

Knowing When to Evacuate

The decision of local civil officials to evacuate is not sufficient since civil officials cannot obligate expenditure of DoD funds. The Department of State (DoS) decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3 of the JTR. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

Entitlements are only paid for authorized/ordered evacuations that have been directed by competent DoD/DoS or USD (P&R) authority.

Safety should be your first concern. Individual travel orders will be coordinated through your parent command. For procedures pertinent to evacuation information, stay tuned to the social media outlet for your specific region, as well as announcements by your Region or Installation Chain of Command.

Safe Haven (Evacuee Choice)

1. 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.
2. For evacuations from a foreign location, an alternate safe haven in a non-foreign location OCONUS must be authorized or approved by the USD (P&R).
3. For evacuations from CONUS or non-foreign OCONUS locations, an evacuee may request an alternate safe haven in a non-foreign location OCONUS from the Secretary concerned. Approval from the Secretary concerned is not required when the evacuation authority in Table 6-2 authorizes a non-foreign location OCONUS as the safe haven.

Local Travel Allowance

Military Dependents: 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). No receipts are required and the allowance must be claimed on the evacuee's travel claim. This allowance is intended to partially offset expenses incurred for required local travel by whatever means between the place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, post office, pharmacy, and similar destinations in the area.

Civilian Employee Dependents: Department of State Standardized Regulations (DSSR) 631(b) does allow for a local transportation allowance at the safe haven. In the absence of a POV at a safe haven, a transportation allowance to assist with unexpected local transportation costs may be paid in the amount of \$25 per day, regardless of family size.

Rental Cars: Not authorized at the safe haven.

Pets

An evacuee from a Foreign PDS is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

Lodging at the Safe Haven

Reimbursement for lodging will be based on the safe haven locality rate, or standard CONUS rate if the location is not listed and calculated based on the number of authorized travelers (see Entitlement Calculation section). Rates can be found on the DTMO per diem rate query page (see helpful websites). Itemized hotel receipts and receipts for authorized expenses \$75.00 and over are required and reimbursement will be based on amount paid, not to exceed the maximum daily lodging cost allowed for the applicable location. ***Only itemized lodging charges are considered for reimbursement.***

Online booking receipts often itemize lodging costs but combine taxes and fees. In such cases only the room cost is reimbursed because the receipt does not itemize taxes and fees. Lodging reimbursement is not authorized for evacuees staying with friends or family.

Hotel pet fees are considered a personal expense and cannot be claimed for reimbursement.

Entitlement Calculation

Military members ordered to depart an area being evacuated must be placed in a TDY or PCS status. Therefore, members will receive TDY or PCS entitlements based on evacuation circumstances.

Civilian employees and authorized dependents are authorized a daily per diem allowance (lodging, meals, and incidentals) while traveling from the PDS to the safe haven and while at the safe haven location. The amount is based on the rate authorized for the area (locality) NTE the order radius. For the first 30 days, evacuees 12 years old and above receive 100% of the local per diem rate. Those under 12 receive 50%. On the 31st day at the safe haven, and up to the 180th day, those 12 years old and above receive 60%; those under 12 receive 30%.

Example: First 30 days, an adult (100%) and two children, both under 12 ($50\% \times 2 = 100\%$), would receive reimbursement NTE 200% of the safe haven location. If safe haven per diem rate is \$75/night lodging and \$45/night M&IE, maximum reimbursement would be: \$150/night for lodging ($\$75 \times 200\%$) and daily reimbursement of \$90 for M&IE ($\$45 \times 200\%$).

Only one safe haven location is authorized. If travelers relocate to another location after arrival at the safe haven location, reimbursement is limited to the safe haven locality rate.

Meals and Incidentals

Reimbursement for meals and incidental expenses (M&IE) will be based on the safe haven locality rate or standard CONUS rate (if location is not listed) and calculated based on number of authorized travelers (see entitlement calculation section). Receipts are NOT required.

Government Travel Charge Card

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel. Use of the card for expenses not authorized by the JTR is prohibited. Authorized GTCC expenses include lodging, meals, gas, and cash withdrawals during an authorized/ordered evacuation. Split disbursement is mandatory when settlement voucher(s) are filed and the cardholder is required to make full payment.

Navy & Marine Corps Relief Society (NMCRS)

Active Duty Members may be eligible for Financial Assistance or a Quick Assist Loan (QAL) in situations of financial emergency. Please call (800)-654-8364 or visit <https://www.nmcrs.org/> for additional information. The NMCRS does not provide loans to civilian employees.

Post Evacuation

Per Diem will stop on the effective date of the termination message/order. A final voucher is required, regardless of if an advance was received. If an advance was received, the amount already received will be deducted from your final voucher payment. If the advance received exceeds the amount authorized, a debt will be incurred and the traveler will be required to repay the overpaid amount. Coordinate with your command leadership to determine travel claim submission guidance.

Required Travel Claim Documents

Note: JTR, par. 010302. A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. (i.e., personal insurance claims).

- DD FORM 1351-2, MAY 2011 (Travel Voucher)
- DD FORM 1610, MAY 2003 (TDY Order)

- Electronic Funds Transfer (EFT) Information
- **Itemized lodging receipts in the traveler's name**
- Receipts for claimed expenses of \$75 or more

Important Terms and Definitions

Permanent Duty Station (PDS): The post of duty or official station of a member or an employee's permanent work assignment location.

Travelers: For the purpose of this guide, refers to all persons authorized to travel under the evacuation order from the PDS (active duty military and their dependents, civilian employees and their dependents, and NAFI employees and their dependents).

Safe Haven: A temporary location named in the evacuation order/authorization to which travelers are directed to relocate to await a decision by competent authority to either return to the PDS or proceed to a designated place.

Designated Place (For Evacuation Allowances): A location selected by evacuated dependents, as the place where they choose to establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future.

Per Diem: A daily payment to assist with expenses for lodging, meals and related incidental expenses.

Helpful Links

Per Diem Rates Query Tool:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Joint Travel Regulations:

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Government Travel Card:

<https://home.cards.citidirect.com>

My Pay:

<https://mypay.dfas.mil/mypay.aspx>

Military One Source:

<https://www.militaryonesource.mil/>

COMMANDER, NAVY INSTALLATIONS COMMAND AUTHORIZED/ORDERED



OCONUS EVACUATION

ENTITLEMENT

TRI-FOLD

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<https://navyfamily.navy.mil>
NFAAS: 1-877-414-5358

Information in this pamphlet is general in nature and subject to change. Each traveler's entitlements are treated separately based on individual circumstances.