

DEFENSE LOGISTICS AGENCY EVACUATION AND SAFE HAVEN GUIDANCE



2018

INTRODUCTION. The purpose of evacuation and safe haven allowances are to support mission continuity in the event of widespread natural or manmade disasters affecting a DLA duty location and/or the broad commuting area where DLA employees live and commute regularly to the DLA duty site.

Disasters must be of significant magnitude and have a direct impact on DLA mission operations, i.e., rendering large segments of the workforce unavailable for duty. In such an event, DLA may, at its discretion, provide allowances to cover temporary relocation/housing for employees (and their families) evacuated from their homes by local/state authorities (via a mandatory evacuation order) or in situations where the effect of the disaster renders employees' homes uninhabitable.

Providing "safe haven" allowances are for the purpose of temporarily "stabilizing" the employees' living conditions in order to allow them to return to duty in support of the DLA mission as soon as practicable. Typically, "safe haven" locations will be defined by a geographic radius around the employee's official duty station, typically within a 300 mile radius, to ensure they may continue to report for duty, or be in an approved leave status.

Evacuation and safe haven allowances are typically approved for short durations, from 7 to 30 days, in order to provide temporary relief to employees while they make arrangements with homeowner's insurance companies or other means for longer term housing. DLA's intent for the use of these financial flexibilities is to 1) demonstrate its commitment to taking care of the people who accomplish our mission; 2) enable mission accomplishment by assisting employees to be available for duty in temporary emergency situation; and 3) balance immediate short term needs of employee with agency fiscal responsibilities.

Therefore, included in this guidance are many samples, forms, checklists and communications used when an evacuation and safe haven allowances are authorized. These resources should provide information needed for any future event. This guidance contains 2 parts, Section 1 is for CONUS evacuations and Section 2 is for OCONUS evacuations. Questions may be directed to DLATravelServices@dla.mil.

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SECTION 1 - CONUS EVACUATION

1. References:

- a. 5 CFR, Part 550, subpart D
- b. <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>http://www.defensetravel.dod.mil/Docs/CONUS_Evacuation.pdf
- c. Emergency Preparedness Information, ,
<https://www.cpms.osd.mil/Subpage/EmergencyPreparedness/>
- d. Federal Travel Regulations (FTR)
- e. Joint Travel Regulations (JTR), Chapter 6, Evacuation Travel

2. Definitions. In DLA, the Defense Finance and Accounting Service (DFAS) requires the initial Evacuation Order be issued by responsible DLA Officials who in turn define what level of amendments may be delegated to appropriate local DLA authority. Therefore, general definitions follow :

- a. **Evacuations.** Authorized/ordered movement from a specific CONUS or OCONUS area, when authorized/ordered by the appropriate official outlined below.
- b. **Limited Evacuations.** Authorized/ordered movement from a CONUS residence to the nearest available accommodations when authorized/ordered by the appropriate official outlined below.
- c. **Safe Havens.** Separate journey locations anywhere in the world named in evacuation orders as destinations for temporary relocation to specific localities, areas or as a specific distance radius. If CONUS is the named safe haven in the evacuation order then an evacuee, upon arrival at the CONUS Port of Debarkation (POD), must select the exact CONUS safe haven location to which they are traveling at government expense. This location must be included on the travel orders.
- d. **Designated Places.** Separate journey locations that evacuated dependents select within the range of possible locations allowed as the place where they should establish a permanent residence when the appropriate authority determines that return to the Duty Station of record should not take place or is not expected to take place in the near future. This location must be included on the travel orders. Fiscal year prohibition does not apply.
- e. **Evacuees.** Dependents of the assigned DLA Military; DLA civilian employees and dependents whose permanent residence is located in the evacuation area where the Order and Amendment is applicable.
- f. **Evacuation Area.** All evacuee residences within the designated area(s) ordered evacuated by applicable State civilian authorities.
- g. **Evacuation Order and Alternate Safe Haven.** CONUS (one specific location to be selected by evacuee) - effective date of the Memorandum issued by appropriate authority.
- h. **Evacuation Reason.** Event on XX date and residual danger that makes the Evacuation Area dangerous and uninhabitable.

3. Authorization.

- a. In DLA, the Director or Vice Director will initiate the DLA EVACUATION (Evacuation or Limited Evacuation) Order initiating the allowances available to those impacted. It also provides for CONUS as the alternate Safe Haven with specific locations to be selected by eligible evacuees. The Secretary of Defense, Secretary concerned, Commander of the Installation or the Coast Guard District Commander, or Commander, head, chief, or supervisor of the organization or office may also authorize an Evacuation or Limited Evacuation Order only with release of an “umbrella” order by the DLA Director or Vice Director. The authority stems from JTR, Chapter 6, par. 060101, Table 6-2.
- b. DLA military dependents, civilian employees, civilian employee dependents and authorized escort for a dependent on civilian employees may be eligible to receive evacuation allowances when authorized/ordered to leave a CONUS location because of unusual/emergency circumstances.
- c. A uniformed service member cannot be evacuated. A member who is ordered to depart an area being evacuated must be in a temporary duty (TDY) or Permanent Change of station (PCS) Status.
- d. This order would remain in effect for a defined period of time or when revoked by the DLA Director or Vice Director, Secretarial Process, or the authority who ordered the evacuation, whichever comes first. Allowances from the order are terminated upon the authorities listed above terminating the evacuation safe haven order. Evacuation allowances terminate on the date a service member detaches or permanently departs from the PDS from which the dependent’s evacuation was ordered or authorized. However, the evacuation allowances may continue when the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

4. Allowances. The following references clarifies evacuation allowances for DOD civilian employees and/or families. Further information is provided in the attached samples.

- a. Civilian Employees and/or Families. JTR Chapter 6, 0604
- b. Military Dependent Allowances. JTR Chapter 6, 0602

5. Work Situations and Telework. When an administrative group dismissal of DLA civilian employees exceeds three consecutive workdays, supervisors must consider using options such as detail to other activities, or the use of unscheduled leave. In cases where commanders approve an administrative group dismissal beyond three consecutive workdays, the administrative order must document why other alternatives could not be used, and the reasons for the length of the anticipated dismissal. Telework ready employees located at designated safe havens are expected to telework or request leave.

6. Safe Haven Orders and Reimbursement.

- a. Safe Haven Orders are prepared on the DD Form 1610. The order should reflect the evacuation/safe haven location as appropriate. An employee’s TDY travel orders are prepared by the employee’s assigned organization. For tracking purposes, the line of

accounting will include the Internal Order Number which will be released by the DLA Payroll Services Team at the onset of the Evacuation Order. An electronic version of DD Form 1610 can be found at:

<http://www.dtic.mil/whs/directives/forms/eforms/dd1610.pdf>.

- b. Responsible Office for Publications and Updates: Defense Human Resources Services
DLA Payroll and Travel Services (DHRS-DP).

7. The following sections outline how the evacuation event is translated into evacuation allowances and subsequent evacuation travel claim reimbursement:

a. Orders: Evacuation Orders and Evacuation Travel Orders.

- (1) The decision of the local civil official to evacuate an area is not sufficient justification to reimburse evacuation allowance. In order to reimburse evacuation allowance a message, memo or oral evacuation orders from the appropriate authorizing DLA official providing the authorized beginning and end dates, event location, units involved, safe haven or designated place are required.
- (2) Military dependents, civilian employees and civilian employee dependents are issued evacuation travel orders based upon the information provided in the evacuation order. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

8. Evacuation Travel Voucher, DD 1351-2

a. Required documentation for a successful reimbursement of your authorized allowances is governed by the DLA EVACORD – (ex., Hurricane IRMA)

(1) DD FORM 1351-2 Travel Voucher or Sub voucher, dated May 2011

(2) In addition to your signature, must be signed by your Supervisor before release

(3) Written Evacuation Order/Granting Authority to Evacuate

- DLA EVACORD – w/Amendments (if applicable)
- Local Command Direction (Safe Haven or Radius Identification)
- Authorized Date of Departure

(4) Notification of Evacuation Termination

- Local Command Direction
- Return to Duty Date

(5) DD FORM 1610 Request and Authorization for TDY Travel of DOD Personnel.

