



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

IMEU-WSB-ZA

22 Sep '11

MEMORANDUM FOR U.S. Appropriated and Non-Appropriated Fund Employees, United States Army Garrison Wiesbaden

SUBJECT: USAG Wiesbaden Command Policy Letter 51, Emergency Visitation Travel (EVT) and Red Cross Notifications Policy

1. References:

a. Joint Travel Regulation (JTR), Volume 2, Chapter 7, Part M, Emergency Visitation Travel, 1 August 2009.

b. DOD 4515.13, Air Transportation Eligibility, November 1994.

c. Army in Europe Regulation 690-11-1, Emergency Travel for Civilian Employees and their Dependents, 22 November 2005.

2. Purpose: To provide guidance for the processing of Emergency Visitation Travel (EVT) requests within USAG Wiesbaden.

3. Applicability: This guidance applies to eligible USAG Wiesbaden appropriated and non-appropriated employees and family members.

4. Explanation: In accordance with the Joint Travel Regulation (JTR), the following guidance is provided to facilitate the effective and efficient processing of EVT requests within the USAG Wiesbaden. If there is a conflict between this guidance and the JTR, or any future changes to the JTR, the JTR's guidance will prevail. EVT definitions are listed at enclosure 1.

a. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign permanent duty station (PDS) to travel at government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations (C7602).

b. Allowance Discretion. EVT is not a discretionary allowance, except that the Designated Approving Official (DAO) must confirm the need for EVT and has discretion with regard to authorizing/ approving an additional trip and transportation for an additional family member(s).

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c. Restrictions:

- (1) EVT is not permitted for travel wholly within the foreign area assignment.
- (2) An employee away from the foreign OCONUS PDS:
  - (a) On leave in a CONUS/non-foreign OCONUS location, or
  - (b) TDY in a CONUS/non-foreign OCONUS location is not eligible for EVT.

d. Limitations. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

e. Authority. EVT is authorized in the following circumstances (enclosures 2-6):

**(1) C7628 Medical.** A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628). Authorized by Chapter 7, Part M. The required medical contact information must be provided so that the AO can make a determination whether the medical condition of the family member meets the requirements of paragraph C7610-G (enclosure 3).

**(2) C7630 Death.** A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630) (enclosure 4).

**(3) C7632 Incapacitated Parent.** A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632) (enclosure 5).

**(4) C7634 Unusual Personal Hardship.** An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars. C7602-E1 through E3 (par. C7634). Requests for authorization/ approval of government-funded travel in these categories must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request (enclosure 6).

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5. Procedures:

a. When an eligible individual travels to visit a seriously ill or injured immediate family member prior to EVT authorization, they must prepare and submit a statement NLT 30 days after travel completion that includes the name, address and relationship of the ailing family member and a report from the attending physician or hospital describing the nature of the illness or injury. This statement is required prior to reimbursement of travel expenses. The Designated Authorizing Official (DAO) will notify the employee, in writing, if the circumstances meet the criteria for reimbursement.

b. Verification of the Emergency. The DAO will verify that an emergency exists before authorizing emergency travel. The DAO will issue the travel authorization in the format of enclosure 7. Travel authorizations must include information about the source of the emergency verification. 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.

c. A request for emergency leave should be forwarded to the employee's immediate supervisor for review prior to commencement of travel.

d. The employee's supervisor will forward the Checklist for Emergency Visitation Travel (enclosure 8) and supporting documentation including the Red Cross message and a written statement that includes the name and address of the ailing family member and the attending physician or hospital and the name, address and relationship of the person to be contacted in connection with the emergency) to the directorate for review. The director will forward the documentation to the appropriate designated approving official DAO for review and approval/disapproval. If approved, the Resource Management Office will assist in the preparation of the travel orders.

**NOTE:** An employee or eligible family member is limited to one round trip for each serious illness/injury of each immediate family member.

e. The sponsor or traveler must sign a repayment-acknowledge statement (enclosure 9) agreeing to reimburse the government for the cost of travel if it is later determined that the traveler was not eligible for EVT. (This statement is in JTR, volume 2, part M, paragraph C7628Gb: "Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.")

