

## **EMERGENCY LEAVE AND MEDICAL TRAVEL PROGRAM**

**Reference:** (a) Military Assignments and Authorized Absences, COMDTINST M1000.8A, Art 2.A.5.d and Art 2.A.7.a  
(b) Joint Travel Regulations (JTR), Chapters 3 & 4, Paragraphs 033303, 033401, 040201, and Appendix A  
(c) ALCGPSC 088/09

**Purpose:** Emergency Leave Travel funding will be issued for personnel assigned to Major Cutter Forces (ATU 20 and ATU 21) for emergencies within their or their spouses' immediate family whenever the circumstances warrant. Immediate family means father, mother, person standing in LOCO PARENTIS, spouse, spouse's parents, children, brother, sister, or only living relative. Since most family emergencies are highly time-dependent, swift, sensitive action on emergency leave requests is essential.

Circumstances which warrant granting emergency leave include:

Death of a family member of the service member's or spouse's immediate family.

Member's presence will contribute to the welfare of a dying member of the service member's or spouse's immediate family.

Serious illness of a member of the service member's or spouse's immediate family resulting in family problems which impose a responsibility on the service member or spouse which must be met immediately and cannot be accomplished from the duty station or by other means.

Failure to return home will cause severe or unusual hardship to the service member, his or her household or immediate family. Exercise care to ensure an emergency exists and the member's presence can resolve or alleviate the situation.

Should a question about the validity of an emergency situation exist, request assistance in determining its validity from the Service activity nearest the location of the emergency or an American Red Cross Office.

Before a TONO can be issued in an in LOCO PARENTIS situation, an in LOCO PARENTIS Affidavit must be completed and included with the TONO request. This form is necessary because you are requesting emergency leave based on a relationship with a person who is not your natural parent and it is necessary for you to answer the questions listed on the form in order to clarify your relationship. The form is available at <http://www.uscg.mil/psc/> under Personnel Services Division Field Support (PSC-FS).

**Procedures:** The DCMS Watch in the LANTAREA Command Center is the primary POC for requesting funding and accounting data. The DCMS Watch should be contacted for assistance during all situations (i.e. normal working hours, after hours, weekends and holidays). The

DCMS Watch telephone number is (757) 398-6765, e-mail at [D05-SMB-DCMS-Watch@uscg.mil](mailto:D05-SMB-DCMS-Watch@uscg.mil) or FAX at (757) 398-6775.

The unit submits a request for a TONO and Accounting Data by e-mail, fax or message traffic with the following information as applicable:

- (1) MBR'S RATE/NAME/EMPLID
- (2) UNIT NAME/OPFAC/PHONE
- (3) REQUESTER/POC
- (4) TRAVEL FROM/TO, AND IF ROUND-TRIP WILL BE NECESSARY
- (5) RED CROSS MESSAGE DTG AND REFERENCE NUMBER
- (6) ESTIMATED COST
- (7) DOES ELIGIBLE PERSON HAVE OFFICIAL PASSPORT (IF REQUIRED)?
- (8) NATURE OF REQUEST (I.E., MEDICAL TVL OR EMERGENCY LEAVE TVL)
- (9) MBR'S HOME OF RECORD OR DOMICILE
- (10) WILL TRAVEL BE CHARGED TO GOVT TRAVEL CARD OR CBA

All travel arrangements are to be coordinated through normal unit procedures whenever possible or assistance requested from the DCMS Watch. Units shall provide the PSC (PSD-FS) POC with a copy of the orders and ensure the member(s) files a travel claim in accordance with travel claim procedures.

If the situation precludes the use of the above described methods, units should fund the travel and notify PSC (PSD-FS) during normal working hours to arrange for a funds transfer.

### **EMERGENCY LEAVE TRAVEL**

By regulation, Emergency Leave funding for deployed cutter personnel may only cover the constructive cost of travel from the cutter to the cutter's homeport.

Funding issued to eligible personnel assigned to cutters home ported OCONUS cover the constructive cost of travel to the closest CONUS international airport and return.

All additional travel costs to the emergency leave destination will be at the member's own expense, unless traveling across CONUS to reach an OCONUS location when authorized by policy or regulation.

Travel to meet the cutter at the conclusion of emergency leave at a location away from homeport is authorized.

All other unique situations that require confirmation of authorization will be coordinated between PSC (PSD-FS) and COMDT (CG-1332) for review and approval (i.e. member desiring travel to a non-U.S. location).

## **MEDICAL TRAVEL**

Medical Travel as used here is not to be confused with Travel to Obtain Health Care (TTOHC) which is managed by the Health, Safety, and Work-life Support Activity (HSWL).

Funding will only be issued to personnel assigned to Major Cutters that are operating away from homeport in these situations:

To return a crewmember who becomes ill or injured to homeport.

If operationally necessary, to allow a member who did not sail with the cutter or who was removed from the cutter due to being Not Fit For Full Duty (NFFD), and who has become Available for Full Duty (AFFD), to meet the cutter at a location away from homeport.

When circumstances dictate that an ill or injured member returning to homeport not travel alone an escort TONO will be authorized.

\*\*The funding will cover the round-trip cost of travel and per diem, including any additional cost of travel if the traveling member must meet the unit in another location.

## **EMERGENCY LEAVE AND MEDICAL TRAVEL STATUTORY AUTHORITY**

<b>Individual's Status</b>	<b>Relevant JTR Paragraph</b>
Member Serving on Permanent Duty OCONUS	040201
Member Serving on Permanent Duty in CONUS with Domicile OCONUS	040201
Command-Sponsored Dependents Residing OCONUS	040201
Dependents Residing in CONUS	040201
Member on TDY or Assigned to a Ship Operating Away from Homeport	033401
Member Incapable of Traveling alone requires an Escort	033005