



# NonCombatant Evacuation Operations Quick Reference Guide for Army Personnel and DA Civilians

**Version 1.1**

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**Prepared by**

**Fort Carson Defense Military Pay Office/ 230th Financial Management Company**

## INTRODUCTION

The purpose of this guide is to provide basic information to a Uniformed Service member dependent (s) and a Department of Defense (DoD) civilian employee/dependent (s) so they may be aware of procedures during and after evacuation. No two evacuations are exactly alike, but the information in this guide provides basic tools that can be modified for local and specific use.

This guidebook addresses allowances authorized in the Joint Federal Travel Regulations, Volume 1 (JFTR) Chapter 6 for Uniformed Service member dependents and the Joint Travel Regulations, Volume 2 (JTR) Chapter 6 for DoD civilian employees/dependents. Unlike Uniformed Service members, a DoD civilian employee can also be evacuated.

Suggestions from families, military members, and civilian employees to improve this guide for everyone are always welcome.

This guide has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DODD 5154.29, dated March 1993, as PDTATAC Case RR11005. Any conflict between this guide and JFTR, Volume 1 and JTR, Volume 2 is resolved based on the JFTR/JTR and not this guide.

## TABLE OF CONTENTS

1. Introduction	page 2
2. After Arriving at Safe Haven	page 4
3. General Reminders	page 5
4. Allowances	page 6 thru 7
5. Subsistence Expense Allowance— Civilian	page 8 thru 10
6. Procedures Following Termination of Evacuation	pages 11 thru 12
7. Travel Voucher Claims	page 13 thru 14
8. Frequently Asked Questions	page 15
9. Appendix A— Example Forms	page 16 thru 19
10. Appendix B— Acronyms	page 20
11. Appendix C—References	page 21

### **After Arriving at Safe Haven**

1. If at all possible, a Department of Defense (DoD) representative should have met you at the airport of your safe haven destination (unless the Headquarters (HQ) repatriation Point of Contact (POC) was notified that family or friends were meeting you). This person collects the DD Form 2585, Repatriation Center Repatriation Processing Sheet (or lets you know where to send it) and provides you with his/her phone number and/or email address (if not, ask for it.)
2. Within a day or two of arriving at your safe haven you will be contacted by a Family Support Representative (FSR) from either your sponsor's Service or DoD Civilian HQ. This person may be the same DoD representative that met you at the airport or someone different, but this person will stay in contact with you throughout the duration of the evacuation.
3. If you are not contacted within a day or two after arriving at your safe haven by the above individual call your sponsor's designated HQ repatriation POC and let him/her know.
4. Ask what finance office you need to work with for filing your vouchers either through your FSR or your spouse's HQ Repatriation POC.
5. Contact your FSR if you are going to be away from your safe haven for more than a few days and provide a telephone number as to where you can be reached (or make sure your cell phone has coverage in that other location.)

## General Reminders

1. Keep all lodging receipts (hotel bill, apartment rent, etc.) and receipts associated with lodging (electric bill, phone/cable hook-up charges, etc.)
2. If you are a dependent of a military member and realize that a situation has occurred in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals, and IE exceed the reduced rate amount); the specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC, requesting an increased safe haven evacuation allowance rate. Contact your Family Separation Representative (FSR) for assistance in the processing the request. Requests must contain the actual daily cost figures for lodging, meals, and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

Per Diem, Travel and Transportation Allowance Committee  
ATTN: Evacuation Allowances  
4601 North Fairfax Drive, Suite 800  
Arlington, VA 22203-1546

3. To help offset direct added expenses that are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses.
4. A traveler must produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. For a traveler authorized a local transportation allowance, a receipt is not required for "in and around" transportation, or for the airfreight allowance/airfreight replacement allowance for unaccompanied baggage (UB), even though the airfreight allowance may exceed \$75. A transportation allowance to assist with local transportation costs is paid at a rate of \$25 per day, regardless of the number of dependents. Don't forget to list the transportation cost on each voucher, and the airfreight allowance/airfreight replacement allowance on your first voucher.

## ALLOWANCES

Evacuation allowances for all command sponsored Uniformed Service member dependents can be found in the JFTR, Chapter 6, Part A. A uniformed member is not evacuated, but may be sent TDY as required. Below is an explanation of these allowances, but you may view the JFTR website at (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for more details. The sponsor's military service funds the evacuation allowances for Uniformed Service member dependents.

Allowances for DoD civilian employees/dependents are listed in JTR, Chapter 6, Part C. The rules for these allowances are similar to those of DoS (Department of State) employees/dependents, but are funded by the employee's agency within DoD. The head of each agency may provide for the advance payment of these allowances covering a period of not more than 30 days, to or for the account of each employee of the agency or, under emergency circumstances and on a reimbursable basis, an employee of another agency. More details may also be found on the DTMO website listed above.

