



**DEPARTMENT OF THE NAVY**  
COMMANDER US NAVAL FORCES JAPAN  
COMMANDER NAVY REGION JAPAN  
PSC 473 BOX 12  
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12570  
N133  
10 Mar 15

MEMORANDUM

From: Chief, Labor/Employee Relations and Services Division,  
Human Resources Office, Yokosuka, Japan

Subj: EMPLOYEE AND DEPENDENT MEDICAL TRAVEL

Ref: (a) Chief, L/ER & Services memo 12570:N133 of 17 Jul 12  
(b) JTR Volume 2, Chapter 7, Part B

Encl: (1) Request for Medical Travel Authorization  
(2) Physician's Certification for Medical Travel  
(3) Sample Excess Cost Agreement

1. This memorandum cancels and supersedes reference (a) to reflect changes made to reference (b).

2. Medical Travel (MDT) allows an eligible employee or an eligible dependent accompanying the employee at a foreign Permanent Duty Station (PDS) to travel at government expense to another location incident to the employee/dependent obtaining required medical/dental care. The Authorizing/Order Issuing Official (AO) may authorize Temporary Duty (TDY) per diem for medical travel per references (a) paragraph 7125.

3. Eligibility: An employee must be permanently assigned to a foreign OCONUS PDS and have a valid transportation service agreement; a dependent family member must reside with the employee at the foreign OCONUS permanent duty station (PDS) or be performing foreign OCONUS PCS travel. A local hire who does not have a service agreement is not eligible.

4. Required Health Care: Medical/dental care the AO determines is needed by an employee or dependent stationed at a foreign OCONUS PDS, at which there is no adequate facility to provide suitable care. Qualified medical care is treatment that cannot be postponed until the employee's next scheduled travel, and if delayed, could result in a worsening of the condition. This determination must be based on the advice of an appropriate professional certifying physician.

5. Designated Point: The facility closest to the employee's PDS, as determined by the AO, based on the advice of the certifying physician. If a different location is elected by the employee, the AO may authorize transportation to the employee's elective designation if the employee agrees, in writing, to pay/reimburse to the Government for any excess travel and transportation costs incurred. Transportation

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for dental care is authorized once a year in addition to required dental care done during any other travel.

6. Approval via the Secretarial Process: All requests will be submitted to the Department of the Navy (DON) Overseas Travel and Allowances Program Manager, Office of Civilian Human Resources (OCHR), via the Labor/Employee Relations & Services Division (N133), Human Resources office (HRO) Yokosuka. Enclosures (1) through (3) should be forwarded to the HRO as soon as practicable to obtain a determination via the Secretarial Process prior to travel. If travel must commence prior to approval by the Secretarial Process due to emergency circumstances, medical/dental travel requests may be retroactively authorized/approved.

7. Approved Leave: An eligible employee must have leave approved prior to authorization of medical travel for days on which he/she is not authorized TDY per diem (i.e., a hospital stay). An employee may use any form of leave, e.g., annual, sick, home leave or leave without pay. An employee or dependent is in an official travel status for the time periods per diem is authorized and not otherwise in leave status.

8. For further information or questions regarding employee and dependent medical travel guidance, please contact the Labor/ Employee Relations and Services Division, Human Resources Office, Yokosuka Japan, DSN: 243-8184, Commercial: 011-81-6160-43-8184.



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