



DEFENSE TRAVEL MANAGEMENT OFFICE

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

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>First 30 Days</p> <ul style="list-style-type: none"> • 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&IE • Each family member age 18 or older receives 100% M&IE • Each family member under age 18 receives 50% M&IE
<p>Days 31-180</p> <ul style="list-style-type: none"> • 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&IE • Each family member age 18 or older receives 80% M&IE • Each family member under age 18 receives 40% M&IE

The non-commercial rate (receipts not required):

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

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.

IV. Escort Dependents

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.

V. Unaccompanied Baggage

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.

VI. Pet Transportation

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.

VII. HHG

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.

VIII. POV

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

IX. Local Travel Allowance

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