Please note: Non-command sponsored dependents are only authorized one-way transportation to their U.S. safe haven. Safe haven allowances and return travel to the PDS are not authorized.

### SAFE HAVEN ALLOWANCES – MILITARY

Safe haven allowances for command sponsored dependents while in a safe haven status are based on the safe haven locality per diem rate and are computed using what's called the Lodging-Plus System which provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum Per Diem allowance is the safe haven allowance rate prescribed for the safe haven location and depends on the age of the family members.

Example family and safe haven location: (real dollar amounts depend on actual location)

Family Members: Spouse, 14 year old, and 9 year old

Per Diem rate: lodging \$100 per day and M&IE \$50 per day

Family gets hotel suite for daily rate of \$175

1. For the first 30 days, beginning upon arrival at the safe haven, each dependent (12 years of age and older) will receive 100% of the fixed amount for M&IE and reimbursed for actual lodging costs not to exceed the maximum amount allowed in the safe haven allowance rate. Each family member under 12 years of age, receives up to 50% of that rate.

- For lodging, the spouse in our example is authorized \$100 per day, first child \$100 per day and second child \$50 per day which equals \$250 per day, but that is more than what she is paying for the hotel room. Therefore the spouse will be reimbursed for the actual cost of the lodging which is \$175 per day.
- For M&IE, the spouse is authorized \$50, first child \$50, and second child \$25 totaling \$125. The family receives the entire amount.

2. Beginning on the 31<sup>st</sup> day after the family arrives at their safe haven location and not to exceed 150 days, the amount allowed for lodging and M&IE is computed (as described above), but the rate is reduced to 60% of the locality per diem rate for dependents 12 years of age and older and 30% for those under 12 years of age.
  - The spouse is authorized \$60 per day, first child \$60 per day and second child \$30 per day. The new authorized maximum lodging amount for this family is now \$150 per day. Therefore the spouse will not be reimbursed for the entire cost of the hotel suite (\$175) because it now exceeds the maximum allowable rate for the family.
  - The M&IE rate is also reduced and the spouse is now authorized \$30 per day, first child \$30 per day and second child \$15 per day equaling \$75 per day. The family receives the entire amount.
3. If the reduced safe haven allowance is inadequate, the family may apply for an increased allowance from the Per Diem Travel and Transportation Allowance Committee. Contact your FSR for assistance on submitting a request. Please note; a strong and reasonable justification is necessary. If the request is granted, an Evacuation Allowance Determination (EAD) specifying the amount of the approved increased safe haven allowance will be issued. The EAD will be sent to you with a copy to the appropriate finance office. It is recommended after you receive a copy of the approval that you contact the finance office you have been working with to ensure they received a copy.
4. It is recommended that families NOT sign any contractual agreement for lodging while on evacuation status. When the evacuation is lifted the family may not be able to be released from the contract and may therefore be responsible for any remaining fees, deposits, and/or charges on the contract.
5. The lodging allowance is not paid if the evacuated family resides with family or friends. If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment.
6. If a family temporarily leaves their safe haven location (to visit friends, go on a vacation, etc.) the family still receives lodging and M&IE allowances. However, if they are renting a place at their safe haven location, they will not get reimbursed for the hotel at the vacation site. But, if the family stops paying for lodging at their designated safe haven location and vacations someplace else, they will be reimbursed up to the allowable rate at their safe haven location, not at the vacation site.
7. Receipts for lodging are required. Lodging related items such as telephone and cable hook-up charges, deposit on a trash receptacle, etc., that are less than \$75 are not required by the JFTR, however may be required IAW your agency regulations.
8. Although receipts for M&IE are not required when you file your claim, it is recommended you save all receipts for the first month. Should you need to request an increase allowance after the rates have been reduced to 60/30% it will be necessary for you to show your expenses.
9. Furniture rental (NOT furniture purchase) is permitted as a reimbursable expense but is separate from the lodging allowance. Contact your FSR for more details.

## **SUBSISTENCE EXPENSE ALLOWANCE (SEA) – CIVILIAN**

Some of the evacuation allowances for a DoD civilian employee hired state-side and their dependents are different than the evacuation allowances of a Uniformed Service member's dependents. Recommend DoD civilian employees/dependents read the JTR, Chapter 6 at (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for more details on the Subsistence Expense Allowance (SEA) and other allowances. Safe haven location and family size determine the amount of the allowable reimbursement.