Your approved Management issued Evacuation Order, specific to you, the Employee will include your Dependent(s) w/Dates of Birth (if applicable)

(6) Evacuation Information Verification Sheet; Parts 1&2 ONLY

- Part 1: Dependent Information
- Part 2: Bank Information

(7) Lodging Receipt(s)

(8) Transmitting Your Travel Claim: Options - Fax; Email (recommended) or USPS
DFAS-Rome Fax: (315) 275-0152 **Email:** dfas.rome.jft.mbx.neo@mail.mil

Mailing Address:
DFAS Rome
Attn: Travel/NEO Claim 325 Brooks Road
Rome, NY 13441

SAMPLES

- 1 Sample DLA Evacuation Order
- 2A DD 1610 Travel Voucher Instructions
- 2B DD 1610 Request and Authorization for TDY Travel of DOD Personnel
- 3 DD 1351-2 Evacuation Travel Voucher Information
- 4 DFAS Evacuation Information
- 5 Evacuation Information Verification Sheet
- 6 DTMO CONUS Evacuation
- 7 Traveler's Impact Notice – Employee Evacuation Allowances
- 8 Authorized and Ordered Evacuation Impact and Allowances
- 9 Traveler's Impact Notice – Evacuation Travel Claim Checklist
- 10 FAQs

SAMPLE 1

SAMPLE EVACUATION ORDER

GENTEXT/REMARKS/1. Civilian employees of the Defense Logistics Agency, and authorized dependents of civilian and military personnel who reside in XXXX counties covered by mandatory evacuation orders issued by competent Civilian or Military Authorities as outlined within REFs B and C are authorized to evacuate and proceed to the Remote Safe Haven area designated by their parent MSC chain of command. In conjunction with REF A and per REF B and REF C this evacuation directive is effective from XXXX through XXXX. Active duty military and Drilling Reservists will be placed on Temporary Duty (TDY) status to ensure reimbursement of expenses incurred.

2. JTR 060101 C. Limited Evacuation. The designated Remote Safe Haven area for DLA-claimancy evacuees covered under this evacuation authorization is the area within XXX (radius typically 300 miles however DLA may adjust accordingly) miles of XXXX. Remote Safe Haven Areas for non-DLA claimancy personnel must be identified by cognizant parent chains of command.

3. Military dependents, civilians, and their dependents evacuating under this authority must be issued individual evacuation orders by their parent command. As delineated in REF C JTR 0601 - 0604, reimbursement for lodging and per diem will be at the approved rate for the designated Safe Haven. Costs incurred by an evacuee for travel conducted without authorization away from the designated safe haven are the responsibility of the evacuee. Funding for all evacuees is the responsibility of the parent J Code or MSC.

Reimbursement of eligible expenses must have occurred within the specified time period on the parent command evacuation order and may not exceed the authorization provided by this message.

4. J/D Codes and MSCs may reference this evacuation authorization to provide evacuation orders for assigned personnel and their authorized dependents.

5. Individual J/D codes and MSCs retain responsibility for mustering evacuated personnel and reporting their status as directed by their parent Chain of Command. Personnel unable to contact their parent command may report their status via the Fourth Estate Personnel Accountability and Assessment System (FEPAAS) at <https://fepaas.whs.mil>.

6. All evacuated personnel should maintain situational awareness through regular communications with their chain of command and via local media outlets. Evacuated personnel shall remain clear of impacted areas until authorized to return by competent civilian authorities and their parent command.

7. Impacted personnel are reminded that they do not need to wait for individual orders before evacuating. Individual should not place themselves in harm's way and orders can be issued once evacuees arrive at their respective safe havens.

8. Point of contact for this effort is the XXXX, at COM: XXX-XXX-XXXX, DSN: XXX-XXXX, Email: XXXX@dla.mil.

9. Acknowledge receipt of this order via e-mail to the HQ DLA JLOC Battle Captain at COM:
571-767-2711, DSN: 392-2711, Email:

CAT.HQ@DLA.MIL.

10. Released by the Director, HQ DLA//

SAMPLE 2A

Evacuation DD 1610 Instructions. Ensure you are using the DD 1610 dated May 2003 Applicable for: Civilians and their Dependents; Military dependents

Military will complete their authorizations/orders separately in DTS.

*Mileage reimbursement limited to location identified in Evacuation Order.

Per Diem and lodging based on actual safe haven location. If location other than safe haven location, reimbursement not to exceed the lesser of (1) Locality rate or (2) Safe Haven location.

ASSIGNED/UNFUNDED INTERNAL ORDER NUMBER (ION): If applicable will be published by J8 at the onset of the event

SAMPLE 2A (Continued)

BLOC K	Details / Explanations
1	Put in the Date you are filling out the form.
2	Last name, First name, Middle Initial. This is of the civilian employee or eldest dependent if for military dependent(s)
3	Dependent SSN (should be the SSN of the individual named in block #2)
4	DEP for (Dependent) or CIV for Civilian Employee
5	Permanent Duty Station on Record
6	Put in your Organization
7	Phone # (Personal Cell or Home)
8	Put the word Evacuation in this block
9	Put the word Evacuation in this block
10a	Out in "As Ordered"
10b	Put the date you began the evacuation/travel in this block. Cannot be earlier than date evacuation was officially ordered
11	Fill in the Departure location on the Top line i.e. Home address, depending on the location you departed from. For the 2 ND Line fill in the ordered Safe Haven location. On the 3 rd line put your return to location AKA Home address.
12	Fill in the Transportation mode "Other"
13	Leave blank
14	Estimated Cost:
15	Leave blank
16	<p>Purpose MUST state Evacuation.</p> <p>Purpose of TDY is due to mandatory evacuation for Hurricane _____. Traveler is exempt from mandatory use of Government Travel Card. Reimbursement for Lodging, mileage (if incurred) and per diem is authorized. "Alternate means of communication (i.e. Secure Video Teleconference (SVTC) or other web-based communication) is not adequate to accomplish mission objective, therefore, Temporary Duty (TDY) travel is required." Submit the FINAL voucher (DD Form 1351-2) with this authorization within 5 business days of the termination of your eligibility for Safe Haven. All required receipts must be attached to this authorization/voucher.</p>
<p align="center">Box 16 must contain Sponsors Name, SSN, and Rank and all additional dependents Name and DOB.</p>	
17	MUST be signed by travel requesting official
18	Designated MSC J Code Approver MUST sign this block.
19	Fill in the accounting citation: J Code Funded ** MUST Include a Budget POC Name and Number. POC will be contacted by DFAS for proper obligation amounts once calculated. For Tracking - DLA Published Internal Order Number
20	Fill in the information of the authorizing/order issuing official
21	Fill in the date issued/todays date.
22	Travel Authorization Number ** Internally tracked

17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i> MSC/J Code Supervisor of Evacuee	18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> MSC/J Code Approving Official For Evacuee (follow DTS)
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AUTHORIZATION

19. ACCOUNTING CITATION
JANE DOE, BUDGET ANALYST, GS 12, COMM: 123-123-4567
ION for Tracking
Funding LOA is the responsibility of the MSC.

20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i> APPROPRIATE AUTHORITY / Approving Evacuee to Receive Allowances	21. DATE ISSUED (YYYYMMDD)
	22. TRAVEL AUTHORIZATION NUMBER

SAMPLE 3

Evacuation Travel Voucher Instructions. Ensure you are using the DD 1351-2 dated May 2011 Applicable for: Civilians and their Dependents; Military dependents

Military will complete their authorizations / orders separately in DTS

BLOCK	DESCRIPTION/EXPLANATION
1	Select EFT Split Disbursement Box. If you used a government travel card to pay for any expenses or withdraw cash, select this box and put the balance of the card on the line next to the \$ sign.
2	Last name, First name, Middle Initial. This is of the civilian employee or eldest dependent if for military dependent(s)
3	Grade/Rank, or DEP for (Dependent)
4	Full SSN
5	- Select member/employee if the voucher is only for a DoD civilian employee; - Select Dependent(s) if the voucher is for either dependent(s) of Military or dependent(s) of DoD civilians; - Select member/employee and Select Dependents if the voucher is for DoD civilian employee and dependent(s)
6a-d	Fill out home address in applicable blocks. Must reside in a mandatory evacuation location.
6e	Use employee's/sponsors @dla.mil email address
7	Phone #
8	Fill in from DD1610/Orders
9	Should be left blank unless there was an advance provided.
10a-e	Leave Blank
11	List sponsor's (Military or DoD Civilian) Organization,
12a-c	Check accompanied if applicable. Add all authorized dependents. Correct dates of birth are important to compute entitlements.
13	Should be same as home address. If evacuated from another area besides home, confirm with your unit that you are authorized reimbursement. If so, list that location and ensure it is reflected in the order.
14	NO
15a	Fill in applicable dates for each stop. Evacuation order covers DATE OF EVAC. There is no reimbursement authorized before or after these dates.
15b	First line should be the home address that was evacuated; subsequent lines should list safe haven location(s) (city, state, zip). Use multiple lines if you stayed at different locations each day. The last line should be back to the home address.
15c	Most should be using PA for privately owned automobile or PM for privately owned motorcycle.
15d	Reason for stop should be TD at the safe haven location(s). Upon return to the home address it should be MC.
15e	15e. Add applicable lodging cost for each night. A receipt must be included to receive reimbursement. There is no lodging reimbursement for staying with friends or relatives. Lodging or room taxes are claimed separately under Block 18.
15f	Can be left blank, the official distance will be computed by DFAS Rome. If you had to travel farther than 300 miles to find lodging, add a statement explaining that in the remarks in block 29.
16	- Select Own/Operate of driving your own vehicle or fully paying for the vehicle expenses. - Select Passenger if you rode with someone else who paid for the vehicle expenses.
17	Select the duration of the travel / time gone from your home location.
18a	Select the date of the expense
18b	Enter in authorized expenses
18c	Enter the amount of the expense. Lodging/Room taxes here if applicable. Some expenses that should not go on here are: Gas (reimbursed separately under mileage); Food (reimbursed separately as per diem);
18d	If for the supervisor or resource manager to adjust if the traveler is claiming more than authorized.
19	Claim how many meals, if any

20a-b	The person whose name is in Block 2 signs/dates here.
20c-f	The reviewer should be the same person that signed in block 18 of the travel order (DD 1610). This person is an approving official in the Defense Travel System (DTS). This individual must validate the information in the claim and can be held liable for approving incorrect vouchers.
21 a-d	Leave Blank
22	LOA of MSC or J Code
23-28	Leave BlankEnter in any additional remarks on the back as applicable.
29	Enter in any additional remarks on the back as applicable.

