

Evacuation Travel Claim Information

Updated: April 23, 2026

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Key Information

***All travel claims need to be submitted through the sponsor's parent command, regardless of safe haven location.

CNIC Employees POC for 1351-2

- Email: cnreacbahraindepartureclaims@us.navy.mil

Questions for NAVCENT

N1 Points of Contact (POC)

- NAVCENT N1 Distro (Submit all required documents to this email)
- Email: m-ba-cusnc-n1-addistro@us.navy.mil
- Phone number: Commercial: 011-973-1785-1770, DSN: (318) 439-9898
- Phone number: Commercial: 011-973-1785-4129, DSN: (318) 439-6230

Resources

- KMC EFAC - <https://www.navylifeurafcent.com/installations/nsf-ramstein/efac>
- CENTCOM Evacuation Information - <https://www.cusnc.navy.mil/Documents/Travel-Documents/>
- CNIC Navy Family Emergency Hub - <https://mynavyfamily.com/course/view.php?id=18456>
- Per Diem Rates Query Tool: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- Joint Travel Regulations: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- Government Travel Card: <https://home.cards.citidirect.com>
- My Pay: <https://mypay.dfas.mil/mypay.aspx>
- Military One Source: <https://www.militaryonesource.mil/>

Military Safe Haven Travel Entitlements & Claims

For Navy Families *Your guide to travel, lodging, claims, and support during Safe Haven situations.*

Safe Haven: Travel Entitlements and Claims

For additional questions or support, contact:

MyNavy Career Center (MNCC) Available 24/7 Email: AskMNCC@us.navy.mil

Phone: (833) 330-6622

Safe Haven & Entitlements

What is a “Safe Haven? A designated safe location for military dependents during authorized or ordered departure.

Per the Under Secretary of War for Personnel and Readiness Memo of 6 Mar 2026, Kaiserslautern Military Community (KMC) area of Germany was designated as an alternate foreign safe haven and eligible family members (EFM) and non-emergency Department of War (DoW) civilian employees who were ordered to depart Bahrain under the ordered departure of 3 Mar. 2026 will receive safe haven travel and allowances for that location per Chapter 6 of the JTR.

Entitlements per JTR Chapters 2 & 6 for service members:

Per JTR 060102, when an evacuation is ordered or authorized, a Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS) order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A Service member who remains in the local area of the PDS receives local travel only and is not authorized per diem except when evacuation is due to a localized emergency. When ordered or authorized to relocate due to a localized emergency as specified in par. 060101-C, local per diem is paid in accordance with the percentages and time limits specified in par. 060205, Table 6-17, unless the Service member is in receipt of TLA Special (TLA-S). A Service member on a TDY order to a location when evacuation is ordered or authorized will remain on the TDY order and evacuate to the specified location or return to PDS. Service members on TDY orders to a location outside the area of the PDS receive standard TDY entitlements per JTR Chapter 2 and do NOT receive evacuation allowances.

Entitlements per JTR Chapter 6:

- Travel: Transportation to the safe haven per JTR Chapter 6.
- Lodging: Reimbursement for lodging (keep all receipts).
 - Limited to actual cost of the lodging, not to exceed the authorized amount based on the location per JTR Chapter 6.
 - Hotel and Vacation Rentals (Airbnb, VRBO): Itemized, zero-balance receipt required. Note: Vacation rentals are authorized for evacuees only – not TDY - and only reimbursable for nightly room rate, not to include fees or taxes.
 - Lease: Monthly cost cannot exceed daily hotel rate; military clause recommended.

- Staying with relatives/ friends: No lodging reimbursement, only meal per diem.
- Meals: Allowance for meals and incidental expenses (M&IE) per JTR Chapter 6.
- Pets: Costs for transporting/ quarantining up to two household pets, per JTR 060204 (service member EFM) and 060407 (civilian employee).
- \$25 Daily Travel Allowance per family per JTR 060205 (service member EFM) and 060409 (civilian employee).

How Much Money Will My Service Member EFM's Receive in the EUCom AOR?

Per the Under Secretary of War for Personnel and Readiness Memo of 3 Apr 2026, Kaiserslautern Military Community (KMC) area of Germany and JTR Table 6-17, for the first 180 Days from date of arrival at safe haven, or until Authorized Departure/ Ordered Departures are terminated (whichever comes first) dependents of service members:

- Dependents 12+ years: 100% locality rate (lodging & M&IE).
- Under 12: 50% locality rate.
- Locality rate may be found here: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup>
- \$25/day travel allowance per family per JTR 060205.

What's NOT Covered & Claim Process

Not Covered:

- Shipping your personal car (POV).
- Shipping most household goods (HHG); only essentials allowed.

Travel Advance Request Process:

- Submit claim via email to MNCC (AskMNCC@us.navy.mil).
- Required forms: Lodging Cost Certification, NPPSC 1300/7.
- Payment expected within 7 days.
- Dependents can sign forms; RSCs can sign for command.

Travel Claim Process:

- Submit via email to MNCC.
- Required forms: DD Form 1351-2, NPPSC 1300/7.
- Keep all itemized, zero-balance receipts.

Tips & FAQs

Tips for a Smooth Process:

- Save all records and receipts.
- Respond quickly to MNCC requests.
- Know what's covered to avoid delays.

FAQs:

- Rental Car for onward travel once CONUS? Reimbursed up to constructed cost of flight(s); provide statement if unable to fly due to pets.

- Authorized lodging types? Hotels, vacation rentals, long-term leases (with military clause); itemized receipts required.
- Can dependents receive two housing allowances? No; dependents at safe haven get locality rate, not dual housing.

Claim Form Guidance & Contacts

Claim Form Guidance:

- Fill out all sponsor and dependent info (see instructions for DD 1351-2 & NPPSC 7000/1).
- Dependents can sign for sponsor.
- Payment can go to sponsor or dependent account (provide info as needed).

Contacts & Resources:

- MyNavy Career Center (MNCC): AskMNCC@us.navy.mil, (833) 330-6622
- For more info: JTR, NPPSC forms, DD 1351-2

Ordered Departure Support for Civilian Employees

- All evacuated employees must have a set of travel orders for themselves and any evacuated family members. This will be either a DD1610 for evacuation travel, or TDY orders through DTS, or in some cases both. Please elevate through your chain of command if you do not have or need corrections to your orders.
- Travel vouchers for en-route travel and safe haven per diem are claimed on DD1351-2, must be reviewed and signed by your Command (see page 7 for process for NSA Bahrain employees), and then submitted to DFAS via Travel Voucher Direct for payment. <https://www.dfas.mil/MilitaryMembers/travelpay/travelvoucherdirect/>
- The Office of Civilian Human Resources Oversea Program Center (OPC) created a civilian employee support team to assist civilian employees impacted by authorized and/or ordered departures. OPC has assigned a case worker to all affected employees serviced by OPC.
- Case workers are HR specialists from the EURAFCENT HROs who will support evacuees and EE personnel in processing allowances such as Danger Pay, Post Allowance, and Exceptional Quarters Allowance. Allowances are claimed on SF-1190 and processed directly by your case worker.
- If an employee serviced by OPC has not yet been contacted or needs further assistance with allowances, they should reach out to ochr_naples_region@us.navy.mil. Employees needing assistance with travel orders or work assignments should contact their supervisor or appropriate Command POC.
- Employees who do not receive HR services from OPC (e.g., NAF, NCIS, Marine Corps) should contact their servicing Human Resources Office for assistance with pay, allowances, compensation and travel issues.

Evacuation Claim Packet Checklist

This checklist outlines the required documents and steps to ensure your evacuation claim is "pay ready" for submission to DFAS.

Core Documents for Military and Civilian Dependents

Ensure you have gathered ALL the following documents:

1. DD Form 1610: Request and Authorization for TDY Travel of DOD Personnel
2. DD Form 1351-2: Travel Voucher or Subvoucher
3. Evacuation Verification Information Sheet (EVIS): Completed and signed
4. All Lodging Receipts: For hotels, Airbnb, rental leases, etc.
5. All Travel Receipts: For airfare, trains, taxis, etc.
6. Evacuation Authorization* (optional): The initial document authorizing the evacuation (e.g., Memorandum from the Office of the Under Secretary of War) **DFAS will have copies of the Authorizations on hand.*

DD Form 1610 - Review Checklist

Verify ALL blocks are completed, however pay special attention to the following blocks on your DD 1610:

