



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## CONUS Evacuations

*This document serves as a summary of CONUS evacuation allowances included in the Joint Travel Regulations.*

### I. Authorization

Dependents of Service members, civilian employees, and dependents of civilian employees are authorized evacuation allowances when authorized or ordered to leave a location in the continental United States (CONUS) because of unusual or emergency circumstances. The decision to evacuate rests with the individuals listed in JTR, paragraph (par.) 060101.

A. A Service member cannot be evacuated. A Service member who is ordered to depart an area being evacuated must be in a temporary duty (TDY) or permanent change of station (PCS) status.

B. The decision of local civil officials to evacuate an area is not sufficient. The appropriate authorizing official must authorize or order an evacuation since civil officials cannot obligate expenditure of DoD funds. Evacuation allowances can only be paid as of the date the evacuation is authorized or ordered. These allowances cannot be authorized retroactively.

Civilian employees and their dependents follow two different sets of regulations for allowances related to evacuations. The authority for evacuations of civilian employees and dependents in the CONUS is the Office of Personnel Management (OPM) regulations 5 CFR, Part 550, subpart D. The authority for evacuations of civilian employees and dependents from foreign locations is the State Department DSSR, Chapter 600, subpars. 611-639.

### II. Transportation and Per Diem En Route to the Safe Haven Location

Dependents of Service members, civilian employees, and dependents of civilian employees receive transportation and per diem for allowable travel time, excluding personal travel time, until they reach the safe haven location. Command-sponsored dependents age 12 or older receive up to the full locality per diem rate and those under age 12 receive up to 50 percent of the locality per diem rate. Per diem for departure and return days to the PDS are paid at 75 percent of the meals and incidental expenses (M&IE) rate.

- A civilian employee, a dependent of a civilian employee, or a dependent of a Service member traveling by a privately owned vehicle (POV) to and from a safe haven is reimbursed at the TDY mileage rate (see JTR, pars. 060202 and 060401).
- Refer to <https://www.defensetravel.dod.mil/site/otherratesMile.cfm> for the TDY mileage rates.
- If dependents travel to a location other than the safe haven location, then transportation costs are limited to the authorized location and the Standard CONUS per diem rate applies unless the alternate location is later approved by the authorizing or ordering official (see JTR, pars. 060202 and 060205).
- Refer to [https://www.defensetravel.dod.mil/Docs/Who\\_May\\_Use\\_DTS.pdf](https://www.defensetravel.dod.mil/Docs/Who_May_Use_DTS.pdf) for a summary of travel situations when travelers are permitted to use the Defense Travel System.

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### III. Allowances at the Safe Haven

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Dependents of Service members, civilian employees, and dependents of civilian employees are paid safe haven allowances, a combination of the lodging allowance and the allowance for M&IE. The lodging allowance is supposed to pay for commercial quarters and must be documented by a receipt. Tax for lodging in the CONUS and non-foreign locations outside the CONUS (OCONUS) is a separate reimbursable expense. Reimbursement for lodging is not authorized if a Service member's dependent stays with friends and relatives (see JTR, par. 060205). Reimbursement for lodging is not ordinarily authorized for civilian employees and their dependents either, but may be approved if the traveler can substantiate an additional cost that the host incurred for providing lodging (5 CFR §§ 550.401 through 550.409).

- First 30 days: Dependents age 12 or older receive up to 100 percent of the locality per diem rate. Dependents under age 12 receive up to 50 percent of the locality per diem rate.
- Days 31-180: Dependents age 12 or older receive up to 60 percent of the locality per diem rate. Dependents under age 12 receive up to 30 percent of the locality per diem rate.

Safe haven allowances—those payments for subsistence expenses—may be paid up to 180 days after the effective date of the order to evacuate (5 CFR § 550.405(b)). If dependents of Service members, civilian employees, or dependents of civilian employees remain in their home and choose not to evacuate, they are not authorized safe haven or special allowances for subsistence.

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### IV. Escort Dependents

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A Service member may be authorized round-trip travel and transportation allowances to escort dependents incapable of traveling alone to the safe haven. This is considered official travel and the Service member is in an active-duty or TDY status (see JTR, par. 060203). Allowances to escort a dependent are not considered evacuation allowances for the Service member because a Service member cannot be evacuated (see Authorization).

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### V. Unaccompanied Baggage

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**Military dependents:** Dependents of Service members may ship up to 350 pounds of unaccompanied baggage per dependent age 12 or older and 175 pounds per child under age 12 for a total of 1,000 pounds (see JTR, Section 0603).