SAMPLE 4

DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) EVACUATION INFORMATION:

<https://www.dfas.mil/militarymembers/travelpay/evacuationorders.html>

As an eligible DOD military or civilian employee's family member traveling with evacuation orders in hand, your obvious first concerns involve getting to your safe haven and keeping track of the kids, the luggage and all your important documents.

IMPORTANT NOTE:

Keep your receipts for lodging, as well as for authorized expenses over \$75.00

Submitting an interim travel claim

Approximately 30 days following your arrival at your designated safe haven, or when you have returned back to your duty station whichever is less. You may submit a travel claim to receive per diem for your authorized travel, lodging and meal expenses. Per Diem rates are based on your designated safe haven location and the ages of your child/children.

You must submit a completed DD Form 1351-2 and Evacuation Information Verification Sheet with a copy of your evacuation orders citing your safe haven location. You must also include receipts for lodging and authorized expenses \$75 and over.

Must Use the May 2011 version of the travel voucher, DD1351-2 form!

We will only accept the current version of the travel voucher. Earlier versions signed and dated May 1 or later will be returned for action. We don't want you to have to redo your claim on the current version of the form dated May 2011.

Your travel claim package may be faxed, emailed or mailed to DFAS Rome.

Fax number: 315-275-0152

Email: dfas.rome.jft.mbx.neo@mail.mil

Mailing address:

DFAS Rome
Attn: Travel/NEO
Claim 325 Brooks Rd
Rome, NY 13441
Customer service: 1-888-DFAS411 (1-888-332-7411)

SAMPLE 5
EVACUATION INFORMATION
VERIFICATION SHEET

<u>DEPENDENT INFORMATION</u>		
NAME: _____		
SPOUSE SSN: _____		E-MAIL: _____
SPONSOR GRADE / NAME (SSN): _____ / _____		
SAFEHAVEN ADDRESS: _____ _____		
IS THIS ADDRESS W/ FAMILY OR FRIENDS:		YES
NO COUNTY OF ADDRESS:		
_____		PHONE AT
ADDRESS: _____		
NAME, AGE, & SPONSORSHIP STATUS OF DEPENDENTS:		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
<u>BANK INFORMATION</u>		
BANK ROUTING NUMBER:		_____
BANK ACCOUNT NUMBER:		_____
TYPE OF ACCOUNT:	CHECKING	SAVINGS
<u>TRAVEL ADVANCE INFORMATION</u>		
DID YOU RECEIVE A TRAVEL ADVANCE?	YES	NO
IF YES, HOW MUCH:	_____	
From where did you receive the advance?	_____	
	(Installation or Location, State)	
IF NO, WOULD YOU LIKE ONE?	YES	NO
HAVE YOU RECEIVED YOUR ORDERS YET?	YES	NO



DTMO

CONUS Evacuation

This document serves as a summary of CONUS evacuation allowances included in the Joint Travel Regulations.

I. Authorization

Dependents of Service members, civilian employees, and dependents of civilian employees are authorized evacuation allowances when authorized or ordered to leave a location in the continental United States (CONUS) because of unusual or emergency circumstances. The decision to evacuate rests with the individuals listed in JTR, paragraph (par.) 060101.

A. A Service member cannot be evacuated. A Service member who is ordered to depart an area being evacuated must be in a temporary duty (TDY) or permanent change of station (PCS) status.

B. The decision of local civil officials to evacuate an area is not sufficient. The appropriate authorizing official must authorize or order an evacuation since civil officials cannot obligate expenditure of DOD funds. Evacuation allowances can only be paid as of the date the evacuation is authorized or ordered. These allowances cannot be authorized retroactively.

C. The authorizing official may specify a *limited evacuation* location. Dependents would move from the residence to the nearest available accommodations, which may include Government quarters, any safe haven location within a specified distance from the evacuation location, or any CONUS safe haven location, as appropriate (see JTR, pars. 060101 and 060103).

Civilian employees and their dependents follow two different sets of regulations for allowances related to evacuations. The authority for evacuations of civilian employees and dependents in the CONUS is the Office of Personnel Management (OPM) regulations 5 CFR, Part 550, subpart D. The authority for evacuations of civilian employees and dependents from foreign locations is the State Department DSSR, Chapter 600, subpars. 611-639.

II. Transportation and Per Diem En Route to the Safe Haven Location

Dependents of Service members, civilian employees, and dependents of civilian employees receive transportation and per diem for allowable travel time, excluding

personal travel time, until they reach the safe haven location. Command-sponsored dependents age 12 or older receive up to the full locality per diem rate and those under age 12 receive up to 50 percent of the locality per diem rate. Per Diem for departure and return days to the PDS are paid at 75 percent of the meals and incidental expenses (M&IE) rate.

- A civilian employee, a dependent of a civilian employee, or a dependent of a Service member under a limited evacuation, and traveling by a privately owned vehicle (POV) is reimbursed at the TDY mileage rate (see JTR, pars. 060202 and 060410).
- A dependent of a Service member traveling by a POV to and from a safe haven, other than during a *limited evacuation*, is reimbursed at the PCS mileage rate (see JTR, par. 060202).

Refer to <https://www.defensetravel.dod.mil/site/otherratesMile.cfm> for the TDY and PCS mileage rates.

If dependents travel to a location other than the safe haven location, then transportation costs are limited to the authorized location and the Standard CONUS per diem rate applies unless the alternate location is later approved by the authorizing or ordering official (see JTR, par. 060202).

III. Allowances at the Safe Haven

Safe haven allowances, which civilian employees and dependents consider as payments for subsistence expenses, are a combination of the lodging allowance and the allowance for M&IE. The lodging allowance is supposed to pay for commercial quarters and must be documented by a receipt. Tax for lodging in the CONUS and non-foreign locations outside the CONUS (OCONUS) is a separate reimbursable expense. Reimbursement for lodging is not authorized if a Service member's dependent stays with friends and relatives (see JTR, par. 060205). Reimbursement for lodging is not ordinarily authorized for civilian employees and their dependents either, but may be approved if the traveler can substantiate an additional cost that the host incurred for providing lodging (5 CFR §§ 550.401 through 550.409).

- First 30 days: Dependents age 12 or older receive up to 100 percent of the locality per diem rate. Dependents under age 12 receive up to 50 percent of the locality per diem rate.
- Days 31-180: Dependents age 12 or older receive up to 60 percent of the locality per diem rate. Dependents under age 12 receive up to 30 percent of the locality per diem rate.

Safe haven allowances—those payments for subsistence expenses—may be paid up to 180 days after the effective date of the order to evacuate (5 CFR § 550.405(b)). If dependents of Service members, civilian employees, or family members remain in their home and choose not to evacuate, they are not authorized safe haven or special allowances for

subsistence.

IV. Escort Dependents

A Service member may be authorized round-trip travel and transportation allowances to escort dependents incapable of traveling alone to the safe haven. This is considered official travel and the Service member is in an active-duty or TDY status (see JTR, par. 060203). These allowances to escort a dependent are not considered evacuation allowances for the Service member because a Service member cannot be evacuated (see Authorization).

V. Unaccompanied Baggage

Military dependents: Dependents of service members may ship up to 350 pounds of unaccompanied baggage per dependent age 12 or older and 175 pounds per child under age 12 for a total of 1,000 pounds (see JTR, Section 0603).

Civilian Employee dependents: There is no authority for the Government to ship or pay for shipment of unaccompanied baggage for dependents of civilian employees.

VI. Household Goods

Military dependents: Installation commanders have the authority to ship or store household goods (HHG) using local operation and maintenance (O&M) funds, including quarters-to-quarters (Government, privatized, and local economy) moves and non-temporary storage (NTS) of HHG for quarters that become uninhabitable at locations in the CONUS due to a natural disaster. Local moves may be performed as specified in JTR, pars. 5262 and 5264. NTS is authorized under par. 5222. These moves cannot be charged to evacuation-funding appropriations. They are funded by local installation support funds and the order authorizing the move or storage will be in accordance with the applicable installation's local procedures.

