

Noncombatant Evacuation Operation (NEO) Entitlements Within CONUS



Prepared by DFAS-Rome

2017

- Joint Travel Regulation (JTR)
 - ✓ Governs DoD Civilian Travel and their dependents
 - ✓ CONUS Evacuations for DoD Civilians/dependents -
JTR Chapter 6 – EVACUATION TRAVEL
 - Military Dependents
 - Civilian Employees and Authorized Dependents

- **Evacuation** - Authorized/ordered departure of dependents from one area to another because of imminent danger (hurricane, floods etc.).
- **Safe Haven** – Specific location named in the NEO order directing the dependents to relocate on a temporary basis.
- **Designated Place** – location selected by evacuated dependents to establish a permanent residence when they can not return to their old PDS in the near future.

- Military members are not entitled to NEO payments, they are to be placed on Temporary Duty Orders.

Who Is entitled to NEO payments?

- ✓ Authorized military dependents
- ✓ Government civilian employees of a DoD Component with **approved evacuation orders**
- ✓ Authorized dependents of DoD civilians **listed on approved evacuation orders**

Military Reference: JTR Chapter 6,
Civilian Reference: JTR Chapter 6,



- First 30 consecutive days - starts the day of arrival at the safe haven location.
- Allowances are computed, NTE the per diem rate for the **safe haven** location.
- Dependents will submit Accrual payments for the 31st through the 180th day, in 30 day increments.



- **Per Diem is authorized for:**

- ✓ Travel Days computed at TDY rates (75%)
- ✓ Lodging/meals computed and paid according to the age of the dependent (lodging receipts required).
 - 1-30th day at the Safe Haven location.
 - 100% for Spouse and dependents 12 and older
 - 50% for all dependents 11 and under
 - 31-180th day the Safe Haven rate is reduced to
 - 60% for Spouse and dependents 12 and older.
 - 30% for all dependents 11 and under.



- Can be paid while traveling from
 - ✓ Place dependents receive evacuation notice
 - ✓ Members PDS to Safe Haven or designated place
 - ✓ One Safe haven to another when authorized
 - ✓ A Safe Haven to a designated location when authorized
 - ✓ Safe Haven or designated location to return to the members permanent duty station in Conus.





- ⌘ After 180 consecutive days unless extended by the USD (P&R) for members dependents and Designated Secretary concerned for Non-DoD Dependents, NTE additional 180 days
- ⌘ Date dependents depart the safe haven to PDS or designated place
- ⌘ Issuing authority establishes an expiration date for dependents of DoD Members and Designated Service Secretary concerned for non-DoD members.

≡ Shipment of a POV to a *safe haven* location is not authorized

* **ONLY The Secretarial Process determines if the movement of the POV is prudent**



— IAW JTR Appendix A

- Bottled Water
- Bug Repellent
- Tooth Paste
- Pet care
- Hotel concierge
- Mission related expenses



- An advance is authorized under JTR Chapter 6, paragraph 6075 F
- An advance is paid solely to help defray the cost of lodging, meals and transportation cost while at the safe haven location.
- No advance authorized for holders of a government credit card.



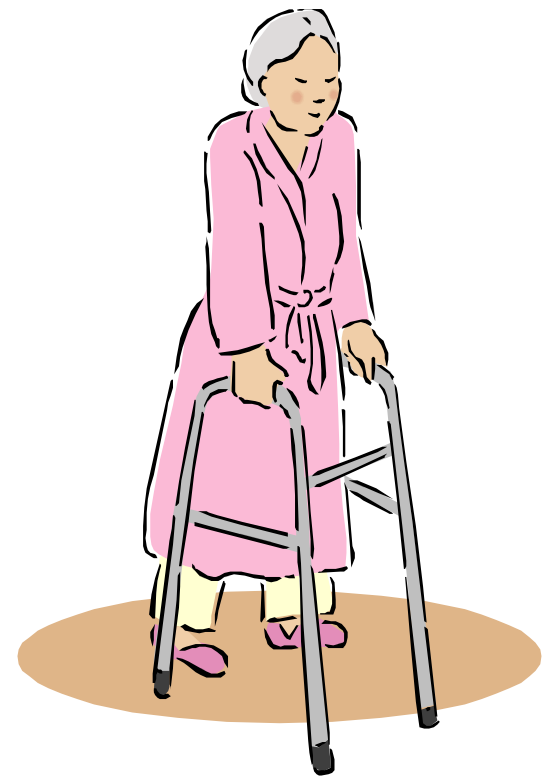


- Spouse/Employee's domestic partner
- Unmarried children of under age 21
 - ✓ Natural Children
 - ✓ Step-children
 - ✓ Adopted Children
 - ✓ Children under guardianship until age 21
- Employee's/Spouse's parents (dependent on employee for at least 51% of support)