- Block 1: Date of Request
- Block 2: Your Name (or Eldest Dependent)
- Block 3: Complete/Full SSN or DODID
- Block 5: The specific Safe Haven (SH) location is listed
- Block 8: Authorization type is "Evacuation/TDY"
- Block 9: Purpose is "Evacuation"
- Block 10a: Completed with number of days
- Block 10b: Proceed Date matches the date you departed the evacuation location
- Block 11: Itinerary correctly shows travel from the evacuated station to the SH and Return to location
- Block 13a: "Per diem authorized in accordance with JTR" is checked
- Block 16 (Remarks):
 - o Includes verbiage authorizing the evacuation
 - o Lists the sponsor and all dependents' full names, relationships, and dates of birth/marriage
 - o Specifically authorizes Subsistence Expense Allowance (SEA)*
 - o Specifically authorizes Local Travel Allowance (LTA)*
 - o Air Freight Replacement Allowance, if applicable
- *DFAS will have a memo to cover SEA & LTA if not remarked*
- Signatures & Dates: Blocks 17, 18, and 20 are signed by the appropriate officials, and the signature in Block 18 is different from Block 20

DD Form 1351-2 - Review Checklist

Verify the following fields are correctly filled out on your DD 1351-2:

- Block 1: Electronic Fund Transfer (EFT) is selected for payment
- Block 6e: A frequently checked email address is provided
- Block 12: All dependent information is listed correctly
- Block 15 (Itinerary): A complete timeline is documented, including dates, locations, modes of travel, and reasons for every stop from your evacuated station to your final Safe Haven destination
- Block 15a: Needs to include at least one overnight at the SH location (ex: Safe Haven 2/4/2026-3/4/2026)
- Block 18 (Reimbursable Expenses):
 - All expenses (airfare, lodging, lodging taxes, pet quarantine fees) are listed with the correct dates
 - Local Transportation Allowance (\$25 per day) is claimed if authorized on the DD Form 1610
- Block 20: You have signed and dated the form (20a, 20b), and your chain of command has signed and dated their review (20c, 20d) on a later date

Evacuation Verification Information Sheet (EVIS) - Review Checklist

- Personal Information: Your name, SSN, grade, and current contact information are correct
- Safe Haven Address: The address listed matches the authorized location on your DD Form 1610
- Dependents: All dependents who evacuated with you are listed with their date of birth/marriage and relationship to you
- Bank Information: Your bank routing and account numbers are entered for direct deposit
- Signatures: The form is signed by a member of your chain of command who can verify dependent eligibility

Receipts - Final Check

- You have a valid, legible receipt for every lodging expense
- You have a valid, legible receipt for every commercial travel expense •You have a valid, legible receipt for any single authorized expense over \$74.99
- All receipts show a zero balance, the name of the vendor, date of service, and an itemized breakdown of costs
- Credit card statements are not acceptable in place of the valid receipt, but can be used to verify the exchange rate for foreign currency conversions

Submission

- Once all documents are complete and verified, submit the entire claim packet thru Travel Voucher Direct

<https://www.dfas.mil/MilitaryMembers/travelpay/travelvoucherdirect/>



TDY Status of NSA Bahrain Civilian Employees

The purpose of this guide is to provide clarifying information with regards to the TDY Status of NSA Bahrain Civilian Employees.

Employees issued TDY orders receive standard travel and transportation allowances outlined in JTR chapter 2.

- Eligible Family Members (EFMs) still receive authorized evacuation allowances under DSSR 600 even though the employee may be issued TDY orders. In that case, the employee receives TDY allowances instead of evacuation allowances, and the employee's spouse becomes the "first evacuee" for the purposes of calculating evacuation allowances.

Employees are issued TDY travel orders (DTS) and EFMs are issued evacuation orders (DD1610).

- Authorities – 5 U.S.C. 5725, JTR Chapter 6, JTR 060102, JTR 0604 and DSSR 600
- JTR 060102 authorizes employees to be issued TDY orders.
- Employees who are TDY are NOT considered to be evacuated and therefore are not authorized evacuation allowances under DSSR 600; nor considered to be the "first evacuee". They are authorized the standard travel and transportation allowances from JTR chapter 2.
- Employees may NOT claim any expenses for dependents on the TDY travel claim.
- If the employee is directed by TDY orders to travel to other than the initial safe haven, the employee's spouse may join the employee at the TDY location under the following conditions:
 - The spouse will no longer be entitled to any evacuation allowances – whether at the safe haven or at the gaining location.
 - The employee must inform his/her NSA Bahrain chain of the spouse's relocation – both for accountability purposes and for allowance determination purposes.
 - If the TDY is OCONUS, the employee must ensure that his/her spouse can legally enter and temporarily reside in the OCONUS location.
 - ALTERNATIVELY if the employee's TDY is to an OCONUS location - The spouse can submit an Exception to Policy, thru his/her chain of command to CENTCOM, to establish an Alternate Foreign Safe Haven so they can continue to receive evacuation allowances (at the standard CONUS rate) at the OCONUS location.

