

# Kadena Air Base

## Civilian Personnel Fact Sheet

### EARLY RETURN OF DEPENDENT (ERD)

**GENERAL:** A dependent's return travel to the U.S. may be authorized before the employee's return to the actual residence/alternate destination. The employee is financially responsible for costs if the travel is taken before orders are issued and any costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence.

#### **ELIGIBILITY:**

- a) A civilian employee is eligible for return transportation after completing the PDS service agreement. The employee is eligible for Government funded travel including HHG shipment.
- b) The OCONUS command may grant a waiver if it is determined that it is in the Government's best interest to return the employee's his/her dependent(s) for reasons of a humanitarian/compassionate nature, such as physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control. It will not be used to authorize dependent student transportation to CONUS for the purpose of attending school (57 Comp. Gen. 343 (1978)).

#### **INELIGIBILITY:**

An employee is ineligible if their initial service agreement has not been completed.

#### **PROCEDURE:**

- a) Submit a complete PACAF 90 to Civilian Personnel Flight. The orders, DD Form 1614 (Request and Authorization for TDY Travel of DoD Personnel), are used to authorize ERD travel and transportation expenses.
- b) Initiate a request to supervisor who must work on SSS to route it through to 18 MSG/CC for a determination. Once it is approved, submit a complete PACAF 90 to Civilian Personnel Flight. The orders, DD Form 1614 (Request and Authorization for TDY Travel of DoD Personnel), is used to authorize ERD travel and transportation expenses.

**REIMBURSEMENT:** If an employee's dependent returns before the employee is eligible for return travel or before obtaining a waiver and accompanying orders, travel and transportation expenses are the employee's personal financial responsibility. If an employee is eligible for return travel, travel and transportation expenses are reimbursed NTE the cost of his/her dependent's travel by the most economical route (including policy-constructed airfare when contract city-pair airfares are not available) from the OCONUS PDS to the actual residence.

**REFERENCE:** [JTR 053805](#)

For more information, please contact Civilian Personnel Flight at 634-1726, 632-2227, or 634-2228