

Kadena Air Base

Civilian Personnel Fact Sheet

EMERGENCY VISITATION TRAVEL (EVT)

PURPOSE: EVT is to allow a sponsor employee or family member of an 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.

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**.
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;
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.

ELIGIBILITY:

Eligible Employee: An employee who is a US citizen assigned at an OCONUS foreign are/country Permanent Duty Station (PDS) who has a transportation agreement that provides for return travel to the employee's actual residence.

Eligible family member: The eligible employee's spouse, or children of the eligible employee and/or the spouse who are part of the employee's household.

Immediate family member: For the purpose of this part means the following relatives 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.

Limitations: Only one family member is authorized travel at Gov't expense. The employee/spouse is limited to one round trip for each serious illness or injury of each immediate family member.

TRANSPORTATION EXPENSES:

Expenses Allowed:

1. The transportation cost from the airport serving the employee's PDS (*or applicable originating point*) to the airport serving the destination authorized for EVT and return;
2. Airport taxes; and
3. Air transportation, and ground transportation between interim airports. Example: Between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost.

Expenses Not Allowed:

1. Reimbursement for ground transportation between PDS/home/destination and the airport is not authorized.
2. Per diem, and excess baggage/unaccompanied baggage charges are not payable or reimbursable.

PROCEDURE: When Red Cross receives notification message from doctor or family, they will contact the employee. If the employee requests EVT, Civilian Personnel Office will make a determination whether the medical condition of the family members meets the requirement as follows:

Medical: Medical reason must include necessary information required to assess the medical condition of the immediate family member to be visited and **“Serious illness/injury” is a circumstance in which a medical official determines that death is imminent or likely to occur.**

Death: Death statement with the name and relationship (to the employee or employee's spouse) of the deceased.

Complete and submit **EVT Request Worksheet** and **Repayment Acknowledgement**. The DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) is used to authorize EVT transportation.

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 traveler is responsible for all expenditures not authorized/approved. The employee must book travel using a U.S. Flagged carrier to be eligible for reimbursement.

REFERENCE: [JTR 0403](#)

For more information, please contact the Kadena Civilian Personnel Flight at 634-1726, 632-2227, or 634-2228.