



REFERENCES: Should the Department of State order or authorize departure of civilian employees from foreign areas, varying entitlements and assistance is available depending on the employment category of the individual. Compiled through the guidance of 5 U.S.C. 5521-5527, 5 CFR 550, Subpart D, DSSR, Chapter 600, DFAS, CPMS, JTR, Volume 2 and Air Force Instructions to include AFI 10-216 and USAFE Instruction 10-216. The Joint Plan for DoD Noncombatant Repatriation, specifically Annex G and K, provides the DoD guidance. This is located at <http://www.odcsper.army.mil/directorates/pr/pro/neo/neo.asp>

Title 5, competitive service employees with return rights, with transportation agreement

May be TDY or permanent evacuation. If permanent, nonessential employees with return rights to a position in the U.S. may be directed to exercise those rights. If return rights are to the same grade or higher, employees exercise their return with no Priority Placement Program (PPP) entitlement. If return rights are to a lower graded position, employees may be eligible to register in PPP. (10 U.S.C. 1586)

Evacuation entitlements are authorized for both TDY and permanent evacuation:

- The monetary amount is the net amount of compensation including any allowances or post differential due an employee after making all deductions authorized by law, such as retirement or social security deductions, authorized allotments, Federal withholding tax and others, when applicable.

Evacuation entitlements contain:

- Evacuation Travel: Travel is at government expense from the foreign post to the safe haven. When the U.S. is designated as the safe haven, dependents may travel to any point in the U.S. even though the employee may be required to travel to a specific location. Travel to safe haven usually follows processing at the designated repatriation site. When travel is authorized to an alternate safe haven outside the U.S., travel is reimbursable on a constructed basis. Prior approval must be authorized before travel to an alternate safe haven outside the U.S. PPP entitlement may result in an additional move also at government expense (DSSR 631)
- Travel Per Diem: Per Diem is from the date of departure to the date of arrival at the safe haven. Per diem payable is equal to that payable for an employee on temporary duty travel. Per diem is paid to each family member (exception that dependents under age 12 receive one-half the per diem rate.) (Joint Travel Regulations, Vol. 2, Ch 4, par. C4553.)

- Advance Payments: Evacuated employees may receive an advance on their salary, including post allowance, Living Quarters Allowance (LQA), and post differential (does not include danger pay.) The authorizing official determines the number of days for the advance, but it cannot exceed 30 days. The advance payment may be made at any time after the evacuation order is given, but not later than the expiration of 30 days after the evacuation has been effected. (DSSR 615)
 - Full and part-time employee's amount of advance is computed on the basis of regularly scheduled workdays.
 - Intermittent employees amount of advance is computed on the basis of the number of days the employee would be expected to work during the advance period.
 - Payment is made to the employee or a designated representative.
- Continuation of Salary: Regular salary continues. The advance payment is not deducted from the employee's salary during the period of the evacuation. To the extent possible, salary and allowances will be paid by direct deposit. The continued salary payments begin on the date the employee arrives at the safe haven location. (5 U.S.C. 5523)

