

Authorized Departure (Voluntary/Optional) FAQ Sheet

Q. What is authorized departure?

A. An authorized departure is the voluntary departure of command-sponsored military and civilian employee dependents at government expense.¹

Q. Is this mandatory or can dependents elect to remain?

A. No, this is not mandatory. Authorized departure is voluntary and dependents may elect to remain in Bahrain. In contrast, an ‘Ordered Departure’ is not voluntary.

Q. Is this a Noncombatant Evacuation Operation (NEO)?

A. No, this is a voluntary departure of dependents who wish to leave Bahrain due to the current environment. A NEO is a short-notice mission directed by the State Department (and executed by the military) to move all US citizens from a dangerous area.

Q. Where can we go during this voluntary departure?

A. You may generally choose any of the 50 United States, the District of Columbia, or any non-foreign areas which include U.S. territories, U.S. possessions, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands. The chosen location will be considered your ‘safe haven’ location.

¹ Non-Emergency Essential Civilian Employees may be included in an authorized departure, depending upon the specific authorized departure order.

Q. What is a Safe Haven?

A. A safe haven is a location or place officially designated or chosen to which an employee and/or dependents is sent pursuant to an authorized departure order.

Q. How many days/months will this go on for, and when will it end? Will personnel be authorized to return to Bahrain?

A. We do not have that answer and we do not control that decision. It could be a few weeks or several months.

Q. Who is eligible for Authorized Departure travel from Manama, Bahrain?

A. Eligibility is governed by the specific Authorized Departure order. We do not currently have an Authorized Departure order. Generally, command sponsored dependents of a service member(s) and DoD employee(s) are eligible. Eligible personnel can volunteer for an authorized departure and should notify their sponsor. The sponsor can contact the NAVCENT N1 distro at: mba-cusnc-n1-addistro@us.navy.mil as the primary point of contact. If you do not receive a response within 4 hours, please feel free to contact us via phone. For emergencies, contact us via phone directly. Commercial: 011-973-1785-9898, DSN: (318) 439-9898 / Commercial: 011-973-1785-6230, DSN: (318) 439-6230.

Q. What allowances do DoW sponsored dependents of service members receive at the safe haven?

A. Allowances for DoW sponsored dependents of uniformed service members are outlined in the Joint Travel Regulation (JTR) Chapter 6, Section 0604. Generally, dependents of service members will be eligible for locality per diem **for up to 180 consecutive days**, unless the authorized departure is rescinded and return is directed. **Once return is directed, you may no longer be eligible for locality per diem.** You will need to submit a travel claim through your sponsor to be reimbursed every 30 days. The Overseas Cost of Living Allowance (OCOLA) will be adjusted and reduced by approximately \$4 per day at the current exchange rate, starting from the 31st day after your departure.

| Table 6-17. Safe Haven Allowances* | | | |
|------------------------------------|---------------|--|---|
| Duration at Safe Haven | | 12 Years of Age or Older | Less than 12 Years of Age |
| 1 | First 30 Days | A maximum of 100 percent of the locality per diem rate for the area. | A maximum of 50 percent of the locality per diem rate for the area. |
| 2 | 31-180 Days | Up to 60 percent of the locality per diem rate for the area. | Up to 30 percent of the locality per diem rate for the area. |

*Each eligible dependent receives per diem at their appropriate rate

Q. What allowances do dependents of civilian employees receive at your chosen safe haven?

A. Dependents of civilian employees will be eligible for allowances pursuant to the DSSR Section 600, Subparagraphs 611-639. Subsistence Expense Allowance (SEA) provides for appropriate lodging, meals and incidental expenses. The rate is based on the locality rate of the authorized safe haven and begins the day after arrival at the safe haven location. The amount of the allowance is impacted by whether the commercial (receipts) or non-commercial (no receipts) is used. A local travel allowance at the rate of \$25/day/family may be authorized to partially offset expenses incurred for local travel. Post allowance is reduced to the “employee without family” rate after departure of all dependents. Living quarters allowance may be continued at the “with family” rate for a period not to exceed six months provided the employee does not participate in the departure.

The commercial rate (requires receipts for commercial lodging):

First 30 Days

- The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 100% M&IE
- Each family member age 18 or older receives 100% M&IE
- Each family member under age 18 receives 50% M&IE

Days 31-180

- The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 80% M&IE
- Each family member age 18 or older receives 80% M&IE
- Each family member under age 18 receives 40% M&IE

The non-commercial rate (receipts not required):

First 30 Days

- The first family member receives a flat 10% of the lodging portion of the locality rate plus 100% M&IE
- Each family member age 18 or older receives 100% M&IE
- Each family member under age 18 receives 50% M&IE

Days 31-180

- The first family member receives 80% M&IE
- Each family member age 18 or older receives 80% M&IE
- Each family member under age 18 receives 40% M&IE

Q. Are my pets authorized transportation, quarantine, and per diem?

A. Up to two household pets (defined as a cat or dog) are authorized transportation to and from the safe haven or designated place if you currently own them at the evacuated foreign Permanent Duty Station (PDS). **The Service member must adhere to the rules for importing and exporting the pet to and from the United States, as failure to do so may result in denial of reimbursement.** If transported and quarantined at personal expense, then reimbursement is limited to the constructed cost that Government would have incurred. Pets are NOT authorized per diem. The Government's maximum reimbursement for all pet expenses, including, but not limited to, transportation, quarantine, and required medical treatments for the pet to meet transportation requirements, is limited to \$2,000 per household for all pets moved during a single evacuation.

Contact NSA Bahrain Veterinary Services for all required documents at COMM: +973-1785-4295 or DSN: 318-439-4295 or nsabahrain.vetclinic@gmail.com.

Further details are provided at: <https://www.aphis.usda.gov/aphis/pet-travel>.

Q. Which airlines accept pets for travel from Bahrain?

A. The number of airlines that transport pets from Bahrain can be limited and availability to transport pets is not guaranteed. Other factors impact pet transportation, such as time of year and heat embargoes. It is critical to directly verify with the airline for availability and restrictions, as well as check both origin and destination regulations before arranging travel. NAVPTO will assist in identifying compatible airlines to accommodate for pets. Note: pets leaving Bahrain on commercial aircraft will not be able to travel in the cabin.

Q. What documents are required for a pet traveling on a commercial flight out of Bahrain?

A. For a pet to travel on a commercial flight out of Bahrain, the following documents are required:

- