

VOLUME 9, CHAPTER 7: “EVACUATION ALLOWANCES”**SUMMARY OF MAJOR CHANGES**

Changes are identified in this table and also denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [February 2023](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Verified and updated references, updated hyperlinks and formatting to comply with current administrative instructions, and made clarifying editorial changes.	Revision
All	This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff in accordance with DoD Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case 24008. Any conflict between this publication and the Joint Travel Regulation (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 7

EVACUATION ALLOWANCES

1.0 GENERAL

1.1 Purpose

This chapter provides general financial policy for evacuated military/uniformed member dependents and civilian employees and/or their dependents. Personnel evacuations require special handling by finance officers at the evacuation point, safe haven, and designated places. The processing of evacuees requires patience, tact, and expeditious service.

1.2 Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations ([JTR](#)), the Department of State Standardized Regulations ([DSSR](#)) [§ 600](#), and Office of Personnel Management regulations codified in Title 5, Code of Federal Regulations ([CFR](#)), [§§ 550.401 through 550.409](#). See the JTR Tables 6-1 through 6-12 to identify the official responsible for announcing the evacuation and identifying the safe haven locations.

2.0 EVACUATION ADVANCES AND PAYMENTS

2.1 Orders

Copies of the departure orders support evacuation advances and payments. If departure orders are not available, refer evacuees to the local personnel organization. The Defense Travel System does not support evacuation travel. For more information see the Defense Travel Management Office's ["Who may use the Defense Travel System"](#) document. Evacuees requiring advances should use an available automated teller machine (ATM) or electronic funds transfer (EFT) once they have departure orders. If no ATM is available and/or EFT cannot be used, the supporting disbursing office may use an alternate payment method.

2.2 Evacuation From Foreign Locations

2.2.1. Military Member Dependents. The JTR, Chapter 6, sections 0602 and 0603 cover allowances for the dependents of Service members authorized or ordered to evacuate from locations outside the continental United States. Uniformed members are not evacuated; however, they may be issued orders for temporary duty (TDY) travel as required.

2.2.2. DoD Civilian Employees and/or Families. Title 5, United States Code ([U.S.C.](#)), section 5725 ([5 U.S.C. § 5725](#)) provides authority for transportation at the Government's expense for an employee's dependents and household goods to a safe haven location when an evacuation is authorized or ordered. The JTR, Chapter 6, section 0604 addresses regulations governing evacuations from foreign areas. [Title 5 U.S.C. § 5522](#) provides authority for advance pay, allowances, and differentials when an employee and/or their dependents are authorized or ordered

to evacuate the employee's permanent duty station. The DSSR, section 600, "Payments During An Ordered/Authorized Departure" relates to the evacuation of civilian employees of the United States and their dependents from or within any foreign area.

2.3 Evacuations From United States and Non-Foreign Outside the Continental United States (OCNUS) Locations

2.3.1. Military Member Dependents. The JTR, Chapter 6, sections 0602 and 0603 cover allowances for the dependents of Service members authorized or ordered to evacuate from locations within the United States. Uniformed members are not evacuated; however, they may be issued orders for TDY travel as required.

2.3.2. DoD Civilian Employees and/or Families. Evacuations within the United States and non-foreign OCONUS locations (including evacuations during a pandemic health crisis) are administered under authority cited in 5 CFR 550.401 through 550.409.

2.3.2.1. Authorized management officials must announce a safe haven when ordering an evacuation. A safe haven is defined as the area to which an employee or dependent will be or has been evacuated. In the case of a pandemic health crisis, an agency may order employees to evacuate their worksites and perform work from home or a mutually agreeable alternative location. During this time, the agency may designate the employee's home or alternative location as a safe haven. After determination and announcement of the safe haven, and the authorized management official has provided their approval, evacuation payments may be provided to evacuated employees. Evacuation payments cover the period of time during which the evacuation order remains in effect, unless terminated earlier for failure to perform work or for reasons listed in 5 CFR 550.407, but must not exceed 180 days.

2.3.2.2. Employees in the United States ordered to evacuate their official duty stations and perform work from their homes (or alternative locations mutually agreeable to the agency and the employees) may be eligible for special allowance payments to offset the direct added expenses incidental to travel (e.g., travel expenses and per diem) outside the limits of their official duty station under 5 CFR 550.403.

2.3.2.3. Determination of special allowances is made in accordance with (IAW) 5 CFR 550.405. En route travel and transportation for an evacuated employee and the transportation expenses for the dependents to the safe haven are as prescribed for TDY travel in the JTR, Chapter 2. Per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee as determined IAW the JTR, except that the rate for dependents under age 12 is one-half of this rate. Per diem for both the employee and dependents is payable from the departure date from the evacuated area through the arrival date at the safe haven, including any en route delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

2.3.2.4. Pursuant to 5 CFR 550.405, subsistence expenses for an evacuated employee and/or dependents must be determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been approved by the responsible official designated

by the Secretarial process. See also JTR, Chapter 6, paragraph 060103. Subsistence expenses are to be paid beginning on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis pursuant to the guidelines contained in 5 CFR 550.405(b). Payment of subsistence expenses is decreased by the applicable per-person amount for any period for which the employee is authorized regular travel per diem IAW the JTR.

2.4 Finance Office Guidance

The finance office that supports the evacuation point or safe haven area must assist any evacuated traveler with all financial matters. The assistance provided may include the following:

2.4.1. A briefing sheet that includes the finance office's phone number(s), mailing address, and hours of operation;

2.4.2. A description of evacuation entitlements;

2.4.3. A listing of documentation required for advances and payments. The finance office should advise dependents to submit a photocopy of the front and back of their identification (ID) card with each claim submission; and

2.4.4. Information on when, where, and how to submit claims for advances and payments. If problems are encountered, the finance office should contact the appropriate DoD component.

2.5 Claims

2.5.1. Claims Preparation. All claims for payment of evacuation allowances should be submitted to the appropriate supporting DoD component. The supporting finance office must assist evacuees with claim preparation. Each evacuee must be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim paid by any or all Government agencies must be disclosed upon submission of the claim. This is to avoid duplicate payments IAW the JTR, paragraph 010302. Any duplicate payments must be repaid to the Government.

2.5.2. Payment Method. Initial evacuation advance payments are usually mass evacuation payments. Finance offices are encouraged to use DoD **(DD) Form 1351-6**, Multiple Payments List, as a supplement to **DD Form 1351-2**, Travel Voucher or Subvoucher, to expedite payments. However, this alternative payment method does not lessen the need for proper documentation. Payments to dependents must be made only upon presentation of a valid travel order issued by a competent authority.

3.0 ID OF EVACUEES

3.1 ID Available

United States Uniformed Services ID and Privilege Cards; [Common Access Cards](#); Geneva Convention Cards; passports; or other forms of picture ID are acceptable forms of identification to process payments to evacuees.

3.2 ID Not Available

If the evacuee has no picture ID available, two witnesses may vouch for the evacuee by signing a statement verifying the identity of the evacuee. Each witness must show acceptable ID as indicated in paragraph 3.1 and provide their permanent address. The lack of adequate ID delays service to an evacuee; however, every reasonable effort must be made to accommodate an evacuee lacking adequate identification.