



**DEPARTMENT OF DEFENSE
COMBINED FORCES COMMAND - AFGHANISTAN
OPERATION ENDURING FREEDOM
KABUL, AFGHANISTAN
APO AE 09356**

CFC-A CG

8 May 2005

MEMORANDUM FOR All Combined Forces Command-Afghanistan (CFC-A) Personnel

SUBJECT: CFC-A Policy Memorandum #012, Emergency Leave

1. References:
 - a. AR 600-8-10, Chapter 6 (7/31/2003).
 - b. Joint Federal Travel Regulation (JFTR), Volume 2.
 - c. Coalition Forces Land Component Command Policy Memorandum 04-45, Emergency Leave Rules and Procedures, 8 June 2004
2. Applicability: This policy applies to all CFC-A personnel in the Combined/Joint Operations Area (CJOA).
3. Definitions: Unless specified otherwise, "service member" or "personnel" applies to both uniformed service members, regardless of service, and DA Civilians.
4. The following are guidelines for authorizing emergency leave to uniformed service members:
 - a. Commanders/Directorates in the grade of O5 and above have authority to authorize Emergency Leave.
 - b. Personnel may be authorized emergency leave for up to 30 days for emergency situations within the immediate family or a person "in loco parentis." The immediate family includes the following family members of either the service member or the service member's spouse:
 - (1) Parents, including stepparents
 - (2) Spouse
 - (3) Children, including stepchildren

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(4) Sisters and brothers, including stepsisters and stepbrothers

(5) Only living blood relative

(6) IAW AR 600-8-10, "in loco parentis" is defined as one who stood in place of a parent to the service member or the service members spouse for 24 hours a day, for a least a 5-year period before the service member or member' spouse became 21 years of age. A grandparent, or other person, normally is not considered to have stood in place of a parent when the parent also lived at the same residence. The service member must sign a statement verifying "in loco parentis" status.

b. Service members may be authorized emergency leave:

(1) Due to the death of a qualifying family member.

(2) When the member's presence will contribute to the welfare of a terminally ill member of the immediate family when the expected date of death is within one month.

(3) When a serious situation involving accident, illness, or because of a major surgery of a qualifying family member that cannot be postponed due to the urgency of the medical condition. (The situation must result in a serious family problem that imposes important responsibilities on the service member that must be met immediately and cannot be accomplished from his/her duty station or by any other individuals or by any other means.)

(4) When severe or unusual hardship would be encountered if a service member failed to return home because of a personal disaster (i.e., hurricane, tornado, or flood).

5. The following guidelines are provided for authorizing emergency leave for DA Civilians.

a. DA Civilians may be authorized leave (either annual, sick, or bereavement) for serious illness or injury of a family member.

(1) A family member is defined as:

(a) Spouse, and parents thereof

(b) Children, including adopted children, and spouses thereof

(c) Parents

(d) Brothers and sisters, and spouses thereof

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(e) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

(2) Serious illness or injury is defined as a grave, critical, or potentially life-threatening illness or injury. It includes a sudden injury such as an automobile or other accident where the exact extent of injury may be undetermined but is thought to be critical or potentially life threatening, based on the best assessment available. It also includes other situations involving less serious illness or injury of a family member in which the absence of the employee would result in great personal hardship for the immediate family.

b. When a DA Civilian discontinues a TDY assignment before its completion because of a personal emergency situation, expenses of appropriate transportation and per diem while en route are authorized. The approval of the orders issuing authority for return travel from the interruption point to the Permanent Duty Station is required. If, when the personal emergency situation has been resolved, the DoD component decides it is within the best interest of the government to return the employee to the TDY location it is considered a new travel assignment.

6. Transportation:

a. Rotational or TCS personnel in the AOR will be provided transportation at government expense to the Permanent Duty Station (PDS).

b. Travel can be provided to other locations provided the reimbursement for transportation costs does not exceed the cost of Government-procured commercial air transportation between authorization locations. For details see JFTR (Reference 1b) paragraphs U7205 and U7206.

7. Red Cross Notification Procedures:

a. The Red Cross personnel in theater receive a message through Red Cross Headquarters or the local Red Cross office and begin the notification process.

b. The Red Cross prepares the Red Cross Emergency Action Procedure Form in accordance with internal standing operating procedures and ensures the service member's standard name line, social security number, assigned unit, and deployed unit address are obtained.

c. The Red Cross will contact the subordinate unit CJ1/J1/S1 of the unit who will provide assistance in determining the location of the service member and the service member's section/unit. The Red Cross will contact the service member's unit/section leadership and provide the Red Cross message information. Once final verification is made, the service member's unit commander or section supervisor is responsible for informing the service member of the Red Cross message and informing the Red Cross that the notification is complete.

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d. Red Cross points of contact for theater/CJOA are as follows: Camp Doha, KU (DSN 318-438-5552), Arifjan, KU (318-825-4444/4445), and for all of Afghanistan/Uzbekistan (318-231-4242).