Allowances and Differentials

- Living Quarters Allowance (LQA), Post Differential, Danger Pay:
 - Employee remains at post and the family depart (DSSR 621.1)
 LQA continued with family rate up to six months
 Post allowance is continued, but is reduced to the "employee without family" rate
 Post differential is continued
 Danger pay is continued
 - Employee and family depart (DSSR 621.2)
 LQA, post allowance, post differential and danger pay terminates the day the employee departs the post. Payment of LQA may continue when the employee is required to maintain and pay for quarters at post.
- Subsistence Expense Allowance (SEA): SEA begins as of the date following arrival of the evacuee at the authorized safe haven. Continuation of SEA payments is contingent on whether the evacuation order remains in effect.. Under no circumstance may SEA payments continue longer than 180 days from the date the evacuation is ordered or authorized. Authorization to make payments ceases when the evacuation is terminated; the evacuee(s) commence return travel to the sponsor's base; the sponsor commences travel to a new base or retires; or on the 181st day after the evacuation order is issued whichever is sooner. Any subsequent evacuation order issued during or after the 180th day is considered a separate order, starts a separate 180-day period, and applies only to evacuees departing under that order. (DSSR 632)
 - Commercial Rate for the first 30 days: SEA authorized is 100% of the safe haven per diem rate for the lodging expenses (receipt required) plus a flat amount (no receipt required) equal to 100% of the meal and incidental expense (M&IE) portion of the safe haven per diem rate for the first evacuee. For each additional evacuee age 18 and over: a flat amount equal to 100% of the M&IE portion of the safe haven rate. For each additional evacuee under age 18: a flat amount equal to 50% of the M&IE portion of the safe haven per Diem rate.
 - Commercial Rate from the 31st day following arrival at the safe haven location through the end of the evacuation are: SEA authorized for the first evacuee: up to 80%of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80% of the M&IS of the safe haven per diem rate. For each additional evacuee age 18 and over: 80% flat amount on the M&IE portion of the safe haven and for each additional evacuee under age 18: a flat rate equal to 40 percent of the M&IE portion of the safe haven per diem rate.

- Non-Commercial Rate for the first 30 days: SEA authorized is a flat amount of 10% of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100% of the M&IE portion of the safe haven per diem rate for the first evacuee. For each additional evacuee age 18 and over: a flat amount equal to 100 % of the M&IE portion of the safe haven per diem rate. For each additional evacuee under age 18: a flat amount equal to 50% of the M&IE portion of the safe haven per diem rate.
- Non-Commercial Rate from the 31st day following arrival at the safe haven location through the end of the evacuation are: SEA authorized for the first evacuee: a flat amount (no receipts required) equal to 80% of the M&IE portion of the safe haven per diem rate. For each additional evacuee age 18 and over: a flat amount equal to 80% of the M&IE portion of the safe haven per diem rate and for each additional evacuee under age 18: a flat amount equal to 40% of the M&IE portion of the safe haven per diem rate.
- When a foreign area is officially designated as the safe haven, the SEA will be paid at the same percentages shown above but the per diem rate will be the rate for the safe haven area.
- Employees who are away from the base on annual, sick, or home leave when the evacuation order is approved should immediately notify post of intention to return to work so arrangements can be made to transport employee and/or dependents to safe haven. No SEA payments may be made to an employee in a leave status. Employees in a leave without pay status are not eligible for SEA unless they are evacuated as a dependent (they receive allowances as a dependent, not as an employee.)
- For tandem couples (married employees each with transportation agreement), each person receives SEA as the first evacuee.

Lease Coverage: If an employee or designee signs a lease for temporary quarters at safe haven and is ordered to return to base, a waiver of the refund due the Government on an advance or reimbursement of expenses incurred should be authorized for the unexpired period of the lease up to 30 days at not to exceed the lodging portion of the safe haven per diem rate (plus applicable tax if an exemption cannot be obtained on commercial lodging in the U.S. or non-foreign area). (DSSR 632.4 (c))

Education Allowance: This allowance is not authorized within DoD (DSSR 621.2 (d))

Education Travel: Education travel eligibility continues except that the safe haven replaces the foreign base as the destination from school. (DSSR 621.2 (e))

Separate Maintenance Allowance (SMA): SMA payments continue so long as the family is separated. Dependents may not receive both SMA and SEA. (DSSR 260)

Employees and Their Dependents Who Are Assigned to the Base, but Have Not Yet Arrived:

Employees and their dependents who have not officially reported for duty at the foreign base are not eligible for evacuation payments. However, under limited circumstances (DSSR 245), employees and dependents precluded from proceeding to post may be eligible for payment equivalent to those provided under Chapter 600 of the DSSR. Otherwise, when the criteria of Section 245 are not met, dependents who normally would accompany an employee to post will be eligible for involuntary separate maintenance allowance (Section 260) effective the date the employee begins official travel under assignment orders. (DSSR 639)

Household Goods (HHG): Access to, delivery and return to storage of household effects for an evacuee is at personal expense, **not Government** expense.

