**FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

**Reference:** (a) Joint Travel Regulations JTR 0404

 (b) Department of Defense Instruction DODI 1327.06, Leave and Liberty

 Policy and Procedures

**Purpose:** To provide Government-funded transportation for a service member and his/her command-sponsored dependents from an OUTCONUS Funded Environmental and Morale Leave (FEML) duty location to a designated FEML destination.

**Procedures:** Unit POC or designated command representative submits a request via e-mail to HQS-SMB-CGPSC-PSDFS-TVLANDTRANS@uscg.mil .

The e-mail request for a FEML funding should contain the following information:

1. Member’s name, rank, EMPLID, unit

2. Dependent(s) name

3. Authorized FEML destination: Travel to/from location/dates and estimated cost.

**PSD-fs Procedures:**

1. Verify eligibility and command sponsorship if applicable.
2. Provide funding (POET) and memo template to requester.
3. Create file in public folder and file email sent to unit.

Once funding is issued, the member's admin office is responsible for preparing the orders. The member is authorized to travel to a designated place or an alternate location. The member is responsible for any additional costs to travel to an alternate location beyond what the Government provided transportation costs would have been.

**Number of FEML Trips:** The number of FEML trips an eligible traveler/dependent may take depends on the traveler's tour length, as shown below:

**Tour Length Number of FEML Trips Authorized**

At least 24 months, but less than 36 months 1

Tour ***extended*** at least 12 months 1 additional

At least 36 months 2

Tour ***extended*** for any length of time 0 additional

No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

**Time Limitation - FEML travel:**

1. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.
2. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.