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U.S. MARINE CORPS FORCES JAPAN BULLETIN 1050

From: Commander, U.S. Marine Forces Japan  
To: Distribution List

Subj: OKINAWA-BASED FUNDED ENVIRONMENTAL AND MORALE LEAVE

Ref: (a) Joint Travel Regulations  
(b) DoDI 4515.13, ch 5, Air Transportation Eligibility  
(c) MCO 1050.3J, Regulations for Leave, Liberty and Administrative Absence  
(d) USFJ Assigned Strength Report, FY21 3Q  
(e) OASD Memorandum, dtd 19 Nov 2021  
(f) III MEF/MARFORJ COVID-19 Outbreak EXORD 21-002 Annex R  
(g) Foreign Area Clearance Guide  
(h) DoD Instruction 1327.06 Leave and Liberty Policy and Procedures

Encl: (1) JTR FEML Excerpt, para 040401  
(2) DTMO Dependent Travel Information Paper  
(3) FEML Approval/Reimbursement Process Flow Charts  
(4) FEML DTS User Guide  
(5) FEML Statement of Understanding

1. Situation. Regular execution of annual leave and enjoyment of respite from duty is essential to maintaining a capable, ready, and disciplined force. Exercise of leave outside Japan – particularly leave originating in Okinawa – has been exceptionally challenging throughout the Coronavirus disease (Covid) -19 pandemic due to the Government of Japan (GoJ) mandate to complete a restriction of movement upon entry into Japan before using any public transportation, including commercial air. On 19 November 2021, the Assistant Secretary of Defense for Manpower and Reserve Affairs designated Okinawa as a Funded Environmental and Morale Leave (FEML) location. This designation allows commands to provide eligible individuals with round trip Government-funded transportation off Okinawa and designates Seattle as the Aerial Port of Debarkation for this FEML location. Due to operational requirements and transportation limitations, the current capacity of government air transportation, both outbound but primarily inbound, is insufficient to support all of the potential demand. Policies and focused logistics efforts must be implemented to ensure correct, timely, and equitable usage of this leave program, in order to maximize the use of available resources.

2. Cancellation. This Bulletin is cancelled one year from the date of publication, when replaced with an update, or when incorporated into an order; whichever occurs first.

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3. Mission. U.S. Marine Corps Forces, Japan (MARFORJ) Commanders shall incorporate responsible use of FEML for eligible Service members, Department of Defense (DoD) civilian employees, and their dependents executing leave off the island of Okinawa until the GoJ removes the quarantine restrictions for DoD personnel assigned to Okinawa.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. The purpose of Funded Environmental and Morale Leave is to provide all eligible MARFORJ Marines, Sailors, and DoD civilians, and their families the opportunity to execute leave off the island of Okinawa, spend time with family and friends there, and maintain operational and personal morale after almost two years of pandemic in the face of unique conditions in the Western Pacific.

(b) Method. FEML is an entitlement, and all those eligible will be encouraged to take advantage of it. **Unit commanders will establish their own processes for prioritizing and sequencing of FEML based on readiness requirements and individual situations; the perception of fairness and equitability is critical.** Throughout the period FEML is executed, **readiness to Fight Now must be maintained as a first priority**; through deliberate planning, operational requirements and FEML can be balanced.

1. FEML options, requirements, and planning factors will be communicated in a clear and timely manner so that all eligible members of MARFORJ fully understand the opportunity, and the means to leverage it. Marines and their families flying under the FEML program to the United States will be Space Required travelers on the Patriot Express flights; they will receive a guaranteed seat leaving Japan and on return flights.

2. Commanders and small unit leaders must be engaged from planning through execution. Each member of MARFORJ eligible for FEML will be briefed by an Officer or Staff Non-Commissioned Officer regarding the opportunities and procedures outlined in this policy. The Global Air Tracking Execution System (GATES) must be understood and properly used. To that end, reliability and accuracy with regards to numbers for all outbound and return flights is critical. If we do not plan responsibly and accurately, we run the risk of OSD and the Marine Corps wasting significant resources and FEML being cancelled.

3. III MEF will coordinate with HQMC for the establishment of liaisons at enroute locations like Anchorage and Seattle to assist family members, especially those experiencing travel delays and disruptions.

(c) Endstate. FEML program responsibly executed in a user-friendly manner that minimizes wastage, maintains morale, and ensures operational readiness.

(2) Concept of Operations. Throughout the period that FEML is authorized for Okinawa, commanders will determine eligibility for FEML use upon receipt of requests (enclosures 1-3 are provided to assist) and ensure leave requests and funding are processed and approved using current unit funded travel means.

(a) Readiness of the force to compete and fight will be maintained throughout execution of FEML.

(b) All current health protection condition travel policies remain in effect.

(c) Command-level leave policies remain in effect.

b. Tasks

(1) MARFORJ Commanders

(a) Commanders shall establish/supplement/modify current leave policies and practices as necessary to incorporate use of FEML and ensure that trained and properly appointed personnel are prepared to process travel authorizations in a timely manner, per the references and enclosures (1-3).

(b) Commanders must understand and properly utilize GATES to effectively register demand signal and facilitate U.S. Transportation Command's (USTRANSCOM) ability to generate seats that match demand.

(c) Commanders must direct the primary mode of transportation, for FEML use, as USTRANSCOM contracted aircraft (e.g. Patriot Express).

(d) Advise travelers to not purchase "back-up" tickets on commercial airlines to avoid undue financial burden to the traveler, inaccurate USTRANSCOM seat projections, and potential failure of the FEML program.

(e) Commanders shall fund travel with the established Lines of Accounting (LOAs) designated for FEML use and auditability, in accordance with enclosure (1), not to exceed the cost of government transportation to and from SEATAC for round trips to FEML destinations.

(f) While government funding shall not be used to cover the cost of normal planned GoJ restriction of movement (ROM) requirements, commands may issue TAD orders to Service members if a competent medical authority orders the individual to isolate or quarantine preceding or during travel to the permanent duty station, in accordance with enclosure (1), paragraph 040102.

(g) Commanders shall report anticipated resource requirements (funding, high volume flight windows, etc.) to respective higher headquarters for support.

1. Support requests shall be consolidated at III Marine Expeditionary Force (MEF) and Marine Corps Installations Pacific (MCIPAC) prior to submission to MARFORJ or USFJ.

2. MARFORJ personnel that do not align to a III MEF or MCIPAC hierarchy shall coordinate support requests with MARFORJ and route to parent higher headquarters.

(h) Confirm traveler eligibility for use of FEML prior to approval in Defense Travel System (DTS) and ensure that DTS Approving Officials have access and are using that eligibility information to approve travel correctly and efficiently.

(2) MCIPAC Civilian Human Resources Office. Determine eligibility of civilian employees and their dependents for use of FEML.

(3) III MEF G-4

(a) Coordinate and establish Marine-specific liaison teams in Anchorage and Seattle to facilitate movement of MARFORJ personnel.

(b) Be prepared to facilitate and support personnel transportation requests from USFJ as requested.

(c) Be prepared to coordinate aerial port of embarkation/debarkation (APOE/D) augmentation requests from USFJ as requested.

(d) Be prepared to assist MCIPAC with Distribution Management Office (DMO) support requests as required IOT facilitate policy execution.

(4) Travelers

(a) Travel Request. The FEML Request and Information Sharepoint (FRIS) will be used to submit the initial travel request, and can be found at the following website:

<https://usmc.sharepoint-mil.us/sites/MCIPAC/SitePages/FEML.aspx>.

1. For families traveling together, the “Sponsor EDIPI” block must match in order to ensure cohesive booking.

2. Sponsors must submit a request for each traveler due to SharePoint and DTS Common Access Card restrictions.

3. Travelers shall identify, at a minimum, a four-day travel window to DMO for travel out of Okinawa, and a ten-day travel window for return travel to Okinawa.

(b) Travel Authorization. DTS and Government Travel Charge Cards (GTCCs) shall be used for routing requests for FEML as well as processing reimbursement of travel to and from FEML destinations. Centrally Billed Account (CBA) funding may be used if the GTCC is not

available but should be a last resort. Enclosures (3) and (4) are provided to aid travelers in processing FEML authorizations in DTS.

1. Ensure all travelers (including dependents) are added to DTS prior to initiating travel authorization. Enclosure (2) is provided to assist with this process.

2. Ensure all travelers, associated with the same Service member/DoD Civilian sponsor, needing to travel on identical itineraries are registered as a family on FEML authorizations.

3. Patriot Express booking information will be emailed and provided in the FRIS and should be used in the DTS travel authorization.

(c) Each sponsor and traveler 18 years of age or older will sign a FEML Statement of Understanding (enclosure (5)) and include in DTS.

(d) In addition to a copy of approved FEML travel authorizations, travelers must carry the same documentation required to execute PCS to Okinawa (PCS orders, area clearance, etc.), per reference (f).

(e) 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>.

(f) Travelers should not purchase “back-up” tickets on commercial airlines to avoid undue financial burden, inaccurate USTRANSCOM seat projections, and potential failure of the FEML program.

#### (5) Distribution Management Office

(a) If USTRANSCOM contracted aircraft (e.g. Patriot Express) is not available to the authorized APOD or an approved alternate location, or if there is insufficient government travel seating available (individual or grouped travelers), this is considered to be a documented negative critical mission impact and therefore booking transportation via commercial air carriers is authorized. Commercial air travel will be booked by exception only; non-Patriot Express use for travel, to and from CONUS, requires general officer authorization via an ETP input in DTS.

(b) No traveler will be required by DMO to reduce their leave below ten days solely in order to book available government transportation.

(c) DMO personnel will maintain booking information in the FRIS database.

c. Coordinating Instructions

(1) Eligibility. MARFORJ Service members and DoD civilian personnel with orders to Okinawa for 24 or more consecutive months, and their command-sponsored dependents, may be eligible for FEML. Enclosure (1), Table 4-11 establishes limits to the number of times FEML may be used each tour per eligible SOFA status traveler. Basic eligibility requirements are as follows:

(a) Must have completed at least 6 months of tour.

(b) Must not be in receipt of Permanent Change of Station orders with a detachment date within 6 months.

(c) A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized.

(d) Authorized dependents may execute FEML travel without sponsor accompaniment.

(e) Students who are authorized to reside with the sponsor, based on orders, and are attending school away from sponsor's PDS are eligible to utilize FEML, per enclosure (1).

(2) Travel Conveyance. In order to receive reimbursement for travel, all U.S. Transportation Command (USTRANSCOM) options for travel must be exhausted prior to booking of any commercial means of travel. The primary mode of transportation for all FEML requests is USTRANSCOM contracted aircraft (e.g. Patriot Express) for FEML execution. Exceptions will be considered per paragraph 4b(5)(a) above.

(3) Special Issuance Passport (SIP). All dependents that are US citizens require a SIP or SIP submission letter IOT participate in FEML, per reference (g).

(4) Travel Exception to Policy (ETP). Non-Patriot Express travel, to and from CONUS, requires general officer authorization via an ETP input in DTS.

(5) Restriction of Movement. Requests for use of FEML shall include travel and ROM plans, per reference (f).

(a) All personnel traveling by means other than government air must adhere to all existing GoJ ROM requirements.

(b) If ROM will be conducted on mainland Japan, a confirmed reservation on a US installation for execution of ROM is required prior to execution of FEML.

(6) Dependent Only Travel. Travel authorizations for dependents traveling without Service member or DoD Civilian sponsors will require Commercial Travel Office (CTO) assistance and may require CBA use to process FEML in DTS.

(7) Time and leave accountability. Per reference (h), travel time (including delays) is not chargeable as leave for Service members. Paragraph 0404 of enclosure (1) adopts this policy for civilian employees.

(8) Changes during travel. Travelers and chains of command shall make all reasonable attempts to keep each other abreast of changes to travel requirements before and especially during execution of each leg of travel.

## 5. Administration and Logistics

a. Publication. All MARFORJ subordinate commanders with personnel based on Okinawa, Japan shall publish this Bulletin to all service members assigned or attached to their commands.

b. Issues or Changes. Commanders of MARFORJ subordinate units shall make timely notification of policy issues and recommended changes to the MARFORJ Commander using established reporting chains of command.

c. Accessibility. This Bulletin is published electronically and can be accessed online via the III MEF and MCIPAC-MCB Camp Smedley D. Butler SharePoint portal websites:

(1) [https://usmc.sharepoint-mil.us/sites/iiimef\\_g1/Directives/Forms/AllDirectives.aspx](https://usmc.sharepoint-mil.us/sites/iiimef_g1/Directives/Forms/AllDirectives.aspx)

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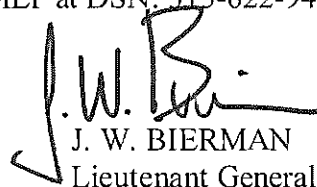
## 6. Command and Signal

a. Command. This Bulletin applies to all U.S. military personnel, civilian employees, and command sponsored dependents assigned to, attached to, or under tactical or administrative control of the Commander, MARFORJ.

b. Signal.

(1) This Bulletin is effective upon signature and so shall remain until modified and or rescinded.

(2) The point of contact is the Chief of Staff, MARFORJ/III MEF at DSN: 315-622-7523; or the Staff Judge Advocate, MARFORJ/III MEF at DSN: 315-622-9475.



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MCIPAC List I