For additional information on dependents see JTR Appendix

- A relative (with no age limitation) of the employee residing with the employee and dependent on the employee for at least 51% of their support.





- Travel expenses and per diem for evacuated DoD employees and their dependents to and from the safe haven are computed using TDY rates.
- Lodging and meals are computed and paid according to the age of the dependent during travel and at the safe haven location.
 - ✓ 1-30th day at the safe haven location
 - 100% for Employee and dependents 12 and older
 - 50% for dependents 11 and under
 - 31-181st day at the safe haven location
 - 60% for employee and dependents 12 and older
 - 30% for dependents 11 and under

- Per diem is payable from the date the PDS was evacuated through the arrival date at the safe haven including en-route delays that may result due to travel arrangements.
- Safe Haven entitlements begin on the first day after arriving at the Safe Haven location and continue for 30 consecutive days.
- Accrual claims must be submitted for the 31-180th day in 30 day increments.





- An advance is authorized NTE 80% of the evacuation entitlements computed for the first 30 days. Advance must be requested before arrival to safe-haven
- An advance may be paid to evacuated employees to offset any direct added personal expenses or dependents' expenses that are incurred as a result of the evacuation.
- Advance is not authorized for DoD Civilian or Service Member possessing a Government Credit Card.

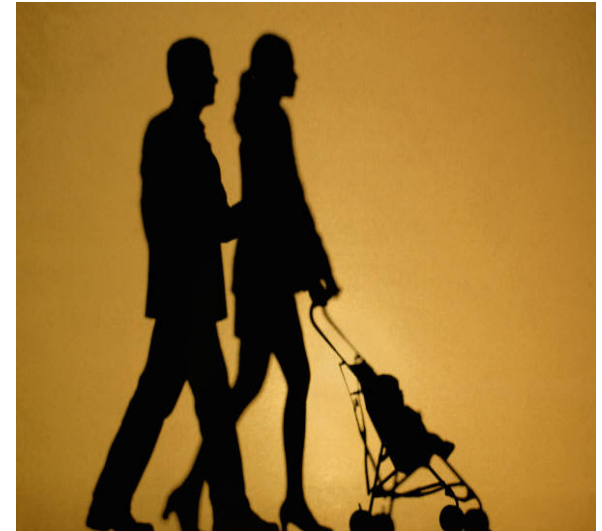


✓ JTR Chapter 6

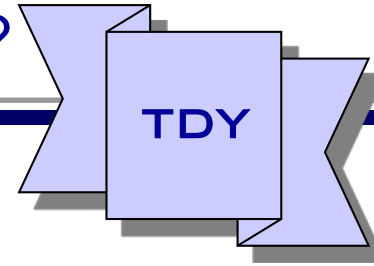
- ✓ Hotel taxes- CONUS
- ✓ Parking fees at terminal
- ✓ Mileage Allowance (TDY rates)
- ✓ In/around mileage- if authorized in orders

- ✓ Forfeited room deposits
- ✓ Authorized Excess Baggage
- ✓ Items that are reimbursable during normal TDY periods are reimbursable for the Civilians on TDY orders for evacuation purposes.

- Non-Combatant Evacuation Entitlements
- DOD Civilian Dependents



Can a Civilian Employee be evacuated?



- Yes.
- All civilian employees who are required/requested to work during an evacuation away from PDS will be placed on 1610 TDY orders with a fund site provided by their employing organization.
- Civilian Employees who are not placed on orders to work during the evacuation and are ordered/authorized to evacuate are then placed in evacuation status.



- Evacuated employees at safe haven locations may be assigned to perform ANY work considered necessary without regard to the employees title or grade. Failure or refusal to perform assigned work could result in terminating further evacuation entitlements.
- Part time employees assigned work at safe haven location must record number of hours worked so that payments may be made for hours worked that may be greater than evacuation pay.