Civilian Employee dependents: Movement of HHG to the safe haven may be authorized for an evacuation other than a limited evacuation (see JTR, par.060403). Local moves may be authorized under JTR, par. 5682 using local O&M funds. There is

no authority for HHG storage.

VII. Privately Owned Vehicle (POV)

Shipment of a POV to a safe haven is not authorized.

VIII. Local Travel Allowance

Military dependents: When a dependent is unable to drive a POV to the safe haven

location, a local travel allowance at the rate of \$25 a day per family is authorized to offset expenses incurred for local travel (see JTR, par. 060205).

Civilian Employee dependents: There is no authority to pay a local travel allowance for dependents of civilian employees.

IX. Evacuation Termination

In *limited evacuations* the authority that authorized or ordered the evacuation may terminate the evacuation and authorize return to the permanent duty station (PDS). In all other evacuations, the Under Secretary of Defense for Personnel and Readiness (USD (P&R)), or his or her designated representative, decides through the Secretarial Process to end the evacuation and order either of the following steps (see JTR, par. 060107 and 5 CFR § 550.407):

- A. Return to the PDS. If the family returns to the evacuated PDS, then transportation and per diem as specified in this policy summary is authorized and any HHG or unaccompanied baggage is returned to the PDS.
- B. Move military or civilian dependents to a designated place or to another PDS.
- If civilian dependents move to a designated place, then transportation and per diem as specified in this policy summary, in addition to HHG from the evacuated PDS or safe haven, is authorized to the designated place. Safe haven allowances are authorized at the designated place until a permanent residence is established provided the civilian dependents do not exceed the 180-day limit. (see JTR, par. 060403 and 5 CFR § 550.407).
 - PCS allowances in JTR, Chapter 5 are authorized for moves to another PDS.
 - Dependents of Service members moved to a designated place are authorized PCS transportation and per diem to that location, unaccompanied baggage, HHG and POV transportation, a dislocation allowance, and safe haven allowances at the designated place for up to 30 days while establishing a permanent residence (see JTR, par. 060206).

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SAMPLE 7

Travelers' Impact Notice – Employee Evacuation Allowances

AUDIENCE: DLA Personnel Impacted by Evacuation Order –

To be eligible for evacuation travel allowances you must be on an approved Evacuation Order (DD 1610) authorized by direction and delegation of the Director, DLA. Period of evacuation can vary based on numerous circumstances. You must communicate with your supervisor to confirm allowance periods and expiration or return to work order.

Specific Audience:

- ✚ DLA Civilians and authorized dependents
- ✚ Authorized dependents of our DLA Military Personnel

Allowance Basics:

- ✚ Privately Owned Vehicle (POV) mileage to your designated Safe Haven location
 - DLA EVACORD – Description is to a Safe Haven Location. Due to the uncertainty of the impacted areas, EVAC distance may be authorized to exceed the standard 400 miles due to the large scale evacuation, lack of available lodging within the original limits, and/or radius of impacted area.
 - Current rate per mile: XXXX

Reimbursement limited to ONE POV

- ✚ Per Diem Application
 - DLA EVACORD -
 - Effective Date and Date of Expiration are subject to specific sites details and conditions. Supervisor communication is required.
 - Computed NTE the per diem rate for the Safe Haven location
 - Travel Day (75%)
 - Lodging/Meals days 01 – 30
 - 100% for DLA Evacuee
 - 100% for Spouse
 - 100% for Dependents 12 and older
 - 50% for Dependents 11 and under

SAMPLE 8

AUTHORIZED AND ORDERED EVACUATION IMPACT AND ALLOWANCES

Updated: 08/2017

SUBJECT:

Authorized (voluntary)/Ordered (mandatory) Departure of Employees and Eligible Family Members Impact and Allowances

BACKGROUND:

Due to natural disasters and civil unrest happening more often than not throughout the world, Authorized/Ordered Departures from the Continental United States (CONUS) or Outside the Continental United States (OCONUS) locations are becoming more prevalent. This fact sheet outlines the impact to DLA employees and eligible family members and allowances available should such event(s) occur.

AUTHORIZED/ORDERED DEPENDENT DEPARTURE ALLOWANCES

- The allowances paid for authorized or ordered departures are the same.
- Evacuation Orders are to be prepared/funded by local command. Evacuation orders are in effect up to a maximum of 180 days or until the evacuation order has been lifted whichever is less. No extensions are authorized beyond 180 days. Evacuation Orders will be on a DD1610 - Request and Authorization for TDY travel of DoD Personnel.
- Authorized safe haven for evacuated eligible employees and family members is any place in the U.S., even though the employee may be required to travel to a specific location. Evacuation order (authorized or ordered) from Department of State will state specific safe haven location(s).
- Employee may be paid an advance salary of up to one-month pay. The repayment will not start until the evacuation order has been lifted. Advances are to be requested via DD Form 1337.

Transportation and Safe Haven Allowances:

- Transportation expenses/travel per diem continues from time the family departs the evacuation site, through the time they reach their safe haven location. This includes processing time, however does not include time spent on personal travel while en route to safe haven location.
- Travel and transportation allowances are also payable to a civilian employee, or a person who travels under an official travel authorization/order as an escort for a dependent evacuated who is incapable of traveling alone to the safe haven, due to age, physical or mental incapacity, or other extraordinary circumstances.

- Safe haven allowances for an employee's dependents for the first 30 days are up to 100% of the local per diem rate (including lodging, meals and incidentals) for dependents 12 years and above; dependents under 12 years receive up to 50% of the local per diem rate. Allowances for days 31-180 are up to 60% for dependents 12 years or older and up to 50% for those under age 12.
- Once the safe haven location is selected, it cannot be changed. Waiver authority is PDUSD
- (P&R). Employees and/or dependents may receive \$25/day/family local travel allowances to partially offset the expenses incurred for required local travel.

Household Goods/Shipping Allowances

- When an employee/dependent is directed to move to a safe haven location, the employee/dependent is authorized transportation of unaccompanied baggage as needed for the dependent's comfort and well-being at the safe haven from the CONUS/OCONUS duty station and/or from non-temporary storage (NTS) to the safe haven.
- Employees/dependents may ship up to 350 pounds of unaccompanied baggage per adult and 175 pounds per child under 12 years of age, for a maximum of 1,000 pounds.
- If the unaccompanied baggage allowance is not used because of circumstances beyond the evacuee's control, an air freight replacement allowance may be authorized/ approved to help defray costs of items ordinarily part of the authorized shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450(total); three or more evacuated dependents: \$600 (total).
- Pets – An employee is authorized transportation to the safe haven location incident to an evacuation from a foreign permanent duty station (PDS) for up to two household pets which the employee owned at the evacuated foreign PDS (to include quarantine fees). Animals such as horses, fish, birds, various rodents, and others are excluded due to size, exotic nature, shipping restrictions, host country restrictions, and/or special handling difficulties.
- POV - Transportation of a POV at Gov't expense to a safe haven is not authorized.

Housing Allowance Entitlement

- An employee, whose dependents are evacuated and who was authorized a with dependent housing allowance on the evacuation date, continues to be paid such allowance while the employee's PDS remains unchanged and the member continues to maintain private sector housing, as long as the dependents are receiving evacuation allowances.
- If dependents' return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. An employee is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates.

Family Separation Allowance

- Family members and civilian employees are authorized a Subsistence Expense Allowance (SEA). Authorized safe haven location per diem for that location applies. When an evacuee goes to an approved alternate safe haven the SEA allowance will be based on the lower of the following per diem rates ~ the locality to which evacuated; the rate applicable to the official safe haven; or the standard CONUS rate.

Travel Payment Point of Contact

- DFAS Rome, Rome NY will process all payments for evacuations. For evacuees departing IAW with an Evacuation travel order, one (1) POC will need to be identified/designated from all organizations with impacted evacuees. This will ensure that DFAS-Rome will not be inundated with receiving multiple inquiries from all of the evacuees. The identified POC will prepare a list with names, number of dependents, address they intend to evacuate to, and phone number they can be reached.
- Employee/family members should be advised to contact DFAS-Rome once they arrive at their evacuation site in order to receive travel advances paid by DFAS- Rome. (**NOTE:** Recommend employees/family members receive their advance from DFAS-Rome in lieu of State Department if possible to prevent overpayment).
- Employees/family members will need to submit their DD1351-2, Evacuation travel orders, any amendments to the orders, all lodging receipts and any receipts for reimbursables that they are claiming \$75 and over. Orders and vouchers can be sent to:

Fax number: 315-275-0152

Email: dfas.rome.jft.mbx.neo@mail.mil

Mail: DFAS Rome, Attn: Travel, 325 Brooks Road, Rome, NY 13441

References:

JTR (Service Members/DOD Civilian Employees) Ch 6: Evacuation Travel 0601-0604
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

DFAS Process for Evacuation Orders

<http://www.dfas.mil/militarymembers/travelpay/evacuationorders.html>

DFAS Evacuation Guide for Families

http://www.dfas.mil/dam/jcr:98b8a9c1-31dd-4794-b150-19dd3754cc4/travel_evacguidefordodfamilies_sep2013.pdf

Department of State Standardized Regulations, Chapter 600

<http://www.state.gov/m/a/als/>

State Department website for Travel Warnings. (Select Travel & Living Aboard).

