

EMERGENCY LEAVE

FOR MILITARY MEMBERS

BOTTOM LINE: Government funded EML travel is an entitlement for soldiers and their family members assigned to an overseas area. Commanders and orders issuing officials determine and authorize Government funded EML travel. This entitlement is intended to get the traveler back to CONUS, not to the emergency leave location. In some cases, EML is granted to OCONUS locations. The Installation Transportation Office (469-7798) serves as point of contact for specific traveler entitlement issues.

ENTITLEMENT: When an emergency situation arises in OCONUS and the soldier/family member receives emergency leave orders, they are entitled to Government transportation from their duty station or from the point where they were notified of the emergency to the nearest OCONUS international airport from the departing location.

WHAT TO DO:

- 1. You receive a red cross message.**
- 2. Get a leave form (DA Form 31) signed by your command.**
- 3. Forward red cross message and DA Form 31 to your unit S-1. Your unit S-1 will complete the Emergency Leave order.**
- 4. Contact the Commercial Travel Office "Z-TRAK" to make your flight arrangements.**
- 5. During non-duty hours you can arrange your reservation at:**

Z-TRAK Emergency Service:

Germany: 0800-181-2515

US: 866-206-6055

www.ztrakglobal.com