Example family and safe haven location: (actual dollar amounts depend on location)

Family Members: Spouse, 14 year old, and 9 year old

Per Diem rate: lodging \$100 per day and M&IE \$50 per day

Family gets hotel suite for daily rate of \$175

- **COMMERCIAL RATE**

First 30 days: The first evacuee is authorized up to 100% of the lodging rate or 150% if they qualify for the Special Family Compensation (see JTR), plus 100% of the M&IE per day. Each additional evacuee 18 years and older is entitled to 100% M&IE and each evacuee under age 18 is entitled to 50% of M&IE. Please note, the employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee," except as provided under DSSR, Section 632.4(b) ("Tandem Couples"). Only the first evacuated dependent is authorized a lodging allowance and receipts are required for the lodging.

- For lodging, the spouse in our example is authorized \$150 per day. Since there are three dependents in the family, they qualify for the Special Family Compensation. Since the authorized maximum lodging amount for this family is \$150 per day, the spouse will not be reimbursed for the entire cost of the hotel suite (\$175) because it exceeds the maximum allowable rate for the family.
- For M&IE, the spouse is authorized \$50, first child \$25, and second child \$25 totaling \$100. The family receives the entire amount.

For days 31-180: The first evacuee's allowance remains at 100% (or 150% if qualified for Special Family Compensation) of the lodging portion but the M&IE drops to 80% for each evacuee 18 and over and 40% for each evacuee under 18 years of age.

- The spouse is still entitled to \$150 per day for lodging but since the cost of the hotel suite (\$175) exceeds the maximum allowable lodging amount the spouse will not be reimbursed for the entire cost of lodging.
- For M&IE, the rate has dropped and the spouse is now entitled to \$40 per day, and both children are entitled to \$20 per day totaling \$80. The family receives the entire amount.

- **NONCOMMERCIAL RATE**

If an evacuated family is residing with friends or family members, for the first 30 days only, they are still authorized a lodging allowance in an amount equal to 10% of the lodging per diem rate for their area. The family is also authorized the same M&IE allowances as described above; 100/50% for the first 30 days and 80/40% for days 31-180.

### **UNACCOMPANIED BAGGAGE (UB)**

Evacuated families are authorized a UB shipment in an amount not to exceed 350 pounds for each dependent age 12 and older, and 175 pounds for each dependent under age 12, with a maximum family limit of 1,000 pounds. The purpose of the shipment is for families to pack items they will need to sustain a temporary household, i.e. extra clothing, linens, toys, etc. However, please note that although UB is shipped expeditiously, many times the shipment takes longer than expected, sometimes more than two months. Therefore do not ship “must-have” items such as medications, important papers, etc. in UB.

### **AIR FREIGHT REPLACEMENT ALLOWANCE**

If UB cannot be shipped, or the family would rather not hassle with a shipment, an air freight replacement allowance may be authorized to help defray costs of items ordinarily part of the UB that must now be purchased. The flat amounts are: one evacuated dependent-\$250; two evacuated dependents-\$450; three or more evacuated dependents-\$600. No receipts are required for this allowance. Note: If/when the evacuation is lifted and families are allowed to return to their OCONUS PDS (permanent duty station), the family is still eligible for an airfreight allowance when/if they return to PDS using the weight restrictions listed above.

### **LOCAL TRANSPORTATION**

For a traveler authorized a local transportation allowance, transportation allowance is paid at a flat rate of \$25 per day, per family regardless of the number of dependents in the family. No receipts are required. Command sponsored dependents are authorized reimbursement for transportation when required to travel from the safe haven location to obtain/renew a passport/military ID, or for medical screening required as a prerequisite to return to the member’s PDS. No equivalent allowance is authorized for a civilian employee/dependent.

### **FILING VOUCHERS**

To receive reimbursement for evacuation expenses, families should complete DD-Form 1351-2. Your FSR can assist with processing administrative and financial paperwork. Army and Navy families should work directly with Defense Finance and Accounting Services (DFAS). Air Force, Marine Corp and Coast Guard dependents should communicate with a service finance center, usually the one nearest to where the family is at safe haven, or where their FSR is located. DoD civilian families should contact their service or Agency HQ for further instructions.

## **DEPENDENT VISITATION**

No JFTR authority exists to offer any equivalent allowance.

Family Visitation Travel (FVT) (JTR, par. C7550) may be authorized to an eligible employee to travel at GOV'T expense to visit immediate family members at the CONUS, a non-foreign OCONUS area, or other location to visit immediate family members evacuated from the employee's foreign PDS. FVT trips to the CONUS or a non-foreign OCONUS area may be authorized 3 months after the family has evacuated from the foreign PDS, or family members located at a safe haven in a foreign country return to the CONUS or to a non-foreign OCONUS area, provided that total costs for visitation travel during a year's period do not exceed the cost of two coach class round trips to the family's residence. FVT to family members located in a foreign country may be permitted 4 weeks after family members have been evacuated from the PDS.

