

EML WORKSHEET

FULL NAME/RANK: _____

UNIT & OFFICE SYMBOL: _____ SSN: _____

ORDERS ARE FOR (CHECK ON): MIL MBR ONLY ___ MIL MBR & DEP ___ DEP ONLY ___

MEMBER AND DEPENDENT INFORMATION (IF APPLICABLE):

LAST , FIRST MI	PASSPORT #, JPN/KOR	SSN (US,HI)	DOB CHILDREN	1 ST /2 ND TRIP

FINAL DESTINATION (CIRCLE ONLY ONE):

JAPAN

KOREA

HAWAII

CONUS

MEMBER'S 1ST TRIP _____ MEMBER'S 2ND TRIP _____

*** NOTE: You are authorized two trips per year: trips are not transferable to the next year. Your year starts your DAS and your second year starts on the 366th day.

DATE ARRIVED STATION: _____ DEROS: _____

SIGN UP DATE: _____

*** NOTE: Date travelers plan to sign up for EML travel. Sign-up may not occur prior to effective sign-up date (the date member plans to leave).

*** NOTE: For military member and dependents traveling, sign up date **CANNOT BE WITHIN 6 MONTHS FROM THE BEGINNING OF YOUR TOUR HERE OR WITHIN 6 MONTHS OF YOUR DEROS**. Your order is good for 90 days from the sign up date. Waivers for the 6-month policy must be approved by the Wing Commander***

*** NOTE: Dependents must be command sponsored to travel on EML orders. A copy of your PCS orders of the approved Command Sponsorship Letter (provided by your UNIT) is required for processing.

***NOTE: For military members: a copy of your part II from Leave Web is required to process your orders.

PROJECTED LEAVE DATES: FROM: _____ TO: _____

***NOTE: From is the same date as the sign up date.