<http://www.state.gov/m/a/als/>

DLA EMAIL Points-of-Contact:

DLA Payroll and Travel Services:
dlatravelservices@dla.mil

SAMPLE 9

Travelers' Impact Notice – Evacuation Travel Claim Checklist

AUDIENCE: *DLA Personnel Impacted by Evacuation Order –*



Checklist: Required documentation for a successful reimbursement of your authorized allowances while governed by the DLA EVACORD – Hurricane

- ✓ **DD FORM 1351-2 Travel Voucher or Sub voucher, dated May 2011**
In addition to your signature, must be signed by your Supervisor before release

- ✓ Written Evacuation Order/Granting Authority to Evacuate
 - DLA EVACORD – w/Amendments (if applicable)
 - Local Command Direction (Safe Haven or Radius Identification)
 - Authorized Date of Departure

- ✓ Notification of Evacuation Termination
 - Local Command Direction
 - Return to Duty Date

- ✓ **DD FORM 1610 Request and Authorization for TDY Travel of DoD Personnel** Your approved Management issued Evacuation Order, specific to you, the Employee and will include your Dependent(s) w/Dates of Birth (if applicable)

- ✓ Evacuation Information Verification Sheet; Parts 1&2 ONLY
 - Part 1: Dependent Information
 - Part 2: Bank Information

- ✓ Lodging Receipt(s)

Transmitting Your Travel Claim: Options - Fax; **Email (recommended)** or USPS

DFAS-Rome Fax: (315) 275-0152

Email: dfas.rome.jft.mbx.neo@mail.mil

Mailing Address:

DFAS Rome
Attn: Travel/NEO
Claim 325 Brooks
Road
Rome, NY 13441



Questions may be addressed to Ms. Lisa St. Peter, (571) 767-7483 or email: lisa.stpeter@dla.mil

SAMPLE 10

FAQ's

- 1) **How many cars will I be reimbursed for when evacuating?**
One car only.
- 2) **What is the amount of mileage paid per mile?**
The mileage rate is contained in the JTR at the time of the evacuation. This is published each October.
- 3) **How far am I authorized to go for evacuation?**
Evacuation distance is determined by the safe haven location or mile radius identified in the Evacuation Order.
- 4) **What is the maximum hotel rate I can receive?**
Lodging rate of safe haven location (does not include taxes).
CHECK HERE FOR PER DIEM RATES:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- 5) **How many hotel rooms am I authorized?** Member is entitled to one room and family members are entitled to a room, based on number of dependents.
- 6) **What are the Meals and Incidental Expenses (M&IE) rate per day?**
MI&E rates are based on safe haven location.
CHECK HERE FOR MI&E RATES:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
**** RATES FLUCTUATE WITH THE SEASONS AND LOCATIONS****
- 7) **What receipts do I need to turn in?**
Itemized hotel receipts, (you do not need to provide gas receipts for personally-owned vehicles (POVs), you will be paid a flat mileage rate), and receipts for purchase over \$75.
- 8) **Who will need to file a voucher upon return?**
Member will submit vouchers for both member and dependents.
- 9) **Are my spouse and children entitled to M&IE, mileage, hotel room, etc.?** No.
- 10) **What can my Government Travel Charge Card (GTCC) be used for?**
Use for POV fuel, food, and lodging...
Not to be used for: Clothing and leisure items

**** You must be on official TDY orders to use your GTCC! Every transaction will be reviewed by the GTCC administrator and unauthorized transactions are punishable by the UCMJ and disciplinary action for DLA employees.**
- 11) **I am not eligible for a GTCC, can I get a travel advance via DTS or PSD?**
No. The travel advance for Evacuation is separate and is prescribed by DFAS.
- 12) **If I do get an advance, when do I have to pay it back?**
Advances are paid back upon liquidation of the travel claim, if you received less than 75%, there will be no additional payments required. If you were overpaid, you will have to pay the overage after a letter of indebtedness has been issued.
- 13) **If my personal vehicle breaks down during the evacuation, will I be reimbursed for it by the government?**
No.

- 14) Will I be reimbursed for people who are not listed as dependents?**
No, only dependents listed in your Page 2/DEERS will be reimbursed. Also, the government is not responsible for the lodging cost of non-dependent personnel.
- 15) How long will it take to get reimbursed after submitting my travel claim?**
Travel claims are processed by DFAS Rome and could take up to 30-60 days to process
- 16) Is a rental car authorized if I do not own a vehicle?**
No, for members that do not have a POV a local travel allowance of \$25 per day will be authorized to assist with unexpected local transportation cost at the evacuation destination.
- 17) If I stay with a friend or a family member during the evacuation, will I still receive lodging reimbursement?**
No, but you will receive MI&E you must provide the exact address of the family residence.
- 18) Will I be reimbursed for pet fees charged by a hotel?**
No.
- 19) Am I required to use my GTCC or can I use my personal credit card?**
It is highly recommended to use your GTCC, if you have one, since no interest will be accrued and it's easier to prove expenses used when filing a claim.
- 20) Can my spouse use my GTCC?** No, only the member is the authorized user of the GTCC.
- 21) How long can I be on evacuation orders?**
Evacuation orders are issued based on the appropriate authority's decision but in extreme cases the maximum number of days is 180.
- 22) Is there anyone besides my supervisor who can help me deal with this and identify resources that I need in the aftermath?**
The disruption and loss caused by natural disasters, such as extreme weather—intense hurricanes, tornadoes, flooding, etc.—can be overwhelming. The DLA Employee Assistance Program (EAP) is available to help.
- EAP counseling services are available for those dealing with the emotional aftermath of natural disasters. The EAP provides 24/7 confidential assessment, referral, and short-term consultation for any personal concern, including: stress, grief, legal, financial and more.

Contact the EAP by calling 1-800-222-0364 or 1-888-262-7848 (TTY/TDD). Identify DLA as your servicing agency.

Note:

1. If member goes somewhere other than the safe haven location, all rates and entitlements will max out at the safe haven location entitlement rates.
2. Do not forget to file your travel claim within five days upon return to duty station.
3. In extended cases of evacuation, travel claims will be filed every 30 days.

B. SECTION 2 - OCONUS EVACUATION

The information in this guide will provide basic tools for planning and can be modified for local and specific while OCONUS. An evacuation can be declared due to political unrest, war, natural disaster, epidemic or any other hosts of reasons. Although no one can predict when or where an evacuation may happen, knowing what steps to take to prepare for an evacuation, and knowing what to expect after you have evacuated will help to ease your anxiety and worry. Everything in this guide is addressed in both the Joint Federal Travel Regulation (JFTR) chapter 6 for military families and the Joint Travel Regulation (JTR) chapter 6 for DOD civilian families. Unlike military members, a DOD civilian employee can also be evacuated.

1. PERSONAL PAPERS

Always keep important papers together in a safe place, and most importantly, up-to-date. Keep them in a separate container/briefcase so they will be ready at a moment's notice. Listed below are many (but necessarily all) of those important papers that you will need to **hand carry** from station to your safe haven:

- Passport, visa, and military identification card
- DD Form 1610 Evacuation Travel Orders (filed at the sponsor's office)
- Will and Power of Attorney
- Medical and dental records, shot records, pharmacy prescriptions
- Insurance policies and financial papers/documents
- Pet records (specifically current shot records)
- School records, transcripts, test scores, recommendations
- U.S. driver's license, auto insurance policies, car registration and title
- Cash in both U.S. and local currencies
- Birth certificate(s), naturalization certificate(s), adoption papers, marriage license
- Spouse's personal papers, resumes
- Household goods inventory list (pictures-digital or hard copy of possessions/furniture)
- Duplicate address book
- Listing of regular billing dates for all recurring expenses
- Listing of names, addresses, and phone numbers of doctors, dentist, lawyers, and other professional services personnel
- This Evacuation Guide

2. FINANCES

Family members should talk now about finances. For example, who will pay the bills and will it be on-line or by check? If you (the spouse) currently work outside the home, how will this affect your family's income? The bottom line is families must work out now how to handle the money hassles of an evacuation. Evacuees will receive allowances during an evacuation, but families will need to pay most expenses up front and get reimbursed later. Be prepared for the possibility that all expenses may not be covered.

3. PERSONAL PROPERTY INVENTORY

Have an up-to-date inventory of all personal property and household goods with appraised values. The inventory should list the item, quantity, cost, and date purchased of each item. Keep receipts of high-value items. You might want to photograph the more valuable items and either tape the information to the back of the photo or keep a CD of your pictorial inventory filed with the inventory list. Keep one copy of the inventory with you and another copy at a safe location in the U.S. The list should be amended periodically for additions and deletions.