**Civilian Employee and dependents:** There is no authority for the Government to ship or pay for shipment of unaccompanied baggage for dependents of civilian employees or employees.

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### VI. Household Goods

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**Military dependents:** Installation commanders have the authority to ship or store household goods (HHG) using local operation and maintenance (O&M) funds, including quarters-to-quarters (Government, privatized, and local economy) moves and non-temporary storage (NTS) of HHG for quarters that become uninhabitable at locations in the CONUS due to a natural disaster. Local moves may be performed as specified in JTR, pars. 0519. NTS is authorized under section 0518-B. These moves cannot be charged to evacuation-funding appropriations. They are funded by local installation support funds and the order authorizing the move or storage will be in accordance with the applicable installation's local procedures.

**Civilian Employee and dependents:** Movement of HHG to the safe haven may be authorized for an evacuation

(see JTR, par.060403). Local moves may be authorized under JTR, par. 054802 using local O&M funds. There is no authority for HHG storage.

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## VII. Privately Owned Vehicle (POV)

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Shipment of a POV to a safe haven is not authorized.

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## VIII. Local Travel Allowance

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**Military dependents:** When a dependent is unable to drive a POV to the safe haven location, a local travel allowance at the rate of \$25 a day per family is authorized to offset expenses incurred for local travel (see JTR, par. 060205).

**Civilian Employee dependents:** There is no authority to pay a local travel allowance for dependents of civilian employees.

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## IX. Evacuation Termination

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The authority that authorized or ordered the evacuation may terminate the evacuation and authorize return to the permanent duty station (PDS) (see JTR, par. 060107 and 5 CFR § 550.407):

A. Return to the PDS. If the family returns to the evacuated PDS, then transportation and per diem as specified in this policy summary is authorized and any HHG or unaccompanied baggage is returned to the PDS.

B. Move military or civilian dependents to a designated place or to another PDS.

- If civilian dependents move to a designated place, then transportation and per diem as specified in this policy summary, in addition to HHG from the evacuated PDS or safe haven, is authorized to the designated place. Safe haven allowances are authorized at the designated place until a permanent residence is established provided the civilian dependents do not exceed the 180-day limit. (see JTR, par. 060403 and 5 CFR § 550.407).
  - PCS allowances in JTR, Chapter 5 are authorized for moves to another PDS.
- Dependents of Service members moved to a designated place are authorized PCS transportation and per diem to that location, unaccompanied baggage, HHG and POV transportation, a dislocation allowance, and safe haven allowances at the designated place for up to 30 days while establishing a permanent residence (see JTR, par. 060206).



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## **OCONUS EVACUATION**

*This document serves as a summary of OCONUS evacuation allowances included in the Joint Travel Regulations.*

### **I. Allowances**

*Ordinarily under an authorized/ordered departure, non-essential civilian employees depart and receive safe haven allowances, in addition to dependents of both civilian employees and uniformed service members. Uniformed service members always return on either TDY or PCS order.*

State Department has authority to declare an evacuation from a foreign location. The allowances for civilian employees and their dependents are prescribed by State Department in DSSR, Chapter 600, subpars. 611-639. Provisions specifically for DoD civilian employees are in JTR, Chapter 6, section 0604. Allowances for a uniformed service member's dependents are in JTR, Chapter 6, sections 0602 and 0603.

### **II. Transportation and Per Diem En Route to the Safe Haven Location**

Command sponsored dependents of uniformed service members and civilian employees and dependents receive transportation and per diem for allowable travel time (excludes personal travel time) until they reach the safe haven location. Command-sponsored dependents, age 12 or older, receive up to the full locality rate and those under age 12 receive up to 50% of the locality rate. Per diem for days of departure and return to Permanent Duty Station (PDS) are paid at 75% M&IE. If a departee travels via a rental car, the TDY mileage rate is paid.

- NOTE: A non-command sponsored dependent of a uniformed service member is authorized transportation only (no per diem) to the safe haven and no safe haven allowances. A locally hired employee without a transportation agreement is not authorized any departure allowances for self or dependents. That does not prevent them from receiving allowances as a dependent of another qualified employee or uniformed member.
- Refer to <https://www.defensetravel.dod.mil/site/otherratesMile.cfm> for the TDY mileage rates.
- Refer to [https://www.defensetravel.dod.mil/Docs/Who\\_May\\_Use\\_DTS.pdf](https://www.defensetravel.dod.mil/Docs/Who_May_Use_DTS.pdf) for a summary of travel situations when travelers are permitted to use the Defense Travel System.

