

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

All changes are 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 2017** 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 Department of Defense Instruction 5154.31, Volume 5, dated October 16, 2015, as PDTATAC Case RR18021. Any conflict between this publication and the Joint Travel Regulations (JTR) is resolved based on the JTR and not this publication.	Revision

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CHAPTER 7

EVACUATION ALLOWANCES

0701 GENERAL

070101. 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.

070102. Authoritative Guidance

This chapter provides guidance under authorities contained in statute, Joint Travel Regulations ([JTR](#)), Department of State Standardized Regulations ([DSSR](#)), and Office of Personnel Management regulations codified in Title 5, Code of Federal Regulations ([CFR](#)), sections 550.401 through 550.409. The Office of the Under Secretary of Defense (Personnel and Readiness) or another designated responsible official will announce the evacuation and identify the safe haven locations.

0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders

Copies of the departure orders support evacuation advances and payments. If departure orders are not available, [evacuees must be referred](#) to the local personnel organization. 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.

070202. Evacuation From Foreign Locations

A. Military Member Dependents. The JTR, Chapter 6, [paragraphs 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.

B. Department of Defense (DoD) Civilian Employees and/or Families. [Title 5, United States Code \(U.S.C.\), section 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, [paragraph 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, Chapter 600](#)

relates to the evacuation of civilian employees of the United States from or within any foreign area.

070203. Evacuations in the United States (Including Evacuations During a Pandemic Health Crisis) Under Authority Cited in 5 CFR 550.401 through 550.409

A. Authorized Management Officials. 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 555.407, but must not exceed 180 days.

B. Allowances for Evacuations Within the United States

1. 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 receive 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. Determination of special allowances is made in accordance with (IAW) 5 CFR 550.405. En route travel expenses and per diem for an evacuated employee and the transportation expenses for the dependents 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.

3. 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.

070204. 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:

- A. A briefing sheet that includes the finance 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. 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
- D. 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.

070205. Claims

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. 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.

0703 ID OF EVACUEES

070301. ID 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 acceptable forms of identification to process payments to evacuees.

070302. 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 070301 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.