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6. When an emergency situation (defined in the JTR, paragraphs C7602 and 7636) has been verified by the Red Cross, an attending physician, or other source acceptable to the DAO, an EVT authorization will be processed as follows:

a. During duty hours, the DAO will issue DD Form 1610 through the Defense Travel System (DTS) (JTR, paragraph C7616) and the travel authorization for emergency travel for civilians assigned to the organization or their eligible family member. Detailed information regarding the DTS process is outlined at enclosure 10. In the absence of a DAO, the first official in the employee's chain of supervision in grade of Lieutenant Colonel (or civilian equivalent – GS13/NF5 and above) will serve as the DAO. Contact information is listed at enclosure 7.

b. During non-duty hours and on weekends and holidays, the Installation Operations Center will notify the appropriate director and advise the director or designated representative of the circumstances regarding the emergency. The director will notify the employee and ascertain what the employee wants to do. Based on the wishes and status of the employee issue the DD Form 1610 and travel authorization inputting the information into DTS. (Detailed information regarding the DTS process is outlined at enclosure 10.) Contact information is listed at enclosure 11.

7. After receiving an approved travel authorization, the employee or family member has a choice of travel options.

a. The employee or family member may contact the local CWTSatoTravel (Carlson Wagonlit SatoTravel) office to arrange a flight (DSN 337-5046 or civilian 0611-97734-0, fax number 0611-712941). If the local CWTSatoTravel office is closed, the employee or family member may contact the CWTSatoTravel emergency office in San Antonio, Texas (0800 826-8960) to arrange a flight. The traveler will be required to fax the travel authorization, source of verification (i.e. Red Cross message, attending physician statement) and repayment-acknowledge statement (enclosure 9).

b. If commercial transportation is not available or the employee or family member does not want to use commercial transportation, the eligible employee or family member may be authorized either category-1 space available or space-required round trip transportation between the overseas aerial port and the Continental United States (CONUS) aerial port. The employee should contact the Air Mobility Command (AMC) at DSN 479-4440/4299 to obtain flight information. Information about space-available travel and a list of AMC aerial ports is available at <http://www.amc.af.mil/shared/media/document/AFD-060328-001.doc>. The following restrictions apply to transportation through AMC:

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(1) Transportation is authorized only on DoD owned or controlled aircraft.

(2) Employee will not be reimbursed for any space-available fee or the cost of space-required transportation.

(3) Transportation within CONUS is not authorized. (JTR Volume 2, part M, paragraph C7612, 7614).

(4) DoD civilian employees and dependents are required to use available U.S. certificated carriers for all commercial air transportation, and arrangement of official transportation through an available CTO is mandatory as indicated in JTR par. C2204

c. Employee or family member may personally procure transportation at their own expenses(Leisure Travel)and be reimbursed through DTS (not to exceed the government rate) upon return provided all qualifications stipulated above are met.

8. The Standard Operating Procedure (SOP) for American Red Cross message processing is outlined at enclosure 12.

9. Questions or comments concerning this policy or procedures in this memorandum should be addressed to the USAG Wiesbaden, DRM, Ms. Ursula Griffin at DSN 334-2575 or email [ursula.griffin@eur.army.mil](mailto:ursula.griffin@eur.army.mil).

12 Encls

1. EVT Definitions
2. C7636 EVT Table
3. C7628 EVT for Medical Reasons
4. C7630 EVT in the Event of Death
5. C7632 Incapacitated Parent
6. C7634 Unusual Personal Hardship
7. Emergency Leave Travel Authorization
8. EVT Request Checklist
9. Repayment-acknowledge Statement
10. DTS Procedure
11. List of Emergency Contacts
12. Red Cross Policy

  
JEFFREY W. DILL 22 Sep 11  
COL, IN  
Commanding

## **EVT DEFINITIONS**

**A. Eligible Employee.** An “eligible employee” is an employee who is a U.S. citizen assigned at a PDS in a foreign area, who has a service agreement that provides for return travel to the employee’s actual residence.

**B. Eligible Family Member.** Any of the following individuals may be an “eligible family member” if part of the employee’s household at the OCONUS PDS and are eligible for EVT:

1. Children who are unmarried and under age 21 years or who, regardless of age, are physically/mentally incapable of self-support. The term includes, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;
2. Parents (including stepparents and legally adoptive parents) of the employee/spouse, when such parents are at least 51 percent dependent on the employee for support (APP A - DEPENDENT/ IMMEDIATEFAMILY);
3. Sisters and brothers (including stepsisters/stepbrothers, or adoptive sisters/brothers) of the employee/ spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under age 21, or regardless of age, are incapable of self-support; and
4. Spouse.