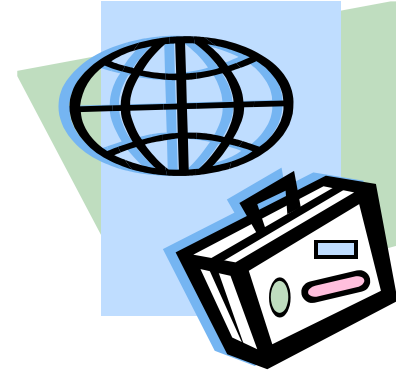


A.

Transportation for one round trip from the employees evacuated residence to the nearest available accommodations or directed location and return.

B.

Reimbursement on a mileage basis when a POC is used for one round trip from the evacuated residence to the nearest available accommodations or directed location and return. No reimbursement is allowed for passengers.



- Travel expenses for an evacuated employee and/or dependents shall be as TDY travel in the JTR Chapter 6



Civilian Dependent

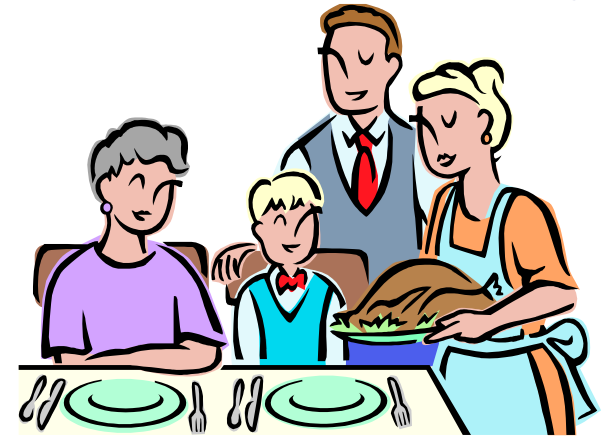
Spouse

- Children under 21
- Step Children
- Adopted Children
- Guardian of Child
- Physically or Mentally Challenged Adult Child
- Dependent Parents

- Civilian Dependent Defined

JTR Chapter 6

Ordinarily Lodging with Family And Friends is not Authorized. However, Reimbursement May be Authorized if:



1. The traveler can substantiate the additional cost the host incurred to the Authorizing Official and the AO will determine if the cost is reasonable.
2. Official must amend 1610 evacuation order to authorize cost or note authorized cost to be reimbursed to box 29 and sign in box 21a of the 1351-2 travel voucher.

Can I Rent A Separate Dwelling From Friends or Relatives?



- A dependent may lease a house, apartment, or other rental property from a friend or relative with out special approval when the friend or relative does not jointly occupy the leased property. A valid lease and receipts for payments must be submitted with the travel voucher.



Lease Copy

- Landlord Information (Name – Address- Contact Information)
- Renters Information (Address of Property Rented)
- Must Be Signed by both Parties

Receipt

- Amount Paid
- Date of Receipt of Payment
- Time period Covered



- You must have a receipt that shows
 1. Daily Rate
 2. Breakdown of Rate, Taxes, and Services
 3. Zero Balance Receipt
- Note: A visa receipt showing payment to a hotel without a receipt from the hotel showing a zero balance, daily rate and breakdown can not be accepted.



- Local Transportation Allowance is **not authorized**
- for CONUS Evacuations
- for DOD Civilians or
- DOD Civilian Dependents.



- NO



- Car Rental is **NOT** an Evacuation Entitlement.



Except as otherwise indicated for limited evacuation transportation for employees and/or dependents HHG may be authorized. Authorizing Official determines employees eligibility pending clarification of:

- Return to PDS from which evacuated
- Transfer or Reassignment
- Return to Actual Residence

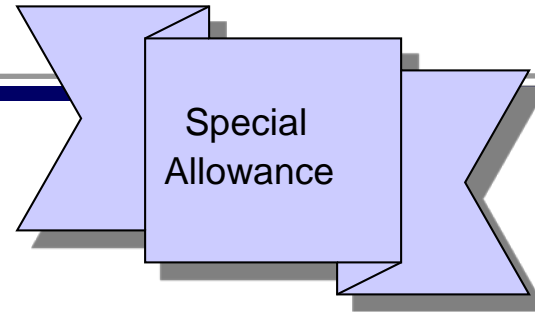


1. ***Authorized Movement to Alternate Safe Haven***

Evacuation 1610 Order MUST be amended to reflect authorized safe haven location.

