVFORJAPAN area, interfacing with Air Mobility Command (AMC) officials to correct problem areas. Within this responsibility lies the mandatory requirement to carefully monitor the administration of the program.

b. Officers in Charge, U.S. Navy Personnel Support Activity Detachments: Maintain UEML records for all shore commands in their area of responsibility. Receive UEML applications and prepare UEML Travel Authorizations for service commands. As a special case, OIC, PERSUPPDET Sasebo is authorized to receive UEML applications from, and prepare UEML Travel Authorizations for, family members of Fleet Activities, Sasebo Forward Deployed Naval Forces (FDNF) ships when neither the sponsor nor the ship is in port. Coordination with the ship for specific approval is necessary in each case.

c. Commanding Officers, FDNF Units: Receive applications for and prepare UEML Travel Authorizations for assigned members and their

eligible family members per enclosure (1). Ensure active duty military members have properly executed leave papers in their possession when departing on UEML. Maintain a log of UEML Travel Authorizations issued, and an UEML history on members and their families similar to the format contained in enclosure (1), which is opened at the time the sponsor checks in, and kept up to date during the period of their tour of duty. These records should be subjected to periodic audit or inspection.

d. Family Assistance Team: The COMNAVSURFPAC and USS KITTY HAWK Family Assistance Teams (FAST), under the auspices of FDNF unit commanding officers, process UEML Travel Authorizations for FDNF family members when the ship and military sponsors are deployed. Records as described in paragraph 4c must be maintained for audit and inspection purposes. Establish adequate controls and liaison to ensure ship's and FAST's UEML Travel Authorization do not exceed the authorized two trips per year.

e. All Commands

(1) Inform personnel requesting UEML that violation of reference (a) may result in the military member being required to reimburse the government for air fare based on current Air Mobility Command (AMC) tariff rate.

(2) Report any violations or attempted abuse of this program to COMNAVFORJAPAN (Code N01PERS) and proceed with disciplinary or administrative action, as appropriate.

(3) Inform COMNAVFORJAPAN (N01PERS) should problems be encountered in the equitable administration of the UEML program.

5. Procedures for UEML Travel

a. The date of the military member's arrival on station establishes the base date of their UEML year. If a member arrives on 10 January, member and/or eligible family members are entitled to two UEML trips during the ensuing 12 months, until the 9th of January the next year, when two more UEML trips will be authorized. UEML trips are not cumulative from one UEML year to the next, nor transferable from one eligible family member to another. The record holding activity of the traveler/sponsor will prepare an original and three copies of UEML orders for the traveler or family members. Passenger should present validated UEML Travel Authorization (plus leave papers for active duty members) to the AMC Terminal Passenger Service Counter to have their name(s) placed on the Space Available waiting list. Non-traveling sponsors are not required to sign up their dependents who are traveling on unaccompanied UEML. The spouse or lead traveling family member, provided they possess the appropriate documents, may register for all traveling family members. If sponsors effect the registration, family members are not required to be present during registration. The Air Terminal manager will control the priority of passenger loading.

b. Requests for waivers to the eligibility requirements of this program are submitted to the USCINCPAC Executive Agent(s) listed in enclosure (4) of enclosure (1). Do not route requests via COMNAVFORJAPAN.

F. E. CRECELIUS
Deputy and Chief of Staff

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