

Environment and Morale Leave (EML) Request

EML is a method of leave for service members and their collocated families who are stationed at overseas bases to take leave and travel to the mainland or to a different location. Individuals and families on EML have a higher priority for seating on space available government air transportation than those traveling on regular leave.

Members are allotted **2 EMLs PER YEAR; EML orders are good for up to 90 days**

Active Duty Sponsor Information

Name of Sponsor		Rank	SSN
Unit/Office Symbol	Duty Phone	Date Arrived Station (DAS)	DEROS

DO YOU REQUIRE AN EML WAIVER? YES /NO (Circle One). A Waiver is needed if you are within 6 months (to the day) from your DEROS or 6 months (to the day) from your DAS. A waiver can be obtained by writing a letter to the final approving authority which is USFJ/J1 (US Forces Japan, bldg 714, Rm 135, phone 225-4538). You will not be permitted to use EML entitlements without a waiver if you fall in this category. If your dependent(s) travel(s) without you, an EML waiver is not required, because you will still be in the local area. Questions, contact MPS Customer Support at 225-9913.

Traveler(s) Information: (including sponsor if traveling):

Name (Last, First, MI)	SSN (for Active Duty) Passport # (For all others)	Rank (for AD) Status (For dependents)	Date of Birth (For dependent children)

Effective EML sign up date: _____ (NOTE: This is the date on your leave form if you are traveling).

Please be sure this is the correct date you want to sign up at the terminal. **EML orders are good for 90 days.**

Destination: _____

FIRST or SECOND TRIP: ____ (NOTE: You are authorized (2) EML from the anniversary date of your DAS, includes two for yourself and two for your dependent(s) each. If they travel with you they will use their entitlements, if they travel without you; they will use their appropriate EML entitlement(s) first or second whichever applies.

Are your dependent(s) listed on your PCS orders* bringing you to Yokota? YES/NO or N/A

Are your dependent(s) command sponsored? YES/NO or N/A

READ THE FOLLOWING:

I understand that it will take a **MINIMUM OF 7 DAYS** for the EML order to be completed by the Customer Support element. I understand that if I cancel or elect not to use this EML that I must return the ORIGINAL copy of the EML to Customer Support. I also understand that if my family members leave Japan for 30 or more consecutive days that it is my responsibility to notify Military Pay so my COLA can be adjusted accordingly. _____ (Member's initials)

(Sponsor's Signature)

(Date)

**PRIVACY ACT OF 1974 APPLIES
FOR OFFICIAL USE ONLY**

**If dependents are traveling, please provide sponsor's PCS orders that show dependents are command-sponsored and/or attach command sponsorship letter provided by Employments office.*