4. POWER OF ATTORNEY

A child's well-being is always of concern during an emergency/evacuation. In case you might be away at the time of an emergency (any kind, not just an evacuation) you should have a Special Power of Attorney prepared. This will give someone on station the authority to make decisions on your child's behalf and to escort your child back to the States if you are absent or unable.

5. TRAVEL ORDERS

Someone in your sponsor's office should prepare a DD Form 1610 Travel Order for your family; (1 form per family) shortly after your arrival on station. You will need to provide your name and social security number and your children's names and birth dates. You will also have to decide where you want to safe haven (discussed later in this guide) and provide the location. The DD Form 1610 will be filed and used only if an evacuation is declared. If not used while you are on your overseas assignment, the document will be destroyed upon your departure.

6. AUTOMOBILES

In an evacuation where the Service Member or DOD Civilian employee must also leave station, instructions will normally be given as to what to do with privately owned vehicles. Cars may be gathered together in a safe, central location and reclaimed by their owners at a later date, or if the evacuation becomes permanent, shipped out when conditions permit. It might be necessary for you to leave a duplicate set of keys to the car with a designated person/office along with information on make, year and model of vehicle and the owner's name and U.S. address.

7. PETS

As of FY08 families on official evacuation orders from an OCONUS permanent duty station (PDS) are authorized funding to ship up to 2 pets to their safe haven location.

8. SELECTING A SAFE HAVEN LOCATON

Families should decide now where to go in the event of an evacuation. Department of State (DOS) will declare the United States as the safe haven location for the evacuees, but each family must decide where in the U.S. they want to go. The government will move families only one time to a safe haven location so take into consideration things such as public transportation, availability of temporary lodging facilities, public schools, military support offices, as well as proximity to family and friends. Since evacuations can last as long as six months, it is important to consider carefully where you want to safe haven. For military and DOD Civilian families who are from Alaska, Hawaii, Puerto Rico or other U.S Territories (U.S. OCONUS locations), and for foreign-born spouses who want to safe haven in their native countries (foreign OCONUS locations), an approval process is required. Below are steps you must take and things you should consider if you are deciding this option.

- For foreign OCONUS safe haven locations you must get DOS approval prior to leaving your overseas PDS, a process that usually takes only a day or two. U.S. OCONUS locations (i.e. Guam, Puerto Rico) do not require DOS approval.
- All OCONUS safe haven locations require approval from Office of the Under Secretary of Defense (OUSD) which can take several weeks. Once you have DOS approval you are authorized to travel to the OCONUS location, but in order to get reimbursed for your everyday living (per diem) expenses you must wait for OUSD approval. Although OUSD approves nearly all OCONUS requests, families must understand they are taking a risk. If OUSD does not approve their OCONUS request they will not get reimbursed for their living expenses (but travel expenses are still covered.)
- Support from your Service or Agency in foreign OCONUS and US territory safe haven locations is very limited.
- Department of Defense Education Activity (DODEA) will not fund education costs outside the members PDS. Therefore, any costs at the safe haven location associated with education are the family's responsibility.
- Families do not have access to the U.S. Embassy in the OCONUS safe haven location for things such as postal/pouch service, Health Unit, check cashing, etc.

9. EVACUATION PROCEDURES/PREPARING TO LEAVE POST

When DOS declares an evacuation they will indicate if it is an authorized or ordered departure. If it's ordered, families are required to depart post immediately or at the first reasonably available time. If it is declared an authorized (some refer to this as voluntary) evacuation, families can decide if and when they want to depart post. Please note: when a DOD family leaves post on evacuation orders (ordered or authorized) they will not be able to return to the overseas location until the evacuation has been officially lifted by DOS and announced by DOD. There will be a designated person in your sponsor's office that is responsible for evacuation procedures, including obtaining your airline tickets. Make sure that person has completed the DD Form 1610 Travel order (and provides you with a copy) and give him/her the following information:

- Safe haven location, city and state (actual address if you have it) or OCONUS location (if applicable)
- Name, phone number and/or email address of a Point of Contact (POC) for you in the U.S. (preferably at your safe haven location)
- Name and ages of your children

10. FAMILY SUPPORT REPRESENTATIVE

Each family who has chosen a safe haven within the 50 U.S. States and District of Columbia will be assigned a local Family Support Representative (FSR.) This person is located at the nearest military installation and is usually from the same military Service although sometimes from another Service when circumstances call for that. Either way, the FSR will assist the family with whatever needs they have in getting settled in their safe haven location and will remain in contact with the family throughout the entire duration of the evacuation. Civilian family members will be contacted by someone in their sponsor's state-side HQs who may or may not be close to the evacuee's safe haven location but will remain in contact with them throughout the evacuation. If you have not been contacted by a FSR within 2 to 3 days of arriving at your safe haven, contact your sponsor's overseas office or state-side HQ. Each evacuating family must complete a DD Form 2585 Repatriation Processing Center Sheet. Check with the Evacuation POC at your

sponsor's overseas office for a copy or ask your DLA Travel and Payroll POC for the form. Once completed give it to your DLA Travel and Payroll POC.

11. STOP MOVEMENT

When DOS releases a cable declaring an evacuation DOD will follow with a memo, part of which includes issuing a Stop Movement. This will immediately suspend travel for all DOD dependents to the evacuated location/country. If a family is preparing to depart on their Permanent Change of Station (PCS) to the evacuated location they will be prohibited from doing so. The Service member/DOD civilian employee must request permission from DOS to enter the country, which is usually granted, but the family will not be permitted to enter the country any time during the evacuation. If a family is caught in this situation, one of two outcomes will result.

- If the family has already sold/vacated their house, has an irrevocable contractual agreement for lease/resale of their residence, and/or had their household goods (HHG) packed, the family is identified as having disestablished their residence and will be placed on evacuation orders the day the family was scheduled to depart for their PDS.
- If the evacuation is declared prior to the family disestablishing their residence the family should immediately stop all moving preparations, i.e., vacating/selling their house and packing/shipping their HHG and car. Assuming the Service member is authorized to travel to the evacuated country, the family's situation will be treated the same as an unaccompanied assignment. The Service member will continue to receive a housing allowance for his family (as well as receive housing in the overseas location) and will also be entitled to separation pay.

If DOD Civilian family members are caught in a Stop Movement on their way to the overseas PDS and are in the same circumstances as the first example above, they will also be entitled to evacuation allowances. However, if they are on PCS orders to the evacuated country but do not meet the criteria of the first example then they will be eligible for Involuntary Separation Maintenance Allowance (ISMA) effective the date the employee begins official travel under assignment orders. Check with your sponsor's office for more details. A Stop Movement can also affect a family that has already PCSd and settled into their overseas location. If the family is away from the host country for any reason (personal leave/vacation, medical travel, Funded Environmental Moral Leave (FEML), etc.) at the time an evacuation is declared, the Stop Movement will apply to them as well. Again, the Service member/employee will need to request permission to return to post, which is granted most of the time. Although the family can also request permission to return to post, it is rarely granted. Therefore, starting on the day the family had intended to return to post but is now prohibited from doing so, they will be considered evacuees and their evacuation allowances (and travel to their chosen safe haven location if it is different from where they are) will begin.

12. DEPENDENT COLLEGE AND/OR BOARDING SCHOOL STUDENT

If the command-sponsored dependent of a Service member or DOD civilian is a student attending school away from post (either in the States or in another country) at the time of the evacuation, the student is not considered an evacuee until such time he/she would normally visit

his/her family (Christmas break, summer vacation, etc.) at the overseas location. The student's evacuation allowances begin the day he/she departs school. Whether the student joins the family at their safe haven location or moves to a separate safe haven location, he/she is entitled to full evacuation allowances for his/her first 30 days, regardless of whether the family's allowances have already dropped.

13. ENTITLEMENTS

Evacuation entitlements for all command sponsored family members can be found in the Joint Federal Travel Regulation (JTR), chapter 6. Below is an explanation of these entitlements, but you can also look on-line for further information. The sponsor's military Service funds the evacuation allowances for military families. Entitlements for DOD civilian family members are listed in the Joint Travel Regulation (JTR) chapter 6. These rules/entitlements are similar to those of DOS, but are funded by the civilian sponsor's parent office within DOD. Please note: Non-command sponsored dependents are only authorized one-way transportation to their U.S. safe haven. Per Diem allowances and return travel to the PDS are not authorized.

14. PER DIEM – MILITARY

Per Diem allowances for military command sponsored dependents while in a safe haven status are based on the Lodging-Plus System which provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum per diem allowance is the rate prescribed for the safe haven location and depends on the age of the family members.

15. PER DIEM – CIVILIAN

Some of the evacuation allowances for DOD command sponsored dependents of DOD state-side hired civilians are different than evacuation allowances of military families. Recommend DOD civilian families read the JTR, chap 6 (on-line) for more details of the Subsistence Expense Allowance (SEA) and other entitlements. Like the JFTR, safe haven location and family size will determine the amount of the allowable reimbursement.

Example Family and safe haven location: (actual dollar amounts depend on location)

Family Members: Mom, 14 year old, and 9 year old.