**C. Immediate Family Member.** For this Part “an immediate family member” means the following relative of the employee:

1. Spouse;
2. Children, including stepchildren, adopted children and those who are or were under legal guardianship and spouses thereof;
3. Parents of the employee/spouse; and
4. Siblings (including stepbrothers and stepsisters) of the employee/employee’s spouse for cases of death.

D. Incapacitation. “Incapacitation” is a physical/mental health condition that may impair an individual’s ability to continue living independently.

E. Parent. A “parent” is the mother/father of the employee/spouse, including stepparents, adoptive parents, or individuals who have stood in place of a parent (APP A -- Dependent/Immediate Family). ***In no circumstance may an individual be deemed to have more than two parents.***

F. Authorizing Official. The “AO” is the official delegated the authority at the PDS to authorize/approve EVT.

G. Serious Illness/Injury. “Serious illness/injury” is a circumstance in which a medical official determines that death is imminent or likely to occur.

C7636 EVT TABLE

<b>EMERGENCY VISITATION TRAVEL</b>					
<b>TRAVEL AUTHORIZED</b>	<b>WHO MAY TRAVEL</b>	<b>VISITATION OBJECTIVE</b>	<b>AUTHORIZATION</b>	<b>ACTION REQUIRED BY EMPLOYEE</b>	<b>LIMITATION OF EVT VISIT</b>
<b>Medical</b> (Serious Illness or injury) See pars. C7602-E1 & C7628	<ul style="list-style-type: none"> <li>Employee, or</li> <li>Eligible Spouse</li> </ul>	To visit immediate family member seriously ill or injured, near death	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Provide required medical contact information.</li> <li>Submission of repayment acknowledgement, if traveling in advance of authorization.</li> </ul>	Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.
<b>Immediate Family Member Death</b> See pars. C7602-E2 & C7630	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Attend interment of immediate family member (includes siblings).	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Identify deceased family member not more than 30 calendar days after travel completion.</li> <li>Submission of repayment acknowledgement.</li> </ul>	One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.
<b>Employee/Family Member Death</b> Employee family member dies outside CONUS/non-foreign OCONUS area. See pars. C7602-E2 & C7630	<ul style="list-style-type: none"> <li>Employee; and</li> <li>Eligible family member(s)</li> </ul>	Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.	AO must authorize/approve number of travelers	<ul style="list-style-type: none"> <li>Request AO approval</li> <li>Submission of repayment acknowledgement.</li> </ul>	One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.
<b>Incapacitated Parent</b> See pars. C7602-E3 & C7632	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Assist parent suffering recent health breakdown that threatens continued independent living	Authorized by Chapter 7, Part M	<ul style="list-style-type: none"> <li>Submission of self-certification acceptable to the AO</li> <li>Submission of repayment acknowledgement, if appropriate.</li> </ul>	Not to exceed two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).
<b>Unusual Personal Hardship</b> See pars. C7602-E4 & C7634	<ul style="list-style-type: none"> <li>Employee or</li> <li>Eligible Spouse</li> </ul>	Exceptional circumstances warrant travel otherwise precluded by EVT limitations.	Authorized by the individual delegated authority for that purpose under criteria established by the DOD component concerned.	<ul style="list-style-type: none"> <li>Submission of any available documentation related to request</li> <li>Submission of repayment acknowledgement</li> </ul>	Decided on a case-by-case basis.

Footnote:

1. Self-certification must include the employee's statement indicating the number of EVT trips already taken by the employee/spouse during their lifetime under the authority in pars. C7602-E3 & C7632 (Incapacitated Parent) and must be accompanied by information provided by the doctor, nursing home or social worker involved in the case.

## **C7628 EVT FOR MEDICAL REASONS**

**A. Limit on Number of Trips.** The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member. If the traveler returns to the employee's PDS from an EVT visit and the ill/injured immediate family member subsequently dies, the AO may authorize/approve a second trip under par. C7602-E2.

**B. Authorization Procedure.** An employee's request for EVT authorization/approval for a medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited so that the AO (with the assistance of medical officials if available) can make a determination whether the medical condition of the family member meets the requirements of par. C7610-G. The necessary information includes:

1. The name and address of the immediate family member, and the family member's relationship to the employee or the employee's spouse;
2. The telephone number of the attending physician or hospital; and
3. The name, address, and telephone number of a person at the family member's location who may be contacted ICW the emergency, and the relationship of this person to the immediate family member.

**C. Immediate Family Member Located in a Foreign Area.** If the immediate family member is located in a foreign area, the AO must request assistance from the nearest PDS, if any, that could aid in gathering information regarding the medical status of the family member for whom EVT is requested.

