

TITLE: OOD EMERGENCY LEAVE CHECKLIST

RANK/RATE	LAST NAME, FIRST NAME, MI	SSN	UNIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 1) NOTIFY RED CROSS: Date/Time **CASE #**
(1-877-272-7337)

STEP 2) NOTIFY UNIT XO OR CO: Date / Time

STEP 3) RED CROSS VERIFICATION RECEIVED: Date / Time

STEP 4) NAME OF UNIT XO/CO APPROVING EMERGENCY LEAVE:

STEP 5) CONTACT AMERICAN EXPRESS EMERGENCY TRAVEL OFFICE: Date / Time
(1-800-331-0417) INITIAL ACCESS CODE: A-0V1

OOD ACCESS CODE IS "SAND"

OBTAIN QUOTE FOR ROUNDTRIP AIRFARE FROM HONOLULU, HI TO SAN FRANCISCO, CA AT THE CURRENT GOVERNMENT RATE FARE. (NOTE: THIS IS MEMBERS MAXIMUM REIMBURSEMENT COST PER TICKET). MAKE RESERVATIONS FOR MEMBER TO CLOSEST AIRPORT TO EMERGENCY LEAVE SITE **INCONUS ONLY** THAT WILL NOT EXCEED THIS AMOUNT. **UNDER NO CIRCUMSTANCES MAY OOD'S AUTHORIZE MORE THAN THE ROUNDTRIP AIRFARE COST TO SAN FRANCISCO, CA.** CONTACT CWO FISHER, YNC OLSON, OR YN1 PASCHALL FOR ALL **OUTCONUS** EMERGENCY LEAVE TRAVEL OR IF YOU HAVE ANY QUESTIONS.

STEP 6) CALL FOR TONO/ACCT DATA AFTER HOURS
ISC - CALL MLC OPCEN (510) 437-3701
All GROUP UNITS - CALL D14 JRCC - 541-2500
225ft and above afloat units u/w ONLY - Call MLC OPCEN

(USE SAN FRANCISCO, CA AS THE DESTINATION FOR COST COMPARISON PURPOSES)

(IMPORTANT) IF EMERGENCY IS A DEATH OR DEATH IMMINENT SITUATION AND MEMBER NEEDS TO FLY IMMEDIATELY NOTIFY APPROPRIATE XO OR CO FOR APPROVAL **DO NOT** WAIT FOR TONO APPROVAL IF EMERGENCY SITUATION IS TIME CRITICAL.

STEP 7) TONO: **ACCT DATA:**

STEP 8) CALL AMERICAN EXPRESS AND APPROVE TICKET. ELECTRONIC TICKET ONLY.

STEP 9) ENSURE A COPY OF THE ITINERARY IS ATTACHED. SUBMIT TO XO NEXT BUSINESS DAY.

