



CIVILIAN PERSONNEL FACT SHEET

Entitlements and Responsibilities during Noncombatant Evacuation Operations (NEO)

The purpose of the NEO program is to ensure that all noncombatants and nonessential personnel are evacuated in time of emergency. The following information is designed to advise civilian employees of their entitlements and responsibilities during a NEO evacuation. This information applies to situations where the civilian employee and family are evacuated.

Entitlements:

Advance pay: Covered employees, as defined by Department of State Standardized Regulations (DSSR), are eligible for a pay advance. Advance pay includes basic pay and any allowances or differentials currently being paid for periods not to exceed 30 days. A covered employee is a US citizen or US national employee who has an agreement for return to the United States at government expense, or a third country national with return entitlement to country of origin or point of hire.

Continuation of Salary: A covered employee's salary will continue to be paid during the period of time (but not to exceed 180 days) in which the order of the evacuation or authorization for departure remains in effect, unless terminated because of transfer, separation or other similar reason.

Subsistence Expense Allowance (SEA): Unless otherwise directed by the Secretary of State, a subsistence expense allowance for an employee or dependents evacuated or authorized departure will be paid. Payment will begin as of the date following arrival of the evacuee at an authorized safehaven location and may continue not to exceed 180 days. While the amount of SEA may depend on certain conditions, generally the amount will be equal to the average CONUS per diem rate.

Post Allowance: The post allowance will be terminated as of the close of business of the day of departure from the post.

Living Quarters Allowance: Payment of the living quarters allowance will be terminated as of the close of business on the day of the employee's departure from the post, unless the employee is required to maintain and pay for quarters at the post, or unless lease termination is impossible or impractical.

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Travel, transportation and subsistence expenses: There is no entitlement to ship or store household goods at government expense under evacuation travel. If return to the installation is not possible, goods will be moved under PCS or separation orders, as applicable. Employees who do not have a transportation agreement for return to the CONUS at government expense are not authorized travel. Travel is at personal expense or as authorized on a case-by-case basis by the Department of State. Covered employees and their dependents are authorized travel and per diem from the installation (or alternate location if away from the installation) to the designated safehaven. Children under 12 receive half the per diem rate.

Responsibilities:

Payment of Rent and utilities during the evacuation period: Payment of rent and utilities for civilian employees residing on the economy remains the responsibility of the employee. Employees must make payment arrangements ahead of time with their landlord and utility companies.

Household pets: Pet owners are responsible for finding someone to care for family pets. Transportation of pets, regardless of species, normally is not allowed on aircraft owned, chartered, or controlled by DoD. Title 37, United States Code does not permit moving household pets at government expense. Household pets must not be abandoned. Pets left with the military during a declared emergency will be disposed of IAW local operational plans.

Employment Status: Employees who have been evacuated to safehaven posts may be assigned to perform any work considered necessary or required to be performed during the period of evacuation, without regard to the grades or titles of the employees. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

Relocation of official personnel folders, payroll, and other official records: Employees may be required to carry their records with them in the event of a NEO evacuation. If this becomes necessary, employees must take extreme care to ensure no records are lost or removed.