Employee's allowances while on TDY orders:

- Lodging: rates are based on the TDY site
- Meals & Incidental Expenses (M&IE): rates are based on the TDY site
- Rental Cars: are authorized on a case-by-case basis and left at the discretion of the Department Head (DH). *** Rental cars are for official business use only. ***

Per diem in the Continental United States is set by the General Services Administration (GSA) and can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Per diem overseas (OCONUS) is set by the State Department and can be found at: <https://allowances.state.gov/content.asp>

Leave while TDY:

Employees may take leave while in a TDY status when approved by the supervisor. However, if the employee takes leave, he/she will not receive any TDY allowances (i.e., lodging and per diem) for the days in a leave status and, in some cases, for non-work days where the employee takes leave directly before and after the non-work day(s) or does not return to the TDY location after leave.

To address any leave periods in DTS, the employee should amend the current authorization. On the per diem screen, click the three dots next to the dates impacted. On the next screen, click the box that says “Allowed Leave (no per diem)” and then save and sign the document again. Alternatively, this procedure can be done on the voucher.
See JTR 033301

Spousal hire:

Spousal hires who were in Bahrain as a dependent should not be placed on TDY orders – even though they may be a GS or NAF employee. Instead, the individual receive evacuation allowances.

Dependent:

- When Civilian employees are placed on TDY orders through DTS, N8 will issue a new DD Form 1610 showing the first eligible dependent as the “first evacuee”. All other dependents will be listed in block 16. We will be gathering data in order to complete the new DD Form 1610 correctly, such as Social Security Numbers in addition to confirming Safe Haven locations.

NAF:

NAF personnel receive the same TDY benefits and for dependents, the same Safe Haven benefits as APF families.

Scenario: Co-location

If the employee and family reside together while the employee is on TDY and the family is evacuated, the lodging rules under JTR table 2-15 will apply to the employee.

A sponsor is on TDY orders in Virginia Beach, VA. The sponsor’s dependents are located with the sponsor. Reimbursement will look like the following:

Sponsor voucher in DTS:

- Lodging \$124/night
- Per diem \$74/day
- Rental vehicle \$2,000/month
- Fuel \$150/month

Dependent voucher on DD Form 1351-2 filed with DFAS for initial 30-day Safe Haven (per diem amount decreases at day 31):

- Lodging \$0/night
- Per diem \$74/day for dependent over 18, \$37/day for dependent under 18
- Transportation expense \$25/day

Scenario: Not Co-located

A sponsor is on TDY orders in Virginia Beach, VA. The sponsor's dependents are located in Houston, TX at the approved Safe Haven location.

Sponsor voucher in DTS:

- Lodging \$124/night
- Per diem \$74/day
- Rental vehicle \$2,000/month
- Fuel \$150/month

Dependent voucher on DD Form 1351-2 filed with DFAS for initial 30 day Safe Haven (per diem amount decreases at day 31):

- Lodging \$128/night
- Per diem \$80/day for dependent over 18, \$40/day for dependent under 18
- Transportation expense \$25/day

Vouchering out Safe Haven Travel – DD 1351-2:

- Dependent travel and civilian non-TDY travel will be reimbursed by filing a DD 1351-2 every 30 days with DFAS directly at <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5080>
- After completing the 1351-2, send the signed form with receipts for lodging to your CNIC EURAFCENT Organizational mailbox for signatures: cnreacbahraindepartureclaims@us.navy.mil.
- Receipts are not necessary for meals or transportation as these are flat reimbursement amounts.
- Once signed by CNIC EURAFCENT, send directly to DFAS.

Vouchering out TDY Travel:

- In DTS, a TDY voucher is submitted when the TDY ends.

- If your TDY extends beyond the initial 30 days, your DTS Authorization will be amended by CNIC EURAFCENT Travel Personnel in 30 day increments up to 180 days.
- Scheduled Partial Payments will be requested for each 30 day increment, which pay a portion of your lodging to your GTCC and a portion of your per diem funds to your banking account number on file via EFT.
- A final voucher will be submitted when the TDY has concluded.
- Employees must include receipts for lodging, rental vehicles, fuels and tolls as part of the voucher process will be required for reimbursement.