**D. Confirming the Need for EVT Travel.** After confirming that the family member's medical status meets the requirements of par. C7610-G, the AO may authorize/approve the EVT request. The AO must not authorize/approve any request that does not meet the requirements in par. C7610-G. The employee may request reconsideration by providing information that enables the AO to evaluate the immediate family member's condition at the time of travel.

**E. Recording EVT Travel.** Any EVT for medical reasons, authorized/approved by the AO, to visit a parent must be recorded in the employee's personnel record.

**F. Limiting EVT Travel to Already Identified Parents.** EVT is not authorized when the employee/spouse has already identified two individuals as parents for EVT and subsequent requests for EVT elects a third parental individual to visit.

### G. Travel in Advance of Authorization

1. Employee/Spouse Elects to Travel before Authorization. The employee/spouse may elect to travel in advance of authorized EVT. Travel expenses may be paid by either of the following methods.

a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization;  
or

b. GOV'T expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards.

a. Personal expense of the employee subject to reimbursement in the event of subsequent authorization;

orb. GOV'T expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved does not meet EVT authorization standards.

## **C7602 GENERAL**

A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV' T expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

**B. Allowance Discretion.** EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

### C. Restrictions

1. EVT is not permitted for travel wholly within the foreign area assignment.

2. An employee away from the foreign OCONUS PDS:

a. On leave in a CONUS/non-foreign OCONUS location, or

b. TDY in a CONUS/non-foreign OCONUS location is not eligible for EVT.

**D. Limitations.** EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee' s PDS, are limited to the cost of EVT allowances from the PDS.

**E. Authority.** EVT is authorized in the following circumstances:

**1. Medical.** A member of the employee' s or the employee' s spouse' s immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).

**2. Death.** A member of the employee' s or the employee' s spouse' s immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee' s PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).

**3. Incapacitated Parent.** A parent of the employee or the employee' s spouse becomes incapacitated and travel is necessary to arrange for the parent' s medical treatment or otherwise help assess the parent' s need for a new living situation or other form of care (par. C7632).

**4. Unusual Personal Hardship.** An employee or employee' s spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars.C7602-E1 through E3 (par. C7634).

## **C7630 EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER'S DEATH AND EMPLOYEE/FAMILY MEMBER DEATH**

**A. Limitations.** Only one round trip may be taken by either the employee/spouse in the death of any immediate family member.

**B. Beginning Travel.** Travel must begin as soon as practical upon notice that the immediate family member has died.

**C. Death of Employee/Eligible Family Member.** In the death of an employee/eligible family member stationed in foreign area (*whether death occurs at the PDS or elsewhere in a foreign area*), one round trip to the place of interment is allowable for eligible family members resident at the PDS (par. C7602-E2).

**D. Travel Statement.** The employee must provide a statement to the AO within 30 calendar days after travel completion with the name and relationship (to the employee or employee's spouse) of the deceased.

## **C7632 INCAPACITATED PARENT**

**A. Travel Purpose.** Travel must be to:

1. Arrange medical care,
2. Home care services, or
3. Evaluate a facility placement

for a parent who has become incapacitated and may not be able to continue living independently.

**B. Allowable Circumstances.** Examples of circumstances in which this EVT may be approved include:

1. Eyesight of a parent/stepparent (or one who has acted in this capacity) has deteriorated so the person may no longer be able to continue living independently;
2. A parent/stepparent (or one who has acted in this capacity) must leave an assisted living facility because the person requires medical or other care that is not available at that facility;
3. A parent/stepparent (or one who has acted in this capacity) is showing increasing signs of dementia and may require placement in a skilled nursing facility;
4. Similar circumstances.

**C. Limit on the Number of Trips.** EVT for the care of incapacitated parents may not exceed two round trips for the employee over the lifetime of the eligible employee and two round trips for an employee's spouse over the lifetime of the employee's eligible spouse.

**D. Both Trips May Be Used for the Needs of One Parent.** The employee/spouse may choose to use both EVT trips in this category ICW the needs of one parent.

**E. Authorization Procedure**

1. The employee:
  - a. Must submit a statement, or certification, to the AO to serve as evidence of eligibility for the EVT

allowance. The submitted documentation must include a statement by the employee indicating the number of EVT trips already taken by the employee/spouse during their lifetimes under the authority in pars. C7602-E3 and C7632 (Incapacitated Parent).

b. Should provide as much detail as available at the time of the request for travel at GOV'T expense that demonstrates that the request is consistent with the requirements in par. C7602-E3.

c. May supplement the statement with additional detail as more information becomes available. A sample certification follows below.

