

<p style="text-align: center;">SUMMARY OF CHANGES TO DOD 7000.14-R, VOLUME 9, CHAPTER 7 “EVACUATION ALLOWANCES”</p> <p style="text-align: center;">Substantive revisions are denoted by a ★ preceding the section, paragraph, table or figure that includes the revision</p>		
PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
0701	Incorporated full name for the Joint Federal Travel Regulations and the Joint Travel Regulations.	Update
070202.A	Added paragraph to identify regulatory references for military member dependents evacuated from a foreign location.	Addition
070202.B	Added paragraph to identify regulatory references for Department of Defense (DoD) civilian employees and/or families evacuated from a foreign location.	Addition
070204	Moved the requirement for dependents to present a DD Form 1610, “Request and Authorization for Temporary Duty Travel of DoD Personnel,” for evacuation claims from paragraph 070202 to paragraph 070204.	Update

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CHAPTER 7

EVACUATION ALLOWANCES★0701 GENERAL

Personnel evacuations require special handling by disbursing officers at the evacuation point, safehaven, and designated places. The processing of evacuees requires patience, tact and expeditious service. The Joint Federal Travel Regulations ([JFTR](#)), Volume 1, Chapter 6, is the regulatory guidance for military family evacuation. The Joint Travel Regulations, ([JTR](#)), Volume 2, Chapter 12 and [Appendix I](#), address Department of Defense (DoD) civilian employees and/or families evacuation entitlements. The Office of the Under Secretary of Defense (Personnel and Readiness), or other designated responsible official announces the evacuation and outlines the safe haven locations.

★0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders. Evacuation advances and payments shall be supported by copies of the departure orders. If such orders are not available, refer evacuees to the local personnel organization. Evacuees requiring advances shall use an available automated teller machine (ATM) or electronic funds transfer (EFT) once they have departure orders. If no ATM is available or EFT cannot be used, the supporting disbursing office may use an alternative payment method.

070202. Evacuation from Foreign Locations

A. Military Member Dependents. JFTR, Chapter 6, Part A covers allowances for the dependents of uniformed personnel 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, as required.

B. DoD Civilian Employees and/or Families. Title 5 U.S.C. section 5725 provides authority for transportation at government expense for an employee's dependents and household goods to a safe haven location when an evacuation is authorized or ordered. JTR Chapter 12 and Appendix I, Part A, address regulations governing evacuation from foreign areas. Title 5 U.S.C. section 5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized or ordered to evacuate the employee's permanent duty station. See JTR Appendix I, Part A for an annotated extract of the Department of State (DOS) Standardized Regulations, Chapter 600, modified to relate to DoD civilian employees. The DOS regulations apply for evacuations from, or within, any foreign area.

070203. Disbursing Official Guidance. The disbursing official that supports the evacuation point or safe haven area shall assist any evacuated traveler with all financial matters. The assistance provided may 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 and payments. Advise the dependents to submit a photocopy of the front and back of the identification (ID) card with each claim submission.
- D. Identification of when, where and how to submit claims for advances and payments. Advise evacuees that all claims after the initial one are handled through the mail. If problems are encountered, the disbursing officer should contact the appropriate DoD Component.

070204. Claims. The supporting disbursing officer shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments. Initial evacuation advance payments usually are mass evacuation payments. Disbursing officers are encouraged to use "multiple travel payment lists" vouchers to expedite payments. This alternative payment method does not lessen the need for proper documentation. [Payments to dependents shall be made only upon presentation of a DD Form 1610, "Request and Authorization for Temporary Duty Travel of DoD Personnel."](#)

0703 IDENTIFICATION OF EVACUEES

070301. Identification Available. DD Form 1173, "United States Uniformed Services ID and Privilege Cards"; DD Form 2750, "Senior Executive Service ID Card"; DD Form 2765, "ID and Privilege Card"; DD Form 2764, "Civilian Geneva Convention Card"; passports; or other forms of picture ID are sufficient identification to pay evacuees.

070302. Identification Not Available. If the evacuee has no picture ID whatsoever, two witnesses may vouch for the evacuee. Each witness shall sign a statement as to the identification of the evacuee. All witnesses shall show ID indicated in paragraph 070301, above, as well as provide their permanent addresses. The lack of adequate identification delays service to any evacuee. However, every effort must be made to accommodate the evacuee.