2. ***Unauthorized Movement to Another Location***

If dependent moves to alternate safe haven location without proper authorization the **per diem rate** at the **original authorized location** will be paid until dependent amends the evacuation order.



- Effective Aug. '05
- Agencies may provide special allowances for an employee who returns to work at duty station but can not occupy the uninhabitable home used before evacuation.
- Entitlements Allowed:
 - MIE and Lodging expenses for the employee at the PDS location and per diem for the dependents at safe haven.

5 CFR 550.405(b)

Rules that Apply to Both Military & DOD Civilian Dependents





- Yes. A Civilian Dependent or Military Dependent may purchase and occupy a residence at their authorized safe haven location or authorized alternate safe haven location.

Allowable Expenses

Mortgage Interest

Property Taxes

Utilities

When a child is born during an evacuation:

Evacuation Orders Must Be Amended to Reflect New Dependent.

The entitlements for the dependent start the day the child is born through the remaining days of the evacuation.

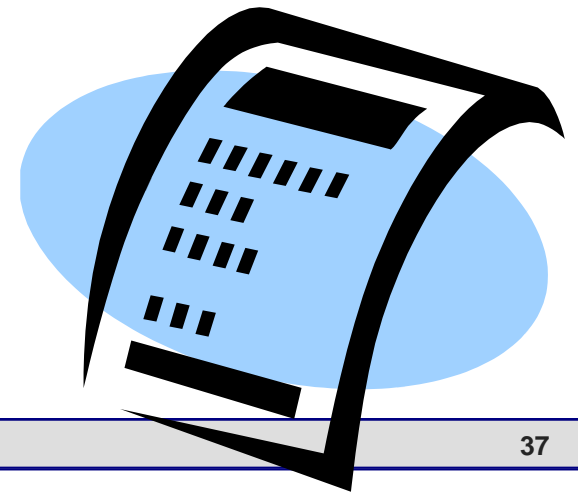


Receipts are required for lodging expense regardless of amount.

AND

All Expenditures of \$75.00 or more require a receipt.

If receipts have been accidentally lost/destroyed a written/typed statement signed by the traveler, may be substituted.



EXAMPLE: Statement for LOST LODGING



On May 1-5th, 2006, I obtained lodging at The Residence Inn, located at 8220 Boyd Road, Indianapolis, IN. 46220 317-555-5555. I paid \$50.00 per night for my room and \$5.00 per night Room taxes for a total of \$275.00.

John Ward

Signature

May 17, 2006





All mileage is to be calculated using DTOD.

- Service Members
- Military Dependents
 - DOD Civilians
- DOD Civilian Dependents
 - All Escorts
- If traveler went outside direct route due to adverse conditions mileage can be reimbursed above the DTOD calculated miles if traveler submits letter of explanation for traveling outside most direct route.



- If your assigned to another duty station (PCS)
- If you abandon or otherwise separate from the assigned position.
- Your employment is terminated.
- Retirement
- Resume duties at PDS from which evacuated w/o Special Allowances
- Authorized personnel deems payments are no longer warranted
- If you or your dependent is covered by the Missing Persons Act

Filing NEO Travel Claims



**Non-Combatant Evacuation Operation
Travel Pay Operations – Indianapolis, In.
Defense Finance and Accounting Service**



Limited Evacuation

The nearest available accommodations (which may be government quarters), determined to be suitable by the appropriate authority indicated in Chapter 6 who authorized/ordered the limited evacuation, where dependents are directed to a specific location on a temporary basis.

Evacuation Authorizing Safe Haven ** OUR DLA EVENT

A location anywhere in the world named in the evacuation order, or subsequent modification of that order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the CONUS PDS or proceed to a designated place. If CONUS is named the safe haven evacuees must select the exact CONUS location to which they are traveling at government expense.

