

# OCHR FactSheet

Authorized Departure for Manama, Bahrain

Issued: 19 March 2011

## SPECIAL ISSUE

This Fact Sheet:

- Provides information on benefits and allowances for eligible family members and non-essential personnel leaving Manama, Bahrain
- Addresses several key questions related to the authorized departure

## KEY POINTS

- Stop movement order issued and updated 17 March for all DoD dependent personnel in all categories for the island of Manama, Bahrain
- Authorized departure for eligible family members and non-essential personnel
- Safe haven for eligible family members designated as United States
- Safe haven for non-essential personnel designated as activity headquarters in the United States

## Frequently Asked Questions

Recent civil unrest in Bahrain has resulted in a decision for an authorized departure of eligible family members (EFMs) and non-essential personnel by the Department of Defense (DoD) and the Department of State (DoS) from Manama, Bahrain.

This fact sheet provides general information regarding the extent of benefits and allowances, expenses, etc., to enable individuals to address the challenges of a temporary displacement. The extent of the benefits may change after the initial 30 days and are dependent on individual circumstances. Individuals should contact their servicing human resources offices for further guidance.

### Overview

#### **Q. Do I, or my family members, receive the same benefits as the military?**

A. Not necessarily. The Department of State (DoS) determines overseas benefits and allowances for all federal civilians and their family members.

#### **Q. Can my family members go to an alternate foreign safe haven?**

A. The United States (US) has been designated as the safe haven for family members. An alternate foreign safe haven may be authorized/approved by the DoD in special circumstances when in the US Government's interest. Benefits are only available if the alternate safe haven is approved. Requests should be sent through DON OCHR.

#### **Q. Who funds the departure for my eligible family members?**

A. The departure is funded and is the financial responsibility of the sponsor's command using their FY11 TDY O&MN funds per DFAS message R 151600Z March 11 ZYB.

#### **Q. My family doesn't use DTS, how do I get the funds for my family members?**

A. DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) should be used for evacuation travel for authorized departures for eligible family members. Additionally, eligible family members should complete the DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotments Payments) and DD Form 1351-2 (Travel Voucher and Subvoucher) should be used for filing evacuation order claims. Travel and transportation expenses are in accordance with the JTR for TDY travel (APP 1, Part 4, par. A).

#### **Q. Can I use my government travel credit card to cover expenses for my family?**

A. No. The government travel credit card can be used by employees performing official business in a temporary duty status. It cannot be used to cover family member expenses. Individuals should maintain a record and receipts for expenses related to the departure.



**OCHR**  
FACTSHEET

**Q. When do Subsistence Expense Allowance (SEA) benefits commence for evacuees?**

A. US Safe Haven – SEA benefits begin from the day following arrival at the official safe haven location, per DSSR 632. No SEA will be paid for travel in route to the official safe haven location. Alternate Approved Safe Haven (outside the US) – if an alternate foreign safe haven is approved prior to the EFM's evacuation, SEA benefits will commence from the day following arrival at the approved alternate safe haven location. If an alternate safe haven is approved *after* evacuees have arrived at that location, SEA will commence no earlier than the date the Department received the request for the alternate safe haven. If the request for an alternate safe haven is denied, no SEA is authorized until the evacuee arrives at the authorized safe haven.

**Q. When do SEA payments end?**

A. Evacuation status is authorized by the Under Secretary of State for Management in 30-day increments, up to a maximum of 180 days, per DSSR 623f.

**Q. I am an employee who is a single parent. Will my children be evacuated and what allowances will they receive? Do they have to travel alone?**

A. Eligible family member children will be evacuated and will be eligible for the customer evacuation benefits, per DSSR 630. If there is a single child, this child would be considered as the first evacuee of the family unit and would receive SEA based on the safe haven's per diem rate, including the actual lodging charge up to the lodging limit. If there are other children evacuated they would receive a percentage of the safe haven's locality, M&IE rate according to the formulas in DSSR 632.1. An employee or other adult escort may accompany EFM's unable to travel alone to their official US safe haven and receive reimbursement for travel expenses.

**Q. Are there other provisions if I need further help with unexpected expenses related to the evacuation?**

A. Per DSSR 615, an employee may be paid in advance of the normal payday when, in the judgment of the authorizing officer, payment is required to help defray the immediate expenses incident to an evacuation. The advance payment shall be for a maximum of 30 days based on the rate of compensation including any allowances or post differential the employee was entitled to immediately prior to the evacuation order. The advance payment may be made at any time after the date the evacuation has been ordered but no later than 30 days after this date. (Form DD2461 - Authorization for Emergency Evacuation Advance and Advance and Allotment Payments for DoD Civilian Employees)

**Q. Do newly assigned employees/eligible family members not yet arrived at the post qualify for evacuation benefits under DSSR Chapter 600?**

A. Only employees and dependents who are temporarily away from their foreign post of assignment at the time of the evacuation order are eligible for evacuation benefits if prohibited from returning. However, under the transfer allowance authority, DSSR 245 does allow equivalent benefits to certain newly assigned personnel who are prohibited from proceeding to post. These equivalent benefits provide for SEA payments as well as justified grace periods needed to return to post at the end of an evacuation and the lease penalty payment. (Additional guidance available at DSSR).

**Local US Hires**

- Locally hired American citizens, who work for the US Government but who do not have a service agreement for return transportation to the US at government expense, are not entitled to government evacuation allowances.
- Locally hired Americans may be evacuated if the Department of State evacuates all Americans (they are not entitled to government evacuation allowances).
- Locally hired American citizens who are dependents of active duty military are evacuated under the rules of the JFTR.

**Where to Find Additional Information**

DSSR – Department of State Standard Regulations; JTR – DoD Joint Travel Regulations; JFTR – DoD Joint Federal Travel Regulations (military)

Visit [www.public.donhr.navy.mil](http://www.public.donhr.navy.mil) for information. Questions may be sent to [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).



**OCHR**  
**FACTSHEET**