



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## CONUS Evacuation

*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.

C. The authorizing official may specify a limited evacuation location. Dependents would move from the residence to the nearest available accommodations, which may include Government quarters, any safe haven location within a specified distance from the evacuation location, or any CONUS safe haven location, as appropriate (see JTR, pars. 060101 and 060103).

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

under a limited evacuation, and traveling by a privately owned vehicle (POV) is reimbursed at the TDY mileage rate (see JTR, pars. 060202 and 060410).

- A dependent of a Service member traveling by a POV to and from a safe haven, other than during a *limited evacuation*, is reimbursed at the PCS mileage rate (see JTR, par. 060202).

Refer to <https://www.defensetravel.dod.mil/site/otherratesMile.cfm> for the TDY and PCS 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, par. 060202).

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### III. Allowances at the Safe Haven

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Safe haven allowances, which civilian employees and dependents consider as payments for subsistence expenses, are 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 family members 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). These 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 dependents:** There is no authority for the Government to ship or pay for shipment of unaccompanied baggage for dependents of civilian 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. 5262 and 5264. NTS is authorized under par. 5222. 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 dependents:** Movement of HHG to the safe haven may be authorized for an evacuation other than a limited evacuation (see JTR, par.060403). Local moves may be authorized under JTR, par. 5682 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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In *limited evacuations* the authority that authorized or ordered the evacuation may terminate the evacuation and authorize return to the permanent duty station (PDS). In all other evacuations, the Under Secretary of Defense for Personnel and Readiness (USD (P&R)), or his or her designated representative, decides through the Secretarial Process to end the evacuation and order either of

the following steps (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).