- Written Evacuation Granting Authority
 - ✓ Dated and Issued by an Authorized Authority
 - ✓ Identification of Safe Haven or radius
 - ✓ Authorized Date of Departure and Return
- DD 1610 Evacuation Order for Dependents
- Evacuation Verification Information Sheet
- 1351-2 Travel Voucher
- Receipts and Lease if Renting



Travel Vouchers



1351-2 Travel Voucher
 Is used for NEO Evacuation
 Travel as well as TDY Travel
 For all Military, Military Dependents,
 DOD Civilians, Civilian Dependents
 and escorts.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. I pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) (Print or Type)		3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA			
6. ADDRESS: a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE	10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER		
7. DAYTIME TELEPHONE NUMBER & AREA CODE		8. TRAVEL ORDER AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION		12. DEPENDENT(S) (X and complete as applicable) ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> a. NAME (Last, First, Middle Initial)		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		c. PAID BY	
12. DEPENDENT(S) (X and complete as applicable)		13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED (X one) YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS	
15. TRIP/ITINERARY a. DATE		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		e. MEANS/ MODE OF TRAVEL	f. REASON FOR STOP	g. LODGING COST	h. POC MILES
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES a. DATE		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE	
18. REIMBURSABLE EXPENSES		19. GOVERNMENT/DEDUCTIBLE MEALS		20. CLAIMANT SIGNATURE (Initials)		b. DATE	
20. CLAIMANT SIGNATURE		21. APPROVING OFFICIAL'S PRINTED NAME		22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA	
21. APPROVING OFFICIAL'S PRINTED NAME		22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA		24. COMPUTED BY	
22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA		24. COMPUTED BY		25. AUDITED BY	
23. COLLECTION DATA		24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY	
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID	

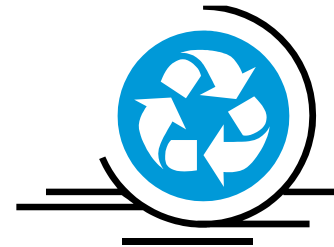
DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by USA/RMS 12-21. Adobe Designer 8.0

Who Fills out a 1351-2 Travel Voucher?



- Military Members on TDY
- Military Dependents
- DOD Civilian Employees
- DOD Civilian Dependents

Dependents fill out
their own 1351-2 Travel Voucher



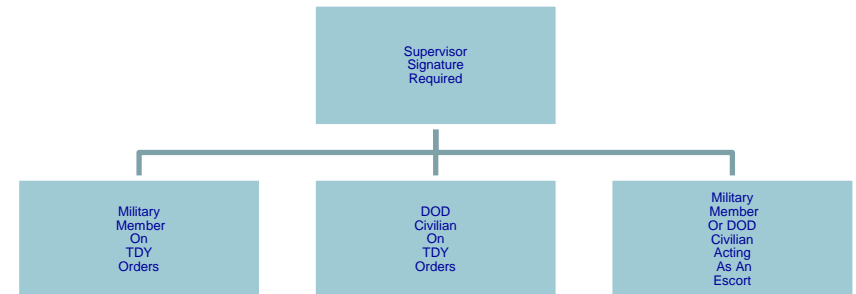
If military member or DOD Civilian is a single parent and the child is still a minor and will evacuate with SM/Civilian the 1351-2 is filled out with the minor child's information (name, ss#, ect.) but signed by the sponsor. Escorts can not file vouchers for dependents without legal power of attorney

- **Military Members and DOD Civilian Employees**

MTDY regulation applies. SM/DOD Civilians must have their 1351-2 travel voucher signed and dated by a supervisor.

- **Military Dependents, DOD Civilian Dependents and Escorts on an ITO**

Will have their 1351-2 vouchers reviewed by their supervisor and signed/dated by a reviewer at DFAS Rome.