Privately Owned Vehicles (POV): Shipment of a POV is not authorized at government expense. In the absence of a POV at the safe haven location, a transportation allowance to assist with unexpected local transportation costs may be paid as follows: for first evacuee without family, \$10 per day; for first evacuee with one family member, \$15 per day; for first evacuee with two or more family members,

\$20 per day. The transportation allowance may be paid from the first day following arrival at the safe haven location. Receipts are not required. (DSSR 631 b.)

Title 5, competitive or excepted service including employees on Veteran Readjustment Appointments, without return rights, with transportation agreement

May be TDY or permanent evacuation. If permanent, nonessential employees without return rights or who have return rights to positions that have been or are scheduled to be abolished will be repatriated to a safe haven and, if eligible, registered in the Priority Placement Program (PPP), or otherwise considered for placement. Evacuation entitlements are the same as those listed above for "Title 5, competitive service employees with return rights." (5 U.S.C. 5523/CFR 550.401)

Title 5, competitive or excepted service including employees on Veteran Readjustment Appointments, without return rights, without transportation agreement

Locally hired US citizens who work for the Federal service but who do not have an agreement for return transportation to the US at government expense are not eligible for evacuation travel or other benefits. Nonessential employees will be registered, if eligible, in the PPP or otherwise considered for placement. Employees placed through PPP subsequently may become eligible for transportation of HHG and POV. (DSSR 612.3)

Military and civilian family members on permanent Schedule A appointments: Locally hired US citizens who work for the Federal service but who do not have an agreement for return transportation to the US at government expense are not eligible for evacuation travel or other benefits. DoD issued guidance applies consistency across components, departing Schedule A employees are granted initial leave without pay for 180 days with extensions authorized for up to one year. DoD officials, who exercise appointing authority, may waive up to 26 weeks of the 52-week service requirement for noncompetitive appointment for eligible family member employees returning to CONUS as a result of an evacuation as a family member. If eligible, family members may be registered in the PPP. (DSSR 612.3 and 5 CFR 315.608)

Locally recruited employees on time limited appointments: Locally hired US citizens who work for the Federal service but who do not have an agreement for return transportation to the US at government expense are not eligible for evacuation travel or other benefits. Employment is terminated with an appropriate notice period. Employees on term appointments are separated using RIF procedures and provided the appropriate notice period if the separation is to occur prior to the expiration of the term appointment. (DSSR 612.3)

Title 10 Intelligence Employees: Employees do not have statutory return rights; however, components may provide administrative return rights to positions or organizations in the U.S. Component headquarters should be contacted for details at the time the ordered or authorized departure is issued. Employees with personal career/career-conditional status or Civilian Intelligence Personnel Management System employees under the Personnel Interchange Agreement between DoD and OPM whose job performance and conduct are satisfactory may have PPP registration eligibility. Eligibility will be determined on a case-by-case basis at the time of evacuation. Evacuation entitlements are the same as for "Title 5, competitive service employees with return rights. (CPMS Info Sheet)

Work Assignments for Evacuated Employees: Evacuated employees at safe haven bases may be assigned to perform any work considered necessary without regard to the grades or titles of the employees. Failure to perform this assigned work may be basis for terminating further evacuation payments and/or taking disciplinary action. (DSSR 625 & CFR 550.406)

Priority Placement Program: Due to the varied circumstances of overseas evacuation, the Secretary of Defense or his designee will issue specific PPP registration guidance at the time of the evacuation order or authorized departure.
(DoD PPP Operations Manual, Chap 5, Section 4)

Termination of Evacuation/Return to Assignment: Not later than 180 days after the evacuation order is issued, employee must be returned to the regular post of assignment, or appropriate action must be taken to reassign the employee to another post. This action must be taken in accordance with prescribed agency regulations. (DSSR 636)

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