FVT trips to the CONUS or to a non-foreign OCONUS area are not permitted within the final 3 months prior to scheduled transfer, departure on RAT, or voluntary separation. Visits to family members located in a foreign country are not permitted within the final 4 weeks prior to completion of tour, transfer, departure on RAT, or voluntary separation.

Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and airport is not authorized.

## **CHANGING SAFE HAVEN LOCATION**

Changing a safe haven location can be difficult. The Secretarial Process must also authorize/ approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. It requires requesting/notifying the service, DFAS, amending the family's evacuation order and establishing a new safe haven allowance rate based on the new location.

Unless the family is directed by their sponsor's service/agency to move to a new safe haven, all transportation costs incurred as a result of moving to a new safe haven is the responsibility of the family/member.

If a family is simply moving from one address to another in the same location area (i.e., from a hotel to a temporary apartment a few miles away), the above procedure is not required. However, it is still necessary to contact the FSR to notify them of the change in address, phone number, etc.

For families who want to move to a new safe haven, that will require traveling (either private or commercial transportation) from one safe haven location to another, the family is responsible for all transportation expenses incurred in moving to the new safe haven location unless the service has approved the request in advance and in writing.

Evacuees who initially stay with friends or relatives often later move to commercial accommodations as the evacuation period is extended. This could result in changing the entire safe haven location (see paragraph above), but will at the very least, require a change in safe haven allowances.

Evacuation allowances drop to 60/30% (for Uniformed Service member dependents) or 80/40% for civilian/employee/dependents) of the per diem rate starting on the 31<sup>st</sup> day following the family's departure from the host country. It stays at the reduced rate throughout the duration of the evacuation, even if the family relocates to a new safe haven.

Contact your FSR if you plan on changing your safe haven location.

## PROCEDURES FOLLOWING TERMINATION OF EVACUATION

### EVACUATION LIFTED

Every 30 days DoS reviews the situation in country to determine if it is safe for families to return to post. If it is not, the evacuation will be extended for another 30 days. When it is finally safe for families to return to the PDS, DoS will release a cable indicating what day the evacuation will be lifted. DoD will follow up with a memorandum allowing military families and DoD civilian families to return.

**Please note:** DoD military and civilian families **must** wait for the DoD memo authorizing their return to their PDS. This memo usually takes one to three additional days after the DoS cable is released.

The memorandum also indicates how long evacuation allowances will continue. When an evacuation order terminates, an employee/dependent may continue to receive SEA for three days starting from the day after the day an evacuation order is terminated. For the employee not returning to the foreign PDS, SEA for only three days is allowed if the employee has not started travel under a PCS travel order to another PDS. For an employee/dependents returning to the evacuated PDS, an additional discretionary period of up to seven days may be authorized due to transportation delays. An evacuee must provide a statement on the travel voucher justifying the additional seven (7) days required to arrange for return transportation to the foreign PDS (e.g., airline reservations or air freight pick up). Personal reasons do not justify additional days of SEA. SEA payments cannot exceed 180 days.

When a PDS's evacuation status is terminated and competent authority authorizes a command-sponsored dependent to return, safe haven evacuation allowances at the former safe haven terminate on the day transportation is first made available to a dependent, unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control.

Within this time frame families must:

- Give notice to vacate their lodging
- Contact travel with their orders (and DoD memo) to receive return tickets
- Contact transportation to arrange for UB to be packed and shipped
- Disenroll the children from school and obtain their records
- Settle the last claim or save all contact POC information (name of person you've been dealing with, phone and fax numbers, email and mailing address, etc) so the claim can be submitted after returning to the PDS
- Contact the FSR

If a family wishes to stay at their safe haven location beyond the number of days authorized following the lifting of the evacuation, they may do so, but safe haven allowances end after the designated number of days authorized or otherwise competent authority authorizes a further delay. For a civilian employee/dependent, ordinarily, an evacuation order is valid for up to one year from the issuance date.

There are many reasons a family cannot return to their PDS following the lifting of the evacuation. Examples of such reasons are:

For a civilian employee/dependents, return to the PDS is not allowed within 30 days of reassignment travel. If there is less than 60 days remaining on the member's tour on the dependent's scheduled arrival date, transportation from the safe haven or designated place, as applicable, to the member's OCONUS PDS must not be

allowed unless authorized by the Secretarial Process.

