

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

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * 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 November 2009 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
ALL	Verified formatting and references.	Update
ALL	Replaced hyperlink website addresses with new ones provided by the Defense Travel Management Office (DTMO), Per Diem Travel and Transportation Allowance Committee (PDTATAC).	Update
070204.D Previous Version	Deleted the second sentence, which advised evacuees that all claims after the initial one were handled through the mail.	Delete

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CHAPTER 7

EVACUATION ALLOWANCES

0701 GENERAL

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. Joint Federal Travel Regulations ([JFTR, Volume 1, Chapter 6](#)) is the regulatory guidance for military family evacuation. Joint Travel Regulations ([JTR, Volume 2, Chapter 6, Part D](#)) 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 will announce the evacuation and identify the safe haven locations.

0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders

Copies of the departure orders shall support evacuation advances and payments. If such orders are not available, then refer evacuees to the local personnel organization. Evacuees requiring advances will 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, then 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, United States Code \(U.S.C.\), 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 6, Part C](#) addresses regulations governing evacuations 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, Chapter 6, Part C](#) 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. Evacuations in the United States (Including Evacuations During a Pandemic Health Crisis) Under Authority Cited in Title 5 Code of Federal Regulations (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 is evacuated. In the case of a pandemic health crisis **during which** the agency orders employees to evacuate their worksites to perform work from home or an alternative location, the authorized management official may designate an employee's home or an alternatively mutually agreeable location (to include a location under quarantine or confinement) 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 may not continue for more than 180 calendar days after the effective date of the evacuation order and the order remains in effect, unless terminated earlier for failure to perform work or for one of the other reasons listed in 5 CFR, section 550.407.

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, section 550.403.

2. Enroute travel expenses and per diem for an evacuated employee and the transportation expenses for the dependents are as prescribed for Temporary Duty (TDY) travel in the JTR. In addition, per diem is authorized for dependents of an evacuated employee at a rate equal to the rate payable to the employee as determined in accordance with (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 enroute delay period that is beyond an evacuee's control or that may result from evacuation travel arrangements.

3. IAW 5 CFR, section 550.405, subsistence expenses for an evacuated employee and/or dependents are determined at applicable per diem rates for the safe haven or for a station other than the safe haven that has been authorized/approved by the responsible official designated by the Secretarial process. Subsistence expenses begin to be paid on the date following arrival and may continue until terminated. The subsistence expenses are computed on a daily rate basis per guidance contained in 5 CFR, section 550.405. 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 Official 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. Advise the dependents to submit a photocopy of the front and back of the identification (ID) card with each claim submission; and
- D. Identification of when, where, and how to submit claims for advances and payments. If problems are encountered, then 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, from any or all Government agencies, must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with [JFTR, Chapter 1, Part A, paragraph U1000-D](#), and [JTR, Chapter 1, Part A, paragraph C1001-D](#). Initial evacuation advance payments usually are mass evacuation payments. Finance offices are encouraged to use [Department of Defense \(DD\) Form 1351-6](#), “Multiple Payments List” as a supplement to [DD Form 1351-2](#), “Travel Voucher or Subvoucher” to expedite payments. This alternative payment method does not lessen the need for proper documentation. Payments to dependents **must** 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, then two witnesses may vouch for the evacuee. Each witness **must** sign a statement as to the identification of the evacuee. All witnesses **must** show ID indicated in paragraph 070301 and provide their permanent addresses. The lack of adequate identification delays service to any evacuee. Every effort must be made, however, to accommodate the evacuee.