Evacuation DD1610 Order



Name and SS# of Dependent →

Type of Order - Evacuation →

Itinerary Showing Selected Safe Haven or Directed Location. →

List of all Dependents with Name, SS# and DOB →

Name, Date & Signature →

Name, Date & Signature →

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small>										1. DATE OF REQUEST <small>(YYYYMMDD)</small>		
REQUEST FOR OFFICIAL TRAVEL												
2. NAME <small>(Last, First, Middle Initial)</small>			3. SOCIAL SECURITY NUMBER			4. POSITION TITLE AND GRADE/RATING						
5. LOCATION OF PERMANENT DUTY STATION (PDS)					6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <small>(Include Area Code)</small>				
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE <small>(See JTR, Appendix H)</small>			10a. APPROX. NO. OF TDY DAYS <small>(Including travel time)</small>			b. PROCEED DATE <small>(YYYYMMDD)</small>				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED												
12. TRANSPORTATION MODE												
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <small>(Check one)</small>		
										RATE PER MILE:		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <small>(Overseas Travel only)</small>										ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.					b. OTHER RATE OF PER DIEM <small>(Specify)</small>					
14. ESTIMATED COST												
a. PER DIEM		b. TRAVEL			c. OTHER			d. TOTAL			15. ADVANCE AUTHORIZED	
\$		\$			\$			\$ 0.00			\$	
16. REMARKS <small>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</small>												
17. TRAVEL-REQUESTING OFFICIAL <small>(Title and signature)</small>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <small>(Title and signature)</small>						
AUTHORIZATION												
19. ACCOUNTING CITATION												
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <small>(Title and signature)</small>								21. DATE ISSUED <small>(YYYYMMDD)</small>				
22. TRAVEL AUTHORIZATION NUMBER												

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.



- It is up to the order writing official to verify dependents on the 1610 order. If dependents are listed on the 1610 we are to pay entitlements to each dependent according to regulation.

- Including

Children 21 & Under
Dependent Parents
Adult Dependent

Adult Children Attending School
Grandchildren
Guardian of Child

And any others that qualify

Invitational Travel Authorization (I T O)



- When an escort is required to supervise travel of a dependent and the escort chosen is not a
- Military Member
- DOD Civilian Employee

Then an Invitational Travel Authorization is used in lieu of a 1610. Any format can be used if all the required information is provided.

JFTR/JTR Appendix E

*PART II: SAMPLE FORMAT INVITATIONAL TRAVEL AUTHORIZATION

The sample format below may be used as a guide (for all Services) to prepare an ITA. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL AUTHORIZATION

Name _____ TRAVEL AUTHORIZATION NUMBER _____

Address _____

DATE APPROVED _____

You are invited to depart from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

The authorizing/order-issuing agent has arranged Transportation.

Transportation tickets are included with this authorization.

Transportation tickets shall be provided at a later date

NOTE: PLEASE GUARD TRANSPORTATION TICKETS CAREFULLY. However, if a transportation ticket in your possession is lost or stolen, you must make an immediate report to the command sponsoring the travel. You are required to pay for a replacement ticket and will be reimbursed for the second ticket, not to exceed the cost of the first ticket, ONLY AFTER the Government is refunded for the lost/stolen tickets. You must return unused transportation tickets with the travel claims.

To arrange transportation call: () _____

You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the Government's cost on a constructed basis, for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does

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4/1/05

E2-1

Evacuation Verification Information Sheet



Evacuation Information Verification Sheet

Name _____	SS# _____ - _____ - _____	Grade _____
Sponsor's Name _____	SS# _____ - _____ - _____	Grade _____
Safe Haven Address _____	Phone _____	
County _____	Phone _____	
City, State, Zip _____	E-Mail _____	
Did you drive your P.O.V. to your Safe haven Location? Yes _____ No _____		
Did you retain your P.O.V. at your Safe haven Location? Yes _____ No _____		
Did your sponsor claim transportation (Mileage) to Safe Haven location Yes _____ No _____		
List Name and Date of Birth of Dependents who evacuated with you:		
1. _____	D.O.B. _____	
2. _____	D.O.B. _____	
3. _____	D.O.B. _____	
4. _____	D.O.B. _____	
5. _____	D.O.B. _____	
6. _____	D.O.B. _____	

- This form must be filled out completely prior to any payments being issued including monthly accruals

Bank Information For Direct Deposit	
Bank Routing Number _____	
Bank Account Number _____	
Checking Account _____	Savings Account _____

What Information is Required and Why?



Sponsor	In order for payments to be made to dependent(s), military or DOD, it must be verified that the sponsor is eligible.
Safe Haven Address	Per diem rates are based on the county of the safe haven location.
Lodging	The lodging your are reimbursed depends on where and with whom you stay.
POV Status	Do you qualify for the Travel Allowance, mileage or were you a passenger
EFT Information	EFT is the preferred method of deposit
Advance Information	Advances will be collected over the first three accruals or when Mission Complete, whichever is sooner.