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Civilian Personnel

Emergency Travel for Civilian Employees and Their Dependents

*This regulation supersedes AE Regulation 690-11, 1 March 2005.

For the CG, USAREUR/7A:

E. PEARSON
Colonel, GS
Deputy Chief of Staff

Official:



GARY C. MILLER
Regional Chief Information
Officer - Europe

Summary. This regulation provides policy and procedures for determining eligibility for emergency travel authorizations for civilian employees and their dependents (para 4c).

Applicability. This regulation applies to U.S.-citizen appropriated and nonappropriated fund employees of the Army in Europe and their dependents.

Supplementation. Organizations will not supplement this regulation without USAREUR G1 (AEAGA-C) approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created because of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the USAREUR G1 (AEAGA-C, DSN 375-2553). Users may suggest improvements to this regulation by sending DA Form 2028 to the USAREUR G1 (AEAGA-C), Unit 29351, APO AE 09014-9351.

Distribution. C (AEPUBS).

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1. PURPOSE

This regulation provides guidance for determining eligibility and procedures for issuing travel authorizations for nonreimbursable (not Government paid) emergency travel on military aircraft for civilian employees and their dependents (para 4c) who are serviced by civilian personnel advisory centers in Europe. The Joint Travel Regulations, volume 2, chapter 6, part O, provides criteria for emergency visitation travel (EVT), which is Government-paid transportation for emergencies.

2. REFERENCES

- a. Joint Travel Regulations, volume 2, DOD Civilians (<https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>).
- b. DOD 4515.13-R, Air Transportation Eligibility.
- c. AR 25-400-2, The Army Records Information Management System (ARIMS).
- d. DD Form 1173, Uniformed Services Identification and Privilege Card.
- e. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

a. Abbreviations.

AEPUBS	Army in Europe Publications System
AMC	Air Mobility Command
AR	Army regulation
ARIMS	Army Records Information Management System
CG, USAREUR/7A	Commanding General, United States Army, Europe, and Seventh Army
CONUS	continental United States
DA	Department of the Army
DD	Department of Defense
DOD	Department of Defense
EVT	emergency visitation travel
GS	general scale
NF	nonappropriated fund
U.S.	United States
USAREUR	United States Army, Europe

b. Terms.

immediate family emergency

Emergency involving the employee's or spouse's father, mother, child (including natural offspring, recognized illegitimate child, stepchild, adopted child, grandchild, legal minor ward, or other dependent child who is or was under the legal guardianship or raised by the employee or employee's spouse as their own child), brother, sister, person in loco parentis, or sole surviving blood relative. Any individual related by blood (such as a grandparent) or affinity whose close association with the employee is the equivalent of a family relationship.

space-available travel

Travel on an Air Mobility Command (AMC) flight using vacant space after required travelers have been accommodated.

space-required travel

Travel on an AMC flight using space reserved for the passenger.

4. ELIGIBILITY

DOD 4515.13-R establishes eligibility criteria for transportation. The following categories of civilian employees and their dependents are eligible for travel:

- a. U.S.-citizen civilian appropriated fund employees of the DOD who are stationed overseas.
- b. U.S.-citizen civilian nonappropriated fund employees recruited from CONUS, Alaska, or Hawaii for overseas employment on a permanent change of station assignment at nonappropriated fund expense.
- c. Dependents of employees in subparagraphs a and b above. The Joint Travel Regulation, volume 2, appendix A, defines "dependent."

5. POLICY

- a. Bona fide immediate family emergencies warrant approval of emergency travel.
- b. Absence of an employee for emergency purposes will be charged to annual leave, leave without pay, or, in certain situations, to sick leave. An employee may be allowed to use annual leave that will be accrued during the leave year.
- c. "Emergency situations" include the following:
 - (1) Death of a member of the immediate family of the employee or spouse.
 - (2) Death of the employee, spouse, or their immediate family members in the overseas area when the funeral is at the home of record and the surviving employee or spouse is required to return overseas after the funeral.
 - (3) Contribution to the welfare of a seriously ill or dying member of the immediate family of the employee or spouse by the presence of the employee, his or her dependents, or both.
 - (4) Family problems caused by serious illness or injury of one or more members of the immediate family of the employee or the spouse. This emergency situation arises when the family problems impose a responsibility on the employee or spouse that must be met immediately and cannot be accomplished from the duty station or by other means.
 - (5) Divorce cases when custody of children is an issue in the case, a suit has been filed, and a trial date has been set.
 - (6) Any other emergency situation when failure of the employee, the employee's dependents, or both to return would create a severe hardship on the employee or spouse or on the immediate family of the employee or spouse.
- d. Space-available or space-required travel at the employee's expense (as defined in DOD 4515.13-R) may be used when the employee is not eligible for EVT under the Joint Travel Regulations, volume 2, chapter 6, part O. In these cases, travelers must pay AMC for the cost of space-required travel at the U.S. Government tariff rate before traveling. Employees are not eligible to be reimbursed for this cost.