### **III. Allowances at the Safe Haven**

- **Military Command sponsored dependents**
  - Safe haven allowances consist of two separate allowances: one for lodging and one for meals and incidental expenses (M&IE). The lodging allowance is paid for commercial lodging and must be documented by a receipt. Reimbursement for lodging is not authorized if staying with friends and relatives. Tax for lodging in CONUS and non-foreign OCONUS locations is a separate reimbursable expense.

<p><b>First 30 Days</b></p> <ul style="list-style-type: none"> <li>• Dependents age 12 or older receive up to 100% of the locality rate</li> <li>• Dependents under age 12 receive up to 50% of the locality rate</li> </ul>
<p><b>Days 31-180</b></p> <ul style="list-style-type: none"> <li>• Dependents age 12 or older receive up to 60% of the locality rate</li> <li>• Dependents under age 12 receive up to 30% of the locality rate</li> </ul>

• **Civilian Employees and Dependents**

- Subsistence Expense Allowance (SEA) is based on the locality rate of the authorized safe haven and begins the day after arrival at the authorized safe haven location.

**The commercial rate (requires receipts for commercial lodging):**

<p><b>First 30 Days</b></p> <ul style="list-style-type: none"> <li>• The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 100% M&amp;IE</li> <li>• Each family member age 18 or older receives 100% M&amp;IE</li> <li>• Each family member under age 18 receives 50% M&amp;IE</li> </ul>
<p><b>Days 31-180</b></p> <ul style="list-style-type: none"> <li>• The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 80% M&amp;IE</li> <li>• Each family member age 18 or older receives 80% M&amp;IE</li> <li>• Each family member under age 18 receives 40% M&amp;IE</li> </ul>

**The non-commercial rate (receipts not required):**

<p><b>First 30 Days</b></p> <ul style="list-style-type: none"> <li>• The first family member receives a flat 10% of the lodging portion of the locality rate plus 100% M&amp;IE</li> <li>• Each family member age 18 or older receives 100% M&amp;IE</li> <li>• Each family member under age 18 receives 50% M&amp;IE</li> </ul>
<p><b>Days 31-180</b></p> <ul style="list-style-type: none"> <li>• The first family member receives 80% M&amp;IE</li> <li>• Each family member age 18 or older receives 80% M&amp;IE</li> <li>• Each family member under age 18 receives 40% M&amp;IE</li> </ul>

• **Safe Haven Allowances Terminate on the earliest of the following dates:**

- The date the sponsor departs/detaches on permanent change of station (PCS) from the OCONUS permanent duty station (PDS);
- The effective date of transfer when the employee is already at the PDS to which transferred;
- The date of separation/retirement;
- The date specified by the Secretarial Process;
- The date specified by the Secretary of State;
- The date specified by USD (P&R);
- 180 days after the evacuation order is issued; or
- The date the evacuee commences return travel to the duty station.

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**IV. Escort Dependents**

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A member or employee may be authorized roundtrip travel and transportation allowances to escort dependents incapable of traveling alone to the safe haven. This travel is official and in a duty status.

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**V. Unaccompanied Baggage**

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Dependents may ship up to 350 lbs of unaccompanied baggage per dependent age 12 or older and 175 lbs per child under age 12 up to a total of 1,000 lbs. If dependents are unable to ship unaccompanied baggage by air freight because of circumstances beyond the dependent's control, an air freight replacement allowance may be authorized to help defray the cost of items ordinarily shipped that must be purchase. The flat amounts per family are \$250 for an individual, \$450 for a family of two and \$600 (total) for a family of three or more.

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**VI. Pet Transportation**

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Transportation and quarantine is authorized for up to two household pets incident to an authorized departure from a foreign PDS. If pets are transported at personal expense the Service member or civilian employee may be reimbursed up to the constructed cost to the Government for transporting the pets from the foreign PDS to the safe haven and return.

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**VII. HHG**

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**Military Command sponsored dependents:** Movement of HHG (other than those specifically authorized or approved as needed for the dependents' comfort and well being) is not authorized.

**Civilian Employee dependents:** Movement of HHG is not authorized.

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**VIII. POV**

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Shipment of a POV is not authorized for an authorized/ordered departure.

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**IX. Local Travel Allowance**

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A local travel allowance at the rate of \$25/day/family is authorized to partially offset expenses incurred for local travel.