An evacuated family member is receiving medical care and is either too ill to return, is awaiting the results of a medical test or is waiting for follow-up treatment (get a doctor's statement indicating what the issue is). Dependent children are nearing the end of their school term (usually within 30 days) and need to finish out the year in their current school (get a copy of the school calendar).

If a family cannot return to the PDS, they can request for their safe haven allowances to continue until such time as they can return. The request, with justification and documentation must go through the appropriate approval offices (check with your FSR). If approved, a written authorization will be provided. A copy of this approval must be submitted with the claim that covers the time beyond the 10-day grace period following the evacuation's termination.

### **POST DECLARED UNACCOMPANIED**

Should DoS determine it is not safe for families to return to the host country, it will declare the post unaccompanied and families will not be allowed to return to post. This decision can come at any time during the evacuation but usually does not happen until the evacuation has gone the entire 6 months. By law an evacuation cannot exceed 180 days.

For military families, if the post is declared unaccompanied each family will be directed to find a designated place. The family can either convert their safe haven to a designated place OR relocate to a designated place (permanent location) at government expense.

Families are given 30 days to make the necessary arrangements and settle into their designated place/permanent location. Orders will need to be prepared and families may qualify for Dislocation Allowance (DLA). Families can have their HHG shipped from station and/or non-temporary storage (NTS), as well as their car.

Once the family has established residency, or on day 31 following the date indicated on the DoD memorandum (whichever comes first) they will no longer be entitled to evacuation funding, but the sponsor will begin receiving a housing allowance and separation pay.

For DoD Civilian families, if the post is declared unaccompanied they should apply for Transitional Separation Maintenance Allowance (TSMA) if they are residing in commercial lodging and for Involuntary Separation Maintenance Allowance (ISMA) if they are residing in non-commercial lodging. For further instructions recommend families review the JTR, chapter 6 and contact their sponsor's office.

**Please note:** DoD families must wait for the DoD memorandum describing the post as unaccompanied and directing them to find a designated place. This memo comes from the Office of Undersecretary of Defense and is needed to generate orders. If families move prior to this memo they could be responsible for all moving expenses.

## **Travel Voucher Claims**

Once you've reached your designated safe haven you'll probably need funds for lodging and meal expenses. If you are near a military installation regardless of service, the finance office can assist you in requesting a travel advance or submitting an interim travel claim.

If your sponsor is an Army military member or civilian employee, or a DoD civilian employee, DFAS will handle your evacuation payments. If your sponsor is a Navy military member or civilian employees, the Navy has advised that members are encouraged to contact the Travel Processing Center-Hampton Roads, VA (TPC-HR) voice (866)239-0303, fax (866)708-6985 to obtain information specific to their circumstances. If your sponsor is an Air Force member or civilian employee, contact your nearest Air Force installation for instructions. If your sponsor is a Marine Corps member or civilian employee, contact your nearest Marine Corp Base.

## **TRAVEL ADVANCES FOR EVACUEES**

If you did not receive a travel advance, you can request one that will provide up to 80 percent of the estimated entitlement for 30 days at your safe haven location. This payment will be deducted from your first travel claim reimbursement. We encourage you to request only that percentage that will allow you to pay for known expenses and to submit interim travel claims to receive additional funds later.

To request an advance directly from DFAS, you must complete a Request for Advance form and Evacuation Information Verification Sheet (Appendix A). Be sure to provide the bank account information (routing number and account number), safe haven location, and children's names and dates of birth. This form must be submitted under your name and Social Security number, not your military sponsor's.

The form, along with a copy of your evacuation orders, can be submitted to DFAS Rome (NY) by fax or email.

Fax number: 315-275-0152

Email: [DRO-NEO@dfas.mil](mailto:DRO-NEO@dfas.mil)

## **SUBMITTING AN INTERIM TRAVEL CLAIM**

Approximately 30 days following your arrival at your designated safe haven, you may submit a travel claim to receive per diem for your authorized travel, lodging and meal expenses. Safe haven allowance rates are based on your designated safe haven location per diem rate and the ages of your child/children.

You must submit a completed DD Form 1351-2 and Evacuation Information Verification Sheet with a copy of your evacuation orders citing your safe haven location. You must also include receipts for lodging and authorized individual expenses of \$75 and over.

Again, any military finance office can assist you in completing the required form and reviewing your submission package.

Your travel claim package may be faxed, emailed or mailed to DFAS Rome.

All relocation evacuation vouchers for Defense Agency Claims and Department of the Army and Department of Defense, including their dependents' claims, should be filed with DFAS-Rome Travel Operations Noncombatant travel. Vouchers should be mailed or faxed to:

Defense Finance and Accounting Service-Rome  
Travel Pay Operations  
ATTN: Noncombatant Evacuation Operation (NEO)  
325 Brooks Road  
Rome, NY 13441  
Fax: (315) 275-0152

Questions regarding these vouchers can be directed to the Noncombatant Evacuation Operations (NEO) Team, Travel Pay Operations, DFAS-Rome. They can be reached at 1-888-332-7366 / DSN 699-4655 and Fax 317-275-0329.

