

CHAPTER 7

EVACUATION ALLOWANCES0701 GENERAL

Personnel evacuations require special handling by disbursing office staffs at the evacuation point, safehaven, and designated places. The processing of evacuees requires patience, tact and expeditious service.

0702 MEMBERS' DEPENDENTS

070201. Overseas. Information on evacuations from overseas areas for a Service member's dependents is released by message from the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) or other responsible official designated by paragraph U6003-A, JFTR. The message announcing the evacuation outlines the safehaven locations. The JFTR evacuation applies to both command and noncommand-sponsored dependents for members stationed overseas. It further applies to command sponsored dependents who are en route to establish a residence with the member, and to student dependents who are authorized to travel to the member's PDS. (NOTE: Entitlement to evacuation allowances is based on command sponsorship of the dependents. Command sponsorship is a personnel decision and should be reflected in the evacuation order.)

070202. CONUS. Information for evacuations within CONUS is released by the USD(P&R) or other responsible official designated by paragraph U6051-A, JFTR. The message announcing the evacuation will designate the safehaven location. 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.

0703 EMPLOYEES AND THEIR DEPENDENTS

The Office of Personnel Management, in conjunction with the USD(P&R), issues policy for DoD civilian employees. The JTR, chapter 12 and appendix J, governs evacuation in foreign countries. Title 5, United States Code, and the Federal Personnel Management Supplement (references (f) and (g)) govern evacuation from all other locations. These directives set forth the authority and procedures for paying employees and their dependents who are evacuated.

0704 EVACUATION ADVANCES AND PAYMENTS

070401. Orders. Evacuation advances and payments must be supported by copies of the departure orders. If such orders are not available, refer evacuees to the local personnel organization. Evacuees requiring advances should use the available ATM or EFT once they have departure orders. If no ATM is available or EFT cannot be used, an alternative payment method may be used by the disbursing office.

070402. Evacuated from Foreign Locations. Dependents of Service members should present a DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances) in order to receive such allowances. Payments to dependents of DoD employees should be made only upon presentation of a DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees).

070403. Disbursing Officer Guidance. The disbursing officer servicing the evacuation point or safehaven areas should assist any evacuated traveler with all financial matters. The assistance provided can include the following:

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

B. A description of evacuation entitlements;

C. A listing of documentation required for advances/payments. Advise the dependents to submit a photocopy of the front and back of the ID card with each claim submission; and

D. When, where and how to submit their claims for advances/payments. Advise evacuees that all claims after the initial one will be handled through the mail.

(NOTE: If problems are encountered, the disbursing officer should contact their respective DoD Component.)

070404. Claims. The disbursing officer should assist evacuees with claim preparation. Each evacuee must be asked about advances or previous payments. (NOTE: Initial evacuation advance payments are usually mass evacuation payments. Disbursing office personnel are encouraged to use "multiple travel payment list" vouchers to expedite payments. This alternative payment method does not lessen the need for proper documentation.)

0705 IDENTIFICATION OF EVACUEES

070501. Identification Available. Armed Forces/dependent identification cards, passports, or other forms of picture ID are sufficient identification to pay evacuees.

070502. Identification Not Available. If the evacuee has no picture identification whatsoever, two witnesses may vouch for the evacuee. Each witness will sign a statement as to the identification of the evacuee. The witnesses will provide identification indicated in paragraph 070501, above, as well as their permanent address. The lack of adequate identification will delay service to any evacuee; however, every effort will be made to accommodate the evacuee.