8. Unit Procedures:

a. Emergency messages provided through channels other than the Red Cross can be verified by contacting the nearest military activity closest to the location of the emergency or by going through the local Red Cross. Unit commanders should not disapprove emergency leave based solely on a lack of a Red Cross message.

(1) The CJ1/J1/S1 will brief the service member in accordance with AR 600-8-10, Chapter 6, Section II, paragraphs 6-4, 6-5, Table 6-3 and the JFTR. Service member will be advised to:

(a) Maintain DA 31/SF 71, ID card, passport and visa as required.

(b) Have DA 31 posted at each personnel activity transportation area passed through.

(c) Have sufficient funds to defray cost of travel to the area where the emergency exists and return. If uniformed service member does not have sufficient funds to defray the cost of travel, to contact the servicing finance officer to determine if partial pay is authorized, or to contact the Red Cross to request financial assistance.

(d) Contact Red Cross and service members unit should an extension of leave be required.

(e) Brief service member that if emergency leave is authorized based on false information, administrative or disciplinary action or both are possible.

(2) Prepare a DA 31 or SF 71 (Request for Leave or Approved Absence). The commander/1SG/section chief signs block 17 and forwards it to the personnel authorized to sign block 18. The leave request form is then taken to Resource Manager/CJ8 for a fund cite.

(3) Prepare a "in loco parentis" statement if required.

(4) Provide personnel to assist service member in processing of emergency leave.

(5) Make transportation arrangements for service member to the Ariel Port of Debarkation (APOD) as necessary. Service members from outside Kuwait who depart on emergency leave through the Kuwait gateway will contact their unit Liaison Officer (LNO) at the APOD upon arrival to facilitate transportation/onward movement. Service members who depart

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on emergency leave through the Germany gateway will contact the LNO at the APOD upon arrival to facilitate transportation/onward movement.

(6) The uniformed service member must take both the DA 31 with approved fund cite documentation along with verification of PDS, and mobilization/TCS orders to the government approved transportation office to coordinate transportation. DA Civilians take a passport, SF 71 (Request for Leave or Approved Absence) and TDY orders to the transportation office to coordinate transportation. The approved DA 31/SF 71 will serve as authorization for the emergency leave traveler to depart theater. If the DA 31/SF 71 is not signed by an O5 commander, the service member will need an authorization to depart theater signed by an O5 commander or above.

(7) Forward a courtesy copy of the DA 31/SF 71 leave request to the servicing Finance Bn at the beginning of the emergency leave period. Once the service member has returned from emergency leave, the unit CJ1/S1 will process the DA 31/SF 71 for chargeable leave as required, through the servicing Finance Bn. Chargeable leave begins the day after the service member arrives at the closest airport to their leave destination. Chargeable leave ends the day prior to the service member's return to the APOD.

b. The CFC-A and Major Subordinate Command CJ1/S1 or local PSB will:

- (1) Verify Red Cross Message.
- (2) Alert passenger counter at Bagram Airfield.
- (3) Maintain a Leave Control Log and Personnel Register.

c. Passenger: Upon arrival at the Bagram passenger terminal, check in at counter and make travel arrangements to Germany or Kuwait.

9. Travel to CONUS through Germany

a. Traveler will have at least four (4) copies of TCS/mobilization orders.

b. If traveler will be redeploying at the conclusion of emergency leave, a letter of release must accompany traveler.

c. Upon arrival in Germany, traveler will be met by a CJTF-76 LNO. All follow-on travel will be via Frankfurt International Airport. If traveler arrives in Ramstein Air Base, the LNO will arrange for transportation to Rhein-Main Air Base. The Rhein-Main LNO will assist traveler in arranging for a commercial flight to the U.S. If not possible to fly out the same day, the traveler will be directed to the 64th Replacement Company barracks for overnight billeting.

d. The POC for the Rhein-Main LNO office is MAJ Mings at DSN 314-330-8285/8286.

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10. Service members must have identification card and ID tags. DA Civilians must have ID Cards (Common Access Card) and passport in their possession. Uniform for travel to and from the CONUS APOD is Desert Combat Uniform (DCU) for uniformed service members. Civilian clothing is mandatory for all travel via commercial air.

11. Returning to Germany from Emergency Leave

a. Upon return to Germany, traveler will report to the USO in Terminal 1, Hall C. A 64th Replacement Company bus will transport the traveler back to Rhein-Main Air Base.

b. Upon arrival at Rhein-Main passenger terminal, traveler will check in at the service counter and sign up for the next flight to Afghanistan. The traveler will take the next available flight and will not wait for a direct flight to Bagram if a flight to Manas is available.

12. Expiration Date: This policy remains in effect until cancelled or superseded in writing.

13. Point of contact is the CJ1, Director of Personnel, DSN: 318-237-1436.

FOR THE COMMANDER:



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COL, USA
Chief of Staff