Fax number: 315-275-0152  
Email: DRO-NEO@dfas.mil

Mailing address:

DFAS ROME  
Attn: Travel/NEO Claim  
325 Brooks Rd  
Rome, NY 13441

## **FREQUENTLY ASKED QUESTIONS**

**What do I do if an evacuation is declared while I am traveling?** Before you travel, ensure your sponsor's office has a complete itinerary of your trip. Also, make sure your papers and documents are gathered into one location and that someone in the office knows where they are located. You might even consider leaving the keys to your quarters and car with someone in the office or American Embassy. If word of evacuation reaches you contact your sponsor's OCONUS office or CONUS HQ.

**Is an advance per diem authorized to evacuated dependents?** An advance payment of safe haven allowances authorized may not exceed the estimated authorization for 30 days at the safe haven/designated place as applicable.

An advance payment of the safe haven allowance is authorized, normally up to 80% of the estimated allowance for 30 days at the safe haven location. However, usually that advance is taken out of the first submitted reimbursement claim. Therefore, if an advance is needed, recommend the smallest amount possible be taken.

**Why does the allowance decrease after 30 days?** The per diem rates were established to cover the cost incurred when living in lodging other than your home. Expenses during the first month are higher when dependents are getting settled (i.e., staying in high-cost hotel while searching for more suitable lodging, cost of utility hook-up, purchase food staples, etc.) Following this initial period the percentage of the per diem rate provided is usually adequate to cover the cost of meals, lodging and incidentals. A waiver to increase the reduced per diem can be requested.

**Why do per diem allowances for dependents vary between families?** Allowances at a safe haven is based on (1) safe haven per diem rate, (2) number of dependents, (3) age of dependents, and (4) amount actually spent for lodging. Any change in one of these factors could change the amount of the allowance being paid.

**What allowances are covered by the safe haven allowance paid?** Besides the cost of a hotel room or apartment, the lodging portion of the safe haven allowance covers other charges that may or may not be added separately to your bill such as maid service, mobile home parking, utility connection, use and disconnection charges (electrical, gas, water, oil, sewer, etc.), monthly telephone user fees (not individual call charges), and cost of special user fees (cable TV and/or internet connection.) Please note: Be very careful with signing any kind of lodging lease. Check to be sure it has a special clause permitting termination due to official government orders. Recommend you check with your finance office for specifics.

**What entitlements are authorized to a dependent who turns 21 while at the permanent duty station or safe haven location?** A dependent who was moved at government expense to the member's PDS outside CONUS and who turns 21 years of age at the PDS or at a safe haven location, is a dependent for transportation.

**How will I receive medical care while I'm an evacuee?** If you are a DoD civilian family member follow the guidelines for your personal health care coverage.

Military family members are authorized to TRICARE prime coverage while at their safe haven. The location of your safe haven determines where you receive that coverage. Contact TRICARE (on-line or by phone (<http://www.tricare.mil/1-800-600-9332>)), explain your circumstances and find out what is available in your location.

You can remain enrolled in your overseas TRICARE region for 60 days and still receive service anywhere in the US. Recommend after DoS makes the decision to extend the evacuation at the end of the first 30 days that you enroll in your local safe haven region sometime before the 59<sup>th</sup> day of your evacuation. If you do not re-enroll in the new area, and the evacuation extends beyond 60 days, your will be automatically converted to TRICARE Standard.

You may experience difficulties with TRICARE when trying to make an appointment in the States while still enrolled in your overseas TRICARE location. If you are unable to convince TRICARE that you are authorized to remain enrolled in your overseas TRICARE region, show the TRICARE official a copy of the TRICARE Portability Letter signed by the DoD Surgeon General. Ask your FSR where to acquire this letter.

If your safe haven is in a foreign OCONUS location, there is no TRICARE Prime. TRICARE Prime in US OCONUS locations (i.e., Hawaii, Guam, etc.) varies so contact the regional TRICARE office for details. TRICARE Standard is always available but again, recommend you contact the regional TRICARE office for more guidance.



