

ENVIRONMENTAL AND MORALE LEAVE (EML) WORKSHEET

ACTIVE DUTY SPONSOR INFORMATION:

RANK/NAME OF SPONSOR: _____

SSAN: _____ 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). 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 the Orderly Room, at 225-7917.

TRAVELER(S) INFORMATION: (INCLUDING SPONSOR IF TRAVELING):

NAME (Last, First, MI)	SSAN (For AD) PASSPORT # (For All Others)	RANK (If 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 Section. I understand that if I cancel or elect not to use this EML that I must return the ORIGINAL copy of the EML to the Customer Support Section. 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.*