6. TRANSPORTATION

Eligible employees and their dependents are authorized either category 1 space-available or space-required round-trip transportation between overseas and CONUS aerial ports and between overseas aerial ports. Transportation within CONUS is not authorized. Passengers are not authorized travel on AMC aircraft from the manifested destination of the aircraft to their final destination. Transportation is authorized only on DOD-owned or -controlled aircraft. Employees will not be reimbursed for any space-available fee or the cost of space-required transportation. The following are examples of authorized transportation situations:

- a. An eligible employee with a bona fide emergency in CONUS is authorized transportation from Europe to CONUS and return. All transportation within CONUS will be at the employee's expense.
- b. An eligible employee with a bona fide emergency in another overseas area may be authorized transportation from Europe to CONUS and from CONUS to the overseas area and return.
- c. A student dependent attending college in the United States may be authorized transportation from CONUS to Europe, and return, for a family emergency in Europe.

7. RESPONSIBILITIES

The activity commander or director will determine the appropriate approving authority for emergency travel of civilians and their dependents assigned to the activity. In the absence of a designation, approval authority will be exercised by the first official in the employee's chain of supervision in grade 05 (for example, Army lieutenant colonel), GS-13, NF-5, or C-10 in Germany (or equivalent grade in other-host nation systems). The community staff-duty officer may issue the travel authorization during nonduty hours. When an employee is away from the permanent duty station, the official who would normally issue the travel authorization may request issuance by an official of an activity near the employee.

8. TRAVEL AUTHORIZATION

a. Activities will issue the travel authorization as a memorandum on the letterhead of the issuing authority and provide travelers with a copy of appendix A. The travel authorization memorandum will include the information shown in appendix B. A separate memorandum will be issued for each traveler. Travelers will receive extra copies of the authorization memorandum (normally 10 copies) to carry during travel. The issuing authority will keep one copy of each memorandum for the duration of the employee's employment with the activity. When an employee is away from the employing organization, another activity may issue authorization for emergency travel. A copy of the authorization must be sent to the employee's activity.

b. Officials issuing the travel authorization may determine eligibility of the person requesting travel by reviewing the individual's civilian identification card (Common Access Card or DD Form 1173), personnel records, or other appropriate means. When an emergency occurs during nonduty hours, activities may authorize travel to avoid delay if the issuing authority believes the person is eligible for travel. In these cases, the traveler may be required to sign a statement of eligibility based on one of the criteria in paragraph 4 and agree to reimburse the Government for the cost of travel if it is later determined that the traveler was not eligible for emergency travel. These statements will be required only when eligibility is questionable.

9. VERIFICATION OF THE EMERGENCY

Issuing activities will verify that an emergency exists before authorizing emergency travel. Officials with authority to issue an emergency travel authorization may use any suitable verification they consider valid. Verification may be from the Red Cross, an attending physician, or other source acceptable to the travel-authorizing official. Travel need not be delayed pending receipt of a Red Cross message. The activity commander will resolve disagreements regarding eligibility for emergency travel and ensure the Red Cross message number or other source of verification is cited on the travel authorization.

**APPENDIX A
TRAVEL INFORMATION**

1. Transportation. The emergency transportation entitlement is for transoceanic travel on DOD-owned or -operated aircraft. Employees may request free space-available transportation or elect space-required travel by reimbursing the Government for the cost of travel for themselves or their dependents.

a. Travelers will report to the Army liaison counter or passenger liaison office at the military air terminal.

b. If space-required, reimbursable travel is elected, liaison personnel will direct the traveler to the appropriate Air Force personnel for payment according to the applicable Air Mobility Command (AMC) tariff.

2. Funds. Travelers should have enough funds to pay the entire round-trip cost of travel by regular commercial means in case space is not available on an AMC flight.

3. Documentation. Travelers must have a valid passport, copies of their emergency travel authorization, and an immunization record if immunizations are required for entry into the country of their destination or duty station. For non-U.S.-citizen dependents, valid U.S. entry visas or permits may be required.

4. Billeting. Transient billets may not be available at the points of departure or arrival. Travelers should have enough money to pay for civilian accommodations.

5. Flight Information. Travelers should contact the AMC to determine availability and location of flights, baggage limitations, and sign-up and reporting requirements. The AMC website includes a list of terminals and telephone numbers and a Space Available Travel Request form. The website is at https://public.amc.af.mil/Library/SPACEA/24_203.htm#contact.

6. Contact With Employing Activity. After they arrive at the emergency destination, employees should contact their supervisor to provide their anticipated date of return. This contact is particularly important if a delay is encountered that will prevent return on the originally scheduled date.

APPENDIX B
SAMPLE TRAVEL AUTHORIZATION MEMORANDUM

(ISSUING AUTHORITY LETTERHEAD)

(Office Symbol or Authorization Number)

(Date)

SUBJECT: Emergency Leave Travel Authorization

Name of employee or sponsor:

Grade:

Organization:

Duty station:

Names of dependents:

The above-named employee and dependents are authorized round-trip transportation between overseas and continental United States aerial ports on Government-owned or -operated aircraft on a category 1 space-available or reimbursable space-required basis by reason of the emergency stated below. Transportation within the continental United States is only to the manifested destination of the aircraft.

This authorization is invalid if travel to the emergency destination does not begin within 15 days after the date of issue. Return travel under this authorization must begin no more than 90 days after travel to the emergency destination.

Authority: DOD 4515.13-R

Reason for emergency and source of verification:

Signature Block of Issuing Official

For inquiries concerning this order, contact *name of official, civilian and military telephone numbers, and e-mail address.*