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. PAYMENT</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.					
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> EVACUEE, TRENT A.		<b>3. GRADE</b> CIV	<b>4. SSN</b> 123-45-6789	<b>5. TYPE OF PAYMENT (X as applicable)</b> <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input checked="" type="checkbox"/> Other <input type="checkbox"/> DLA			
<b>6. ADDRESS. a. NUMBER AND STREET</b> 8899 EAST 55TH STREET		<b>b. CITY</b> INDIANAPOLIS	<b>c. STATE</b> IN	<b>d. ZIP CODE</b> 46249-3700			
<b>e. E-MAIL ADDRESS</b> DAN.NOVAK@DFAS.MIL				<b>10. FOR D.O. USE ONLY</b>			
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b> (317) 510-1113		<b>Sample Voucher #3</b>		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES \$AMOUNT AND DATE WHICH PAYMENT WAS REC'D</b>		<b>a. D.O. VOUCHER NUMBER</b>	
<b>11. ORGANIZATION AND STATION</b> FT POLK, LA		<b>12. DEPENDENT(S) (X and complete as applicable)</b> <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b>		<b>b. SUBVOUCHER NUMBER</b>	
<b>11. ORGANIZATION AND STATION</b> FT POLK, LA		<b>a. NAME (Last, First, Middle Initial)</b> EVACUEE, JAMIE	<b>b. RELATIONSHIP</b> DAU	<b>c. DATE OF BIRTH OR MARRIAGE</b> 1 JAN 1990	<b>c. PAID BY</b>		
<b>12. DEPENDENT(S) (X and complete as applicable)</b> <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		<b>a. NAME (Last, First, Middle Initial)</b> EVACUEE, JAKE	<b>b. RELATIONSHIP</b> SON	<b>c. DATE OF BIRTH OR MARRIAGE</b> 20 FEB 2000	<b>d. COMPUTATIONS</b>		
<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		<b>15. ITINERARY</b>				<b>e. SUMMARY OF PAYMENT</b>	
<b>a. DATE</b> 2005	<b>b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)</b>	<b>c. MEANS/ MODE OF TRAVEL</b>	<b>d. REASON FOR STOP</b>	<b>e. LODGING COST</b>	<b>f. POC MILES</b>	<b>(1) Per Diem</b>	
15 Aug	DEP FT Polk, LA	PA				<b>(2) Actual Expense Allowance</b>	
15 Aug	ARR Dallas, TX (Safehaven Location)		TD		400	<b>(3) Mileage</b>	
31 Oct	DEP Dallas, TX (Safehaven Location)	PA				<b>(4) Dependent Travel</b>	
31 Oct	ARR Ft Polk, LA		MC			<b>(5) DLA</b>	
	DEP Ft Polk, LA					<b>(6) Reimbursable Expenses</b>	
	ARR					<b>(7) Total</b>	
	DEP					<b>(8) Less Advance</b>	
	ARR					<b>(9) Amount Owed</b>	
	DEP					<b>(10) Amount Due</b>	
	ARR						
<b>16. POC TRAVEL (X one)</b> <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		<b>17. DURATION OF TDY TRAVEL</b> <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		<b>18. REIMBURSABLE EXPENSES</b>			
<b>a. DATE</b>	<b>b. NATURE OF EXPENSE</b>	<b>c. AMOUNT</b>	<b>d. ALLOWED</b>	<b>19. GOVERNMENT/DEDUCTIBLE MEALS</b>			
8/31/05	lodging (if any)	9000.00		<b>a. DATE</b>	<b>b. NO. OF MEALS</b>	<b>a. DATE</b>	
8/31/05	clothing allowance	300.00		<b>b. NO. OF MEALS</b>		<b>b. NO. OF MEALS</b>	
8/31/05	rental car	1250.00					
<b>20. a. CLAIMANT SIGNATURE</b> Evacuee's Signature		<b>b. DATE</b> 1 Sep 05	<b>c. SUPERVISOR SIGNATURE</b>		<b>d. DATE</b>		
<b>21. a. APPROVING OFFICER SIGNATURE</b>				<b>b. DATE</b>			
<b>22. ACCOUNTING CLASSIFICATION</b>							
<b>23. COLLECTION DATA</b>							
<b>24. COMPUTED BY</b>	<b>25. AUDITED BY</b>	<b>26. TRAVEL ORDER/ AUTHORIZATION POSTED BY</b>	<b>27. RECEIVED (Payee Signature and Date or Check No.)</b>	<b>28. AMOUNT PAID</b>			

# EVACUATION

## INFORMATION VERIFICATION SHEET

### DEPENDENT INFORMATION

NAME: \_\_\_\_\_

SPOUSE SSN: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SPONSOR GRADE / NAME (SSN): \_\_\_\_\_ / \_\_\_\_\_

