



## DEFENSE TRAVEL MANAGEMENT OFFICE

# CONUS Evacuation

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## I. Authorization

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Military dependents and civilian employees and dependents are authorized evacuation allowances when authorized/ordered to leave a CONUS location because of unusual/emergency circumstances.

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

The decision to evacuate rests with the individuals listed in JFTR, par. U6051-B and JTR, par. C6010-B. The decision of local civil officials to evacuate an area is not sufficient. The appropriate authorizing official must authorize/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/ordered. These allowances cannot be authorized retroactively.

The authorizing official may specify a limited evacuation location (dependents move from residence to the nearest available accommodations), any safe haven location within a specified distance from the evacuation location, or any CONUS safe haven location as appropriate (JFTR, pars. U6051 and U6052 and JTR, pars. C6010-D and C6015).

The authority for CONUS evacuations for civilian employees and dependents is Office of Personnel Management (OPM) regulations 5 CFR, Part 550, subpart D so the allowances differ from evacuation allowances from foreign locations which are prescribed by State Department in DSSR, Chapter 600, subpars. 611-639.

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

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Dependents of uniformed service members and civilian employees and their 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 departure and return days to the PDS are paid at 75% M&IE. A civilian employee/ dependent or a military dependent incident to a limited evacuation traveling by POC is paid the TDY mileage rate (currently \$.51/mile) (JFTR, par. U6053-I and JTR, par. C6300, sec. 550.405(a)). A military

dependent traveling via a POC to and from a safe haven other than a limited evacuation is paid the PCS mileage rate (currently \$.23.5/mile) (JFTR, par. U6053-A).

If dependents travel to a location other than, or outside, the safe haven location, transportation costs are limited to the authorized location and the standard CONUS per diem rate applies at that location unless the alternate location is later approved by the authorizing/ordering official (JFTR, par. U6054-D6).

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

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Safe haven allowances (Subsistence expenses for employee and dependents) consist of two separate allowances: one for lodging and one for meals and incidental expenses (M&IE). The lodging allowance is paid for commercial quarters and must be documented by a receipt. Reimbursement for lodging is not authorized if staying with friends and relatives (JFTR, par. U6054-B1) for military dependents and not ordinarily authorized for civilian employees and dependents unless the traveler can substantiate additional lodging cost the host incurs (JTR, par. C4555-B3). Tax for lodging in the CONUS and non-foreign OCONUS locations is a separate reimbursable expense.

- 1<sup>st</sup> 30 days: Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.
- Days 31-180: Dependents age 12 or older receive up to 60% of locality rate. Dependents under age 12 receive up to 30% of the locality rate.

Safe haven allowances/subsistence expenses may be paid for a period not to exceed 180 days after the effective date of order to evacuate (JTR, par. C6300, sec 550.405(b)).

If the military dependents or employee and/or family members remain in their home and do not choose to evacuate, they are not authorized safe haven/special allowances for subsistence.

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### **IV. Escort Dependents**

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A member 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 (JFTR, par. U6053-G).

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## V. Unaccompanied Baggage

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**Military dependents:** Dependents of uniformed service members 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. (JFTR, par. U6056-A).

**Civilian Employee dependents:** There is no authority for unaccompanied baggage for civilian employees.

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## VI. Household Goods

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**Military dependents:** Installation commanders have the authority to ship/store household goods (HHG) using local O&M funds, including quarters to quarters (government, privatized and local economy) moves and non-temporary storage (NTS) of HHG for quarters which become uninhabitable at CONUS locations due to a natural disaster. Local moves may be performed under JFTR, pars. U5355-C and D and NTS is authorized under par. U5380-G. These moves are funded by local installation support funds, and cannot be charged to evacuation funding appropriations. The order authorizing the move/storage will be IAW the applicable installations' local procedures.

**Civilian Employee dependents:** Movement of HHG to the safe haven may be authorized for other than a limited evacuation (JTR, par. C6010-C). Local moves may be authorized under JTR, par. C5154-K using local O&M funds. There's no authority for HHG storage.

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## VII. 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 POC to the safe haven location a local travel allowance at the rate of \$25/day per family is authorized to partially offset expenses incurred for local travel (JFTR, par. U6060).

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

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## IX. Evacuation Termination

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Decision is made by USD (P&R) or designated representative/ Secretarial Process (in limited evacuations the authority that authorized/ordered the evacuation may terminate the evacuation and authorize return to the PDS) (JFTR, par. U6052-D and JTR, par. C6300, sec. 550.407) to either:

1. return to the PDS,
2. move military dependents to a designated place and civilian dependents to a final safe haven, OR
3. move to another permanent duty station (PDS).

If the family returns to the evacuated PDS, transportation and per diem as prescribed above is authorized and any HHG/unaccompanied baggage is returned to the PDS.

If civilian dependents move to a final safe haven, transportation and per diem as prescribed above, in addition to HHG from the evacuated PDS or safe haven to the final safe haven and safe haven allowances at the final safe haven (until a permanent residence is established provided the 180-day maximum is not exceeded) are authorized (JTR, par. C6010-C and C6300, sec. 550.407).

PCS allowances in JFTR/JTR, Chapter 5 are authorized for moves to another PDS.

Military dependents moved to a designated place are authorized PCS transportation and per diem to the designated place, unaccompanied baggage, HHG and POV transportation, Dislocation Allowance (DLA), and safe haven allowances at the designated place for up to 30 days while establishing a permanent residence (JFTR, pars. U6054-E, U6056-D, U6057, and U6059).