Military and Civilian CNIC Authorized/Ordered OCONUS Evacuation Entitlement

<https://navyfamily.navy.mil>

NFAAS: 1-877-414-5358

Information in this document is general in nature and subject to change. Each traveler's entitlements are treated separately based on individual circumstances.

Entitlement Calculation

Military members ordered to depart an area being evacuated must be placed in a TDY or PCS status. Therefore, members will receive TDY or PCS entitlements based on evacuation circumstances.

Civilian employees and authorized dependents are authorized a daily per diem allowance (lodging, meals, and incidentals) while traveling from the PDS to the safe haven and while at the safe haven location. The amount is based on the rate authorized for the area (locality) NTE the order radius. For the first 30 days, evacuees 18 years old and above receive 100% of the local per diem rate. Those under 18 receive 50%. On the 31st day at the safe haven, and up to the 180th day, those 18 years old and above receive 80%; those under 18 receive 40%. Example: First 30 days, an adult (100%) and two children, both under 18 ($50\% \times 2 = 100\%$), would receive reimbursement NTE 200% of the safe haven location. If safe haven per diem rate is \$75/night lodging and \$45/night M&IE, maximum reimbursement would be: \$150/night for lodging ($\$75 \times 200\%$) and daily reimbursement of \$90 for M&IE ($\$45 \times 200\%$).

Only one safe haven location is authorized. If travelers relocate to another location after arrival at the safe haven location, reimbursement is limited to the safe haven locality rate.

Meals and Incidentals

Reimbursement for meals and incidental expenses (M&IE) will be based on the safe haven locality rate or standard CONUS rate (if location is not listed) and calculated based on number of authorized travelers (see entitlement calculation section). Receipts are NOT required.

Government Travel Charge Card

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel. Use of the card for expenses not authorized by the JTR is prohibited. Authorized GTCC expenses include lodging, meals, gas, and cash withdrawals during an authorized/ordered evacuation. Split disbursement is mandatory when settlement voucher(s) are filed and the cardholder is required to make full payment.

Navy & Marine Corps Relief Society (NMCRS)

Active Duty Members may be eligible for Financial Assistance or a Quick Assist Loan (QAL) in situations of financial emergency. Please call (800)-654-8364 or visit <https://www.nmcrs.org/> for additional information. The NMCRS does not provide loans to civilian employees.

Evacuation Allowance Termination

Evacuation allowances will stop on the effective date of a permanent change of station to a new duty station or the date communicated by DoW regarding any return to Bahrain, whichever is earlier. . A final voucher is required, regardless of if an advance was received. If an advance was received, the amount already received will be deducted from your final voucher payment. If the advance received exceeds the amount authorized, a debt will be incurred and the traveler will be required to repay the overpaid amount. Coordinate with your command leadership to determine travel claim submission guidance.

Required Travel Claim Documents

Note: JTR, par. 010302. A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. (i.e., personal insurance claims).

- DD FORM 1351-2, MAY 2011 (Travel Voucher)
- DD FORM 1610, MAY 2003 (TDY Order)
- Electronic Funds Transfer (EFT) Information
- Itemized lodging receipts in the traveler's name
- Receipts for claimed expenses of \$75 or more

Important Terms and Definitions

- Permanent Duty Station (PDS): The post of duty or official station of a member or an employee's permanent work assignment location.
- Travelers: For the purpose of this guide, refers to all persons authorized to travel under the evacuation order from the PDS (active duty military and their dependents, civilian employees and their dependents, and NAFI employees and their dependents).
- Safe Haven: A temporary location named in the evacuation order/authorization to which travelers are directed to relocate to await a decision by competent authority to either return to the PDS or proceed to a designated place.
- Designated Place (For Evacuation Allowances): A location selected by evacuated dependents, as the place where they choose to establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future.
- Per Diem: A daily payment to assist with expenses for lodging, meals and related incidental expenses.

Helpful Links

Per Diem Rates Query Tool: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
Joint Travel Regulations: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
Government Travel Card: <https://home.cards.citidirect.com>
My Pay: <https://mypay.dfas.mil/mypay.aspx>
Military One Source: <https://www.militaryonesource.mil/>