SAFEHAVEN ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

IS THIS ADDRESS W/ FAMILY OR FRIENDS: YES NO

COUNTY OF ADDRESS: \_\_\_\_\_

PHONE AT ADDRESS: \_\_\_\_\_

#### NAME, AGE, & SPONSORSHIP STATUS OF DEPENDENTS:

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |

### BANK INFORMATION

BANK ROUTING NUMBER: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: CHECKING SAVINGS

### TRAVEL ADVANCE INFORMATION

DID YOU RECEIVE A TRAVEL ADVANCE: YES NO

IF YES, HOW MUCH: \_\_\_\_\_

From where did you receive the advance  
\_\_\_\_\_  
(Installation or Location, State)

IF NO, WOULD YOU LIKE ONE: YES NO

HAVE YOU RECEIVED YOUR ORDERS YET: YES NO

**PCS Travel Advance Request Form**  
**All requests must have PCS orders attached**

*(Privacy Act: Authority: AR 37-106, chapter 5 Purpose: To obtain information about individual's travel. Uses: Posting information to IATS/ DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if failure to provide information requested.)*

For prompt payment of your advance please complete this form at least twenty working days prior to sign out date. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account approximately five days prior to your sign out date. There are NO cash or check payments.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Sign Out Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

Current Address: Street: \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

Banking EFT:      Checking      Savings

Routing #:           Account #: \_\_\_\_\_

Spouse's name \_\_\_\_\_

Is Spouse Military    YES    NO

SSN: (For Military Spouse Only) \_\_\_\_\_

**Please list NAME and Date of Birth (day, month, year) of children traveling with you:**

NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____

**PLEASE READ AND COMPLETE ONLY SPACES THAT IS APPLICABLE TO YOUR PCS MOVE .**

1.) Are you requesting an advance for your travel:    Yes    No  
 Is any of your travel going to be by POV?    YES    NO  
 If yes, number of POV's used for this PCS move.    1    2  
 If yes, then POV travel is from (City,ST) \_\_\_\_\_ To(City,ST) \_\_\_\_\_  
 Are you buying your own ticket:    YES    NO    Cost \$ \_\_\_\_\_  
 Ticket you purchased is from (City, ST) \_\_\_\_\_ To(City, ST,Country) \_\_\_\_\_  
 Will you be taking the Alaska Ferry System?    YES    NO  
 If yes, what port will you be departing From: \_\_\_\_\_ Arriving: \_\_\_\_\_

2.) Are your dependents relocating?    YES    NO    What date? \_\_\_\_\_  
 Are you requesting an advance for your dependent travel?    YES    NO  
 Is any of your travel going to be by POV?    YES    NO  
 If yes, number of POV's used for this PCS move.    1    2  
 If yes, then POV travel is from (City,ST) \_\_\_\_\_ To(City, ST) \_\_\_\_\_  
 Are you buying your own ticket:    YES    NO    Cost \$ \_\_\_\_\_  
 Ticket you purchased is from (City, ST) \_\_\_\_\_ To(City, ST, Country) \_\_\_\_\_  
 Will you be taking the Alaska Ferry System?    YES    NO  
 If yes, what port will you be departing From: \_\_\_\_\_ Arriving to: \_\_\_\_\_

3) Are you requesting an advance for Dislocation Allowance (DLA)    YES    NO  
 (No advance DLA will be given for single service members E-5 and below who will not be residing off post at the new duty station.)

4) Are you Requesting Advance for a DITY move (Attach DD Form 2278)    YES    NO

Soldier's Signature \_\_\_\_\_ DATE \_\_\_\_\_

Finance Clerk Signature \_\_\_\_\_ DATE \_\_\_\_\_

## ACRONYMS

BAH – Basic Allowance for Housing

DA – Department of Army

DFAS - Defense Finance and Accounting Service

DoD – Department of Defense

DoDFMR – Department of Defense Financial Management Regulation

DoS – Department of State

FSA – Family Separation Allowance

FSR – Family Support Representative

HQ – Headquarters

HQDA – Headquarters DA

JFTR – Joint Federal Travel Regulation

JTR – Joint Travel Regulation

M & IE – Meals and Incidental Expense

NEO – Non Combatant Evacuation Operations

PDS – Permanent Duty Station

POC – Point of Contact

UB – Unaccompanied Baggage

## REFERENCES

- a. Joint Federal Travel Regulations, Volume 1 (JFTR) Chapter 6, Evacuation Allowances
- b. JFTR/JTR, Appendix A, Parts 1 and 2, *Definitions and Acronyms*
- c. Joint Travel Regulations, Volume 2 (JTR), Chapter 6 *Evacuations and Adverse Conditions*
- d. HQDA Message, Army Operations Center, Subj: *Noncombatant Evacuation Order/OCONUS Allowances*, dtd 28 March 2011
- e. JFTR, Chapter 10, *Housing Allowances*