

# Okinawa Funded Environmental and Morale Leave Statement of Understanding

*This SOU must be initialed and signed by the sponsor and signed by all dependent travelers over 18 years of age, regardless of whether the sponsor is traveling. Use additional sheets if required.*

I understand the following policies with respect to the Okinawa Funded Environmental and Morale Leave (FEML) program:

## Travel policies:

\_\_\_\_\_ I must be a military member, command sponsored dependent residing with the military member, DoD civilian employee, or a civilian employee dependent to be eligible for this program.

\_\_\_\_\_ I am on permanent duty assigned to Okinawa on a tour length of a minimum of 24 consecutive months, to include voluntary extensions, to qualify for this program.

\_\_\_\_\_ Travel under the FEML program may not be taken within 6 months of the beginning or end of my 24- or 36-month tour of duty in Okinawa. My tour end date is based on receipt of orders for military members, and overseas tour expiration date for civilians.

\_\_\_\_\_ I understand that if I or my dependents are determined to be ineligible for FEML, I may be financially responsible.

\_\_\_\_\_ I understand that this program provides transportation costs from Okinawa, Japan to the Aerial Port of Debarkation, which is Seattle, Washington, USA, and I am responsible for all follow-on transportation costs.

\_\_\_\_\_ I understand that this program does not provide lodging or per diem costs.

\_\_\_\_\_ All funded travel must be entered in the Defense Travel System (DTS), and any changes to that travel must be processed through DTS and/or CWT SatoTravel; failure to adjust travel properly or any funded travel not utilized may result in travelers being held financially responsible. CWT Sato Travel can be reached at 855-431-7703 (U.S. toll free), 0066-33-812971 (Japan toll free), or find a local office via <https://www.cwtsatotravel.com/home.html>.

## COVID Policies:

\_\_\_\_\_ I understand that it is my responsibility to know and comply with applicable US Forces Japan and Marine Forces Japan health protection orders and policies related to COVID-19. I have reviewed the III MEF/MARFORJ COVID-19 Outbreak Response EXORD Number \_\_\_\_\_, published on date \_\_\_\_\_. I understand that these policies are frequently updated and that I am responsible for maintaining awareness of such policies throughout my travel.

\_\_\_\_\_ I am responsible for understanding and implementing any pre-travel testing requirements.

\_\_\_\_\_ During all travel, I will follow strict COVID-19 mitigation measures (social distance, mask wear, etc.).

\_\_\_\_\_ I understand that upon entry into Japan, public transportation such as commercial air, airport shuttle, buses, and trains are prohibited prior to the completion of any required ROM or any other applicable restrictions on the use of public transportation.

\_\_\_\_\_ I will contact my chain of command in the event I have any issues during my travel and to confirm whether any policy changes will impact my return travel.

Name (Print or Type): \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

Additional Traveler Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Additional Traveler Name: \_\_\_\_\_ Signature: \_\_\_\_\_