Per Diem rate: lodging \$100 per day and M&IE \$50 per day:

Family gets hotel suite for daily rate of \$175.00

• COMMERCIAL RATE

First 30 days: The first evacuee is authorized up to 100% of the lodging rate or 150% if they qualify for the Special Family Compensation (see JTR), plus 100% of the M&IE per day. Each additional evacuee 18 years and older is entitled to 100% M&IE and each evacuee under age 18 is entitled to 50% of M&IE. Please note, only the first evacuated dependent (usually the spouse) is authorized a lodging allowance and receipts are required for the lodging.

For lodging the Mom in our example family is entitled to \$150 per day (since there are three dependents in the family she qualifies for the Special Family Compensation.) Since the authorized maximum lodging amount for this family is \$150 per day, Mom will not be reimbursed for the entire cost of the hotel suite (\$175) because it exceeds the maximum allowable rate for the family.

For M&IE Mom is entitled to \$50, first child \$25, and second child \$25 totaling \$100. Family will receive the entire amount.

For days 31-179: The first evacuee's entitlement remains at 100% (or 150% if qualified for Special Family Compensation) of the lodging portion but the M&IE drops to 80% for each evacuee 18 and over and 40% for each evacuee under 18 years of age.

Mom is still entitled to \$150 per day for lodging but since the cost of the hotel suite (\$175) exceeds the maximum allowable lodging amount Mom will not be reimbursed for the entire cost of lodging.

For M&IE the rate has dropped and Mom is now entitled to \$40 per day, and both children are entitled to \$20 per day totaling \$80. Family will receive the entire amount.

• NONCOMMERCIAL RATE

If an evacuated family is residing with friends or family members, for the first 30 days only, they are entitled to a lodging allowance in an amount equal to 10% of the lodging per diem rate for their area.

The family is also entitled to the same M&IE entitlements as described above; 100/50% for the first 30 days and 80/40% for days 31-179.

16. UNACCOMPANIED BAGGAGE (UAB)

Evacuated families are entitled an UAB shipment in an amount not to exceed 350 pounds for each dependent age 12 and older, and 175 pounds for each dependent under age 12, with a maximum family limit of 1,000 pounds. The purpose of the shipment is for families to pack items they will need to sustain a temporary household, i.e. extra clothing, linens, toys, etc. However, please note that although UAB is shipped expeditiously, many times the shipment takes longer than expected, sometimes more than a month or two. Therefore do not ship "must-have" items such as medications, important papers, etc. in UAB.

17. AIR FREIGHT REPLACEMENT ALLOWANCE

If UAB cannot be shipped, or the family would rather not hassle with a shipment, an air freight replacement allowance may be authorized to help defray costs of items ordinarily part of the UAB that must now be purchased. The flat amounts are: one evacuated dependent-\$250.00; two evacuated dependents-\$450.00; three or more evacuated dependents-\$600.00. No receipts are required for this allowance. Note: If/when the evacuation is lifted and families are allowed to return to their OCONUS PDS, the family is then eligible to ship the purchased items as UAB using the weight restrictions listed above.

18. LOCAL TRANSPORTATION

Local transportation allowances are paid as a flat rate of \$25.00 per day, per family regardless of the number of dependents in the family. No receipts are required.

Command sponsored evacuated dependents are authorized reimbursement for transportation when required to travel from the safe haven location to obtain/renew a passport/military ID, or for medical screening required as a prerequisite to return to the member's PDS.

19. FILING VOUCHERS

To receive reimbursement for evacuation expenses, families need to complete DD-Form 1351-2.

20. HANGING SAFE HAVEN LOCATION

Changing a safe haven location can be difficult. It requires requesting/notifying the Service, DFAS, amending the family's evacuation orders and establishing a new per diem rate based on the new location. Make sure you discuss any decision regarding changing safe haven locations with your agency POC.

21. PROCEDURES FOLLOWING TERMINATION OF EVACUATION

Every 30 days DOS reviews the situation in country to determine if it is safe for families to return to post. If it is not, the evacuation will be extended for another 30 days. When it is finally safe for families to return to the PDS, DOS will release a cable indicating on what day the evacuation will be lifted. DOD will follow with a memorandum allowing military families and DOD civilian families to return.

Please note: DOD military and civilian families **must** wait for the DOD memo authorizing their return to their PDS. This memo usually takes one to three additional days after the DOS cable is released.

The memorandum will also indicate how long evacuation allowances will continue, usually an additional 10 days from the date of the DOD memo. Within this 10-day time frame families must:

- Give notice to vacate their lodging
- Contact travel with their orders (and DOD memo) to receive return tickets
- Contact transportation to arrange for UAB to be packed and shipped
- Disenroll the children from school and obtain their records
- Settle the last claim or save all contact POC information (name of person you've been dealing with, phone and fax numbers, email and mailing address, etc.) so the claim can be submitted after returning to the PDS
- Contact the FSR

If a family **wishes** to stay at their safe haven location beyond the 10 days following the lifting of the evacuation, they may do so, but per diem entitlements end after the 10th day. However, the evacuation order can still be used to obtain return airline tickets to the PDS even after this 10-day period.

There may be reasons a family **cannot** return to their PDS following the lifting of the evacuation. Examples of such reasons are:

- Service member/civilian employee has less than 60 days remaining on station and according to the JTR the family's return travel is not authorized. This can be waived but only with OSD approval.
- An evacuated family member is receiving medical care and is either too ill to return, is awaiting the results of a medical test or is waiting for follow-up treatment (get a doctor's statement indicating what the issue is.) Dependent children are nearing the end of their school term (usually within 30 days) and need to finish out the year in their current school (get a copy of the school calendar.)

If a family cannot return to the PDS, they can request for their safe haven allowances to continue until such time they can return. The request, with justification and documentation must go through the appropriate approval offices (check with your FSR.) If approved, a written

authorization will be provided. A copy of this approval must be submitted with the claim that covers the time beyond the 10-day grace period following the evacuation's termination.

22. POST DECLARED UNACCOMPANIED

Should DOS determine it is not safe for families to return to the host country, it will declare the post unaccompanied and families will not be allowed to return to post. This decision can come at any time during the evacuation but usually does not happen until the evacuation has gone the entire 6 months. By law an evacuation cannot exceed 179 days. Families should be in contact with their FSR during these procedures.

For military families, if the post is declared unaccompanied they will be directed to find a designated place and can either:

- Convert their safe haven to a designated place
- Relocate to a permanent location at government expense

Families are given 30 days to make the necessary arrangements and settle into their designated place/permanent location. Orders will need to be cut and families may qualify for Dislocation Allowance (DLA.) Families can have their HHG shipped from station and/or non-temporary storage (NTS), as well as their car.

Once the family has established residency, or on day 31 following the date indicated on the DOD memorandum (whichever comes first) they will no longer be entitled to evacuation funding, but the sponsor will begin receiving a housing allowance and separation pay.

For DOD Civilian families, if the post is declared unaccompanied they should apply for Transitional Separation Maintenance Allowance (TSMA) if they are residing in commercial lodging and for Involuntary Separation Maintenance Allowance (ISMA) if they are residing in non-commercial lodging. For further instructions recommend families review the JTR, chapter 6 and contact their sponsor's office.

Please note: DOD families must wait for the DOD memorandum describing the post as unaccompanied and directing them to find a designated place. This memo comes from the Office of Undersecretary of Defense and is needed to generate orders. If families move prior to this memo they could be responsible for all moving expenses.

23. FREQUENTLY ASKED QUESTIONS

- a. **What do I do if an evacuation is declared while I am traveling?** Before you travel, ensure your sponsor's office has a complete itinerary of your trip. Also, make sure your papers and documents are gathered into one location and that someone in the office knows where they are located. You might even consider leaving the keys to your quarters and car with someone in the office or American Embassy. If word of evacuation reaches you contact your sponsor's OCONUS office or CONUS HQ.
- b. **Is an advance per diem authorized to evacuated dependents?** An advance payment of per diem is authorized, normally up to 80% of the estimated entitlement for 30 days at the safe haven location. However, usually that advancement is taken out of the first submitted reimbursement claim. Therefore, if an advancement is needed, recommend the smallest amount possible be taken.
- c. **Why does the allowance decrease after 30 days?** The per diem rates were established to cover the cost incurred when living in lodging other than your home. Expenses during the first month are higher when dependents are getting settled (i.e., staying in high-cost hotel while searching for more suitable lodging, cost of utility hook-up, purchase food staples, etc.) Following this initial period 60 percent of the per diem rate is usually adequate to cover the cost of meals, lodging and incidentals. A waiver to increase the reduced per diem can be requested.
- d. **Why do per diem allowances for dependents vary between families?** Per Diem at a safe haven is based on (1) safe haven location, (2) number of dependents, (3) age of dependents, and (4) amount actually spent for lodging. Any one of these factors will change the amount of the allowance.
- e. **What expenses are covered by the lodging portion of the per diem paid?** Besides the cost of a hotel room or apartment, the lodging portion of per diem covers other charges that may or may not be added separately to your bill such as maid service, mobile home parking, utility connection, use and disconnection charges (electrical, gas, water, oil, sewer, etc.), monthly telephone user fees (not individual call charges), and cost of special user fees (cable TV and/or internet connection.) Please note: Be very careful with signing any kind of lodging lease. Check to be sure it has a special clause permitting termination due to official government orders. Recommend you check with your finance office for specifics.
- f. **What entitlements are authorized to a dependent who turns 21 while at the sponsor's permanent duty station?** A dependent who was moved at government expense to the member's PDS outside CONUS and who turns 21 years of age at the PDS or at a safe haven location, will be considered a dependent for transportation.
- g. **How will I receive medical care while I'm an evacuee?** If you are a DOD civilian family member follow the guidelines for your personal health care coverage. Military family members are entitled to TRICARE prime coverage while at your safe haven. The location of your safe haven will determine where you receive that coverage. Contact TRICARE (on-line or by phone), explain your circumstances and find out what is