2. At a minimum the certification must include:

a. The number of EVT trips already taken by employee/spouse under the authority in pars. C7602-E3 and C6678 during their lifetime.

b. The name and address of the parent and that of the care facility if the parent is under temporary care away from the normal place of residence;

c. A detailed description of the circumstances pursuant to which the EVT allowance is being claimed; and

d. If the parent is other than a biological, step, or adoptive parent, a detailed description of the nature of the relationship which supports a claim that the individual "stood in the place of" a parent to the employee or the employee's spouse.

## **C7602 GENERAL**

A. Purpose. EVT allows an eligible employee assigned at/family member (of an employee) accompanying the employee at a foreign PDS to travel at GOV' T expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergency situations.

**B. Allowance Discretion.** EVT is not a discretionary allowance, except that the AO must confirm the need for EVT and has discretion with regard to authorizing/approving an additional trip and transportation for an additional family member(s).

### **C. Restrictions**

1. EVT is not permitted for travel wholly within the foreign area assignment.

2. An employee away from the foreign OCONUS PDS:

- a. On leave in a CONUS/non-foreign OCONUS location, or
- b. TDY in a CONUS/non-foreign OCONUS location is not eligible for EVT.

**D. Limitations.** EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS.

**E. Authority.** EVT is authorized in the following circumstances:

1. **Medical.** A member of the employee's or the employee's spouse's immediate family is seriously ill or injured and faces imminent death (pars. C7610-C and C7628).
2. **Death.** A member of the employee's or the employee's spouse's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area (APP A) to the place of interment anywhere in the world (pars. C7610-C and C7630).
3. **Incapacitated Parent.** A parent of the employee or the employee's spouse becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care (par. C7632).
4. **Unusual Personal Hardship.** An employee or employee's spouse requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those provided in pars.C7602-E1 through E3 (par. C7634).

## **C7634 UNUSUAL PERSONAL HARDSHIP**

**A. Personal Hardship.** The individual delegated authority for that purpose under criteria established by the Do Component concerned may authorize/approve EVT in exceptional circumstances on a case-by-case basis in situations involving unusual personal hardship other than those provided for in pars. C7628 (Medical Reasons), C7630 (Immediate Family Member's Death), and C7632 (Incapacitated Parent). Requests for authorization/approval of GOV' T-funded travel in this category must detail the exceptional circumstances under which such a request is made and must include a statement by the employee certifying the nature of the circumstances and any available documentation relating to the circumstances of the request.

**B. Travel In Advance of Authorization.** GOV'T-funded travel without prior authorization is permitted, but the employee/spouse must provide a certification detailing the exceptional circumstances for which the request for EVT travel is made and any available documentation related to the circumstances of the request not more than 30 calendar days after travel completion. The par. C7628-G procedure, regarding travel in advance of authorization, also applies ICW EVT travel under par. C7634 for Unusual Personal Hardship. The traveler is responsible for all expenditures not authorized/approved.



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ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
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APO AE 09005-9623

IMEU-WSB-

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.*

Enclosure 7

## EVT REQUEST CHECKLIST

**Director/Supervisor:** Please forward this completed checklist and all supporting documentation to Personnel for processing.

**Name of Employee:** \_\_\_\_\_ **Directorate:** \_\_\_\_\_

**Traveler:** \_\_\_\_\_

**Relationship to Employee:** \_\_\_\_\_

\_\_\_\_\_ Transportation Agreement

\_\_\_\_\_ DAO notification

\_\_\_\_\_ Red Cross Message with case # and contact information for Red Cross representative.

\_\_\_\_\_ Written Statement with contact information of Physician/Hospital, ailing family member, and complete information of eligible employee's point of contact.

\_\_\_\_\_ Signed Repayment Agreement

\_\_\_\_\_ Leave Request

\_\_\_\_\_  
DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF DESIGNATED  
AUTHORIZING OFFICIAL

\_\_\_\_\_  
DATE

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REPAYMENT ACKNOWLEDGEMENT

I \_\_\_\_\_ certify that I have read and understand the Emergency Visitation Travel (EVT) regulations in JTR, Chapter 7, Part M \*, and that all expenditures made by my command in conjunction with my EVT (or EVT for my eligible spouse) \_\_\_\_\_ are subject to collection as an overpayment in the event that approval of such travel is determined to be unwarranted under the provisions of JTR, Chapter 7, Part M. If I do not repay these funds immediately upon demand, I understand that the government may pursue collection of these funds through deductions from salary, allowances, lump sum payments or any other remedy.

\_\_\_\_\_  
LEGIBLE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TYPED OR CLEARLY PRINTED NAME

\* The JTR, volume 2, part M, paragraph C7628 stipulates: "Government expense subject to collection as an overpayment if it is determined upon further inquiry that the circumstances for which EVT was authorized/approved do not meet EVT authorization standards."

## DTS Procedures

- Emergency visitation travel for Civilians has to be entered in DTS.
- If an emergency occurs on a Saturday or Sunday and the eligible person must fly the same day or Sunday, he/she will have to use their own credit card or GTC after having received approval to pay and submit DTS upon return for a refund.
- Civilians need to attach a **Repayment Statement** stating that costs may not be refunded should a review reveal that the traveler was ineligible.
- Eligibility for civilians is determined by the transportation agreement. A civilian is usually eligible if he/she collects LQA.
- When entering in DTS, all supporting documents including Red Cross message, a leave form, and an airfare amount must be attached/entered.
- Funding for emergency leave travel will come from the traveler's assigned cost center.
- The Garrison Commander or Deputy to the Commander may authorize travel of additional family members to travel at government expense.
- Only one family member can be included per DTS authorization. If more than one family member is going, a second DTS authorization needs to be created.
- Travel will be paid to the location at which the traveler's presence is requested.
- Reimbursement is only for the flight not to exceed the government rate.
- When creating the emergency visitation document, the following selections must be used:
  - Trip Type: Special Circumstances
  - Trip Purpose: **Emergency travel**
  - Secondary Trip Type: **Emergency Visit Trvl EVT (civilian)**
- The voucher needs to be submitted within five days of return.

**LIST OF EMERGENCY CONTACT PHONE NUMBERS:**

**American Red Cross**

Wiesbaden Army Airfield Bldg. 1023E Room 308

E-mail: [wiesbadenredcross2@eur.army.mil](mailto:wiesbadenredcross2@eur.army.mil)

Monday through Friday from 8 a.m. to 4:30 p.m.

DSN 337-1760/5173  
Civ (0611) 705-1760/5173

**American Red Cross (after duty hours)**

Toll Free Stateside number  
1-877-272-7337 or  
001-877-272-7337

**Civilian Personnel Advisory Center (duty hours):**

DSN 334-2598  
Commercial (06134) 604598

**Installation Operations Center:**

Building 1205, Room 209 Wiesbaden Army Airfield

Duty hours: 24 hours a day, seven days a week

DSN 337-1490  
Civ (0611) 705-1490

**Resource Management Office:**

DSN 334-2575/2553  
Civ (0611) 604575/553

**SATO Wiesbaden (duty hours):**

DSN 337-5046  
Civ (0611) 97734-0  
Civ Fax (0611) 712941

**SATO Texas (after duty hours):**

OCONUS 1-210-877-3357  
CONUS 866-422-9428

**Air Mobility Command:**

Mon-Sat 0400-2300 hrs & Sun 0600-2300 hrs)

DSN 479-4440/4299

## PROCEDURES FOR AMERICAN RED CROSS MESSAGE PROCESSING

1. The following procedures are identified for civilian personnel who receive an American Red Cross (ARC) message regarding the death, serious illness or injury of a family member.
2. The ARC contacts the relevant designated approving official (DAO), normally the director, to pass the message notification information. No hardcopy will be provided. The DAO must obtain the message number and specific details to pass on. If it is after duty hours, the ARC contacts the Installation Operations Center (IOC).

Details of the message should include:

- Who is the civilian to receive the notification: \_\_\_\_\_
- Whom the message is from: \_\_\_\_\_
- What is the message verification number: \_\_\_\_\_
- What relationship does the civilian have with the ARC message sender: \_\_\_\_\_
- Message contents (to include verifying name, title, contact information, institution of employment, details of injury or illness, date of death, funeral plans, what hospital is involved, what doctor has confirmed this, what contact numbers should be passed to the civilian):

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3. The DAO of the respective directorate or the IOC is responsible to immediately contact the civilian employee who is to receive the message.
4. The DAO or IOC will notify the Deputy to the Garrison Commander at the beginning of the next duty day.
5. As soon as the civilian is notified, details of next action are discussed at that time (what does the civilian employee want to do?)
6. The DAO will notify the ARC promptly to advise on civilian's receipt of message.