

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 35-1

4 May 1998

MORALE AND WELFARE

Emergency Travel Authorization - Civilian Employees and their Family Members

1. **SUMMARY**. To provide information regarding the authorization for civilian employees and their family members to fly space available to and from the continental United States (CONUS) and to provide eligibility and authorization criteria.
2. **APPLICABILITY**. This Staff Memorandum is applicable to HQ USEUCOM, HQ USEUCOM Separate Staff Activities/Agencies, USEUCOM Security Assistance Organizations, the Marshall Center, Joint Analysis Center, and other USEUCOM field activities.
3. **SUGGESTED IMPROVEMENTS**. The proponent for this memorandum is the Office of the Civilian Personnel Advisor (ECJ1-C). Suggested improvements should be sent to HQ USEUCOM, Attn: ECJ1-C, Unit 30400 Box 1000, APO AE 09128.
4. **REFERENCES**. DoD Regulation 4515.13-R, Department of Defense Air Transportation Eligibility Regulation.
5. **EXPLANATION OF TERMS**.
 - a. **Immediate Family**. The spouse; employee's or spouses father, mother, child, stepchild, illegitimate child, brother, sister, person in loco parentis, and sole surviving blood relative.
 - b. **Bona fide Immediate Family Emergency**.
 - (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 surviving employee or spouse is required to return to the overseas area after the funeral.
 - (3) Contribution by the presence of the employee, his/her spouse or family member or both to the welfare of a seriously ill or dying member of the immediate family of the employee, or the spouse.

(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 the children is an issue and the suit has been filed and a trial date has been established.

(6) Any other emergency situation when failure of the employee, spouse, or the employee's dependents to return would create a severe and unusual hardship on the employee or spouse or on the immediate family of the employee or spouse.

c. Space Available Travel. Travel on Air Mobility Command (AMC) flights using space left after all space required travelers have been accommodated.

6. **EMERGENCY TRAVEL**.

a. In the event of an immediate family emergency, US civilian employees and their family members are authorized emergency space available travel on AMC flights to a port of entry in the continental United States and between overseas aerial ports.

b. Travel beyond the port of entry, as well as all per diem travel costs are the employee's responsibility and are not reimbursable.

c. Employees authorized emergency travel are required to take annual leave, sick leave in accordance with the Family Leave Act or Leave Without Pay (LWOP).

d. Emergency travel authorization should be issued only after verification of the emergency. Verification normally will be obtained from the American Red Cross, and the Red Cross message number will be cited on the Emergency Leave Travel Authorization if available. Travel may not be delayed, however, pending receipt of Red Cross verification. Officials delegated the responsibility to issue emergency travel authorization may use any suitable verification that is, in their judgment, valid and acceptable authorization.

7. **AUTHORIZATION PROCEDURES**.

a. If the emergency situation occurs Monday through Friday during normal duty hours, the Civilian Personnel Advisory Center (CPAC) at Kelley Barracks, Stuttgart will be responsible for the issuance of the emergency travel authorization, AE Form 690-11A-R.

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b. For emergency situations outside duty hours, the 6th ASG Emergency Action Center will issue emergency travel authorization.

c. The individual authorizing emergency travel will provide sufficient copies of AE Form 690-11A-R for the requester to satisfactorily complete travel.

d. USEUCOM activities not geographically located at Stuttgart, Germany will use Army form 690-11A-R to authorize emergency travel of civilian employees and their families. Remotely located activities will establish a local authorization procedure for both duty and non-duty hours, and will make this procedure known to all civilian employees. CPAC - Stuttgart is the point of contact for forms and program information.

e. Because of the unpredictability of space availability travel, employees should inform their management chain after arrival CONUS of their anticipated return date, and should keep supervisors informed of any changes to expected return dates.

f. The attachment is provided as information for Staff Duty Officers/NCO's as well as civilian employees to provide assistance in emergency situations. In all cases, the current established procedures of US Army Europe will be observed in authorizing civilian emergency travel.

FOR THE COMMANDER IN CHIEF

OFFICIAL

DAVID L. BENTON III
LTG, U.S. Army
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

APPENDIX
A - Emergency Travel Information

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APPENDIX A

EMERGENCY TRAVEL INFORMATION

CPAC - STUTTGART

421-2507
421-2852
421-2899

RED CROSS - STUTTGART

Panzer 431-2812 or 431-2818
Kelley 421-2059 or 421-2594

6th ASG Emergency Action Center

421-2601 or 421-2742

European Theater Command Center

430-5065

Flight Availability Info - Europe

Rhein Main	330-7015/7016
Ramstein	440-3461/5996
Mildenhall	238-2550
Aviano	632-2520
Sigonella	624-3370
Naples	625-5214
Rota	727-2411

Flight Availability Info - CONUS

	DSN	Comm
McGuire AFB	440-2864	(609) 724-2864
Charleston AFB	583-2347	(803) 554-2610
Dover AFB	455-7491	(302) 678-7491
Philadelphia	443-3162	(215) 365-4590