available in your location. You can remain enrolled in your overseas TRICARE region for 60 days and still receive service anywhere in the US. Recommend after DOS makes the decision to extend the evacuation at the end of the first 30 days that you enroll in your local safe haven region sometime before the 59th day of your evacuation. If you do not re-enroll in the new area, and the evacuation extends beyond 60 days, you will be automatically converted to TRICARE Standard. You may experience difficulties with TRICARE when trying to make an appointment in the States while still enrolled in your overseas TRICARE location. If you are unable to convince TRICARE that you are authorized to remain enrolled in your overseas TRICARE region, show the TRICARE official a copy of the TRICARE Portability Letter signed by the DoD Surgeon General. Ask your FSR where to acquire this letter. If you are safe havening in a foreign OCONUS location there is no TRICARE Prime. TRICARE Prime in US OCONUS locations (i.e. Hawaii, Guam, etc.) varies so contact the regional TRICARE office for details. TRICARE Standard is always available but again, recommend you contact the regional TRICARE office for more guidance.

24. EVACUATION CHECKLIST

Before Leaving Station

1. You will need a DD Form 1610 travel order for yourself and children (one form per family.) This form may have been completed upon your arrival on station, but double check to make sure it is done and ensure the safe haven location is current/accurate.
2. Admin personnel in your sponsor's office on station will acquire your airline tickets.
3. The PDS admin office will be sending necessary information regarding your family to your sponsor's HQ. You will need to provide him/her with a state-side POC, phone number and email address either at your safe haven location or for a person living in the US with whom you stay in contact. If the personal email address you are using at your PDS is accessible at your safe haven location, be sure and provide it as well.
4. Let the admin person know if someone will be meeting you at the airport of your final destination.
5. Prior to leaving country under evacuation orders, the admin personnel should provide you with a blank copy of a DD Form 2585 (which does not have to be completed prior to leaving post, but should be done before or shortly after arriving at you safe haven.) You should also receive a copy of the TRICARE Portability Letter.
6. Get an email address and web site from your children's school. Even if you enroll your children in a school in the states, it is important for them to keep up with their classes overseas if there's any chance you might return to your PDS assuming the evacuation is lifted.
7. Normally you are allowed two checked-through suitcases per person (check with the airlines to make sure there are no unusual restrictions.) Recommend you use the full amount of baggage allowed. Since you are on official government orders you should not be charged a baggage fee, but if you are it is reimbursable (keep the receipt.) However, you are not authorized excess baggage or overweight baggage.
8. You are also entitled to an unaccompanied baggage (UAB) shipment. Check with your sponsor' admin office (and this guide) for weight specifics and shipping procedures.
9. If you are unable or don't want to ship UAB you are then entitled to the Air Freight Replacement Allowance. Check with the admin office or this guide for specifics. Note: you get UAB or Air Freight Replacement Allowance, not both.
10. If no one is planning on meeting you at the airport of your final destination let your sponsor's office know so he/she can relay that information to the HQ repatriation POC back in CONUS.

After Arriving at Safe Haven

1. If at all possible a DOD representative should have met you at the airport of your safe haven destination (unless the HQ repatriation POC was notified that family or friends were meeting you.) This person will collect the DD Form 2585 (or let you know where to send it) and provide you with his/her phone number and/or email address (if not, ask for it.)
2. Within a day or two of arriving at your safe haven you will be contacted by a Family Support Representative (FSR) from either your sponsor's Service or DoD Civilian HQ. This person may

be the same DOD representative that met you at the airport or someone different, but will stay in contact with you throughout the duration of the evacuation.

3. If you are not contacted within a day or two after arriving at your safe haven by the above individual call your sponsor's designated HQ repatriation POC and let him/her know.

4. Ask what finance office you need to work with for filing your vouchers either through your FSR or your spouse's HQ Repatriation POC.

5. Contact your FSR if you are going to be away from your safe haven for more than a few days and provide a telephone number as to where you can be reached (or make sure your cell phone has coverage in that other location.)

General Reminders

1. Keep all lodging receipts (hotel bill, apartment rent, etc.) and receipts associated with lodging (electric bill, phone/cable hook-up charges, etc.)

2. If you realize the cost of your lodging will exceed the maximum allowable rate once the per diem drops, (which is most likely if you are a single evacuee (i.e. spouse only, meaning no children) contact your FSR for assistance in the process for requesting the lodging remain at a rate that will cover your costs. Please note: you must also show why you were not able to find lodging that stayed within the per diem rate (i.e. needed lodging close to public transportation, your safe haven location has seasonal rates which increased after the first 30 days, etc.)

3. You do not need receipts for your "in and around" transportation, or the air freight replacement allowance, but don't forget to list the transportation on each voucher, and the air freight replacement allowance on your first voucher.

4. The cost of renting furniture, car seat, vacuum cleaner, and other such items, is reimbursable (check with your FSR and finance officer), but the cost of purchasing these items is not; NO EXCEPTIONS. Keep all receipts.

5. If you are enrolled in TRICARE overseas you are eligible to use TRICARE Prime in the States. If the local TRICARE office questions your eligibility because you are not enrolled in the local region, contact your FSR or the regional TRICARE office. Because this happens quite often, it is recommended that you print a copy of the TRICARE portability letter and carry it with you. It is also recommended you enroll in the local TRICARE region if the evacuation is extended beyond 30 days.

6. Check the expiration date of your passport, visa, ID card, etc. If you think they might expire while you are out on evacuation give yourself plenty of time to renew them. Transportation to and from the passport/ID office is reimbursable.

Evacuation from a PDS OCONUS to a Safe Haven in the CONUS while in the CONUS on Authorized Leave (JTR, par. 060205.B, Table 6-17)

Note: Rates used in these examples may not be current and are for illustrative purposes only.

The following apply to safe haven evacuation allowance computations:

- For the first 30 days, each dependent age 12 or older is authorized a safe haven evacuation allowance limited to the full locality per diem rate. For the first 30 days, each dependent under age 12 is authorized a safe haven evacuation allowance limited to 50 percent of the locality per diem rate.
- A lodging receipt is required for reimbursement of lodging expenses. No itemization or receipts are required for M&IE.

- Beginning on the 31st day, the safe haven evacuation allowance is up to 60 percent for a dependent age 12 or older and up to 30 percent for a dependent under age 12 of the applicable locality per diem rate, unless otherwise authorized in Chapter 6.

Scenario: A Service member, his or her spouse, and one child over age 12 were in a location in the CONUS on authorized leave (either COT or FEML) from July 25 to August 15 when a dependent evacuation was ordered effective August 1 from the Service member's PDS OCONUS where the dependents were command-sponsored. The Service member contacted the command at the PDS and was directed to return. The Service member departed the leave point to return to the PDS on August 3. The dependents were determined to already be at a safe haven and were authorized safe haven evacuation allowances at that location beginning on August 16, the date the dependent would have returned to the Service member's PDS had the evacuation not prevented the return. The Service member's spouse and child stayed in the home of the spouse's parents. The maximum locality per diem rate for the location in the CONUS at that time was \$192 (136/\$56). No lodging allowance is reimbursed when a dependent stays with a friend or relative.

First 30 Days at the Safe Haven

Step 1: Determine the maximum daily amount for the first 30 days for the Service member's two dependents.

Maximum Lodging	M&IE		Total
Service member's spouse (100%)	\$136.00	\$56.00	\$192.00
Child, age 12 or older (100%)	\$136.00	\$56.00	\$192.00
Maximum total daily amount for 1st 30 days	\$272.00	\$112.00	\$384.00

Step 2: Determine the actual total daily amount reimbursed for the first 30 days, not to exceed the maximum amounts shown in Step 1.

Actual Lodging	M&IE	Total
\$0.00	\$112.00	\$112.00

Total Daily Amount for the Two Dependents for the First 30 Days \$112.00

Step 3: Multiply the daily amount by 30 days.

30×\$112.00

Total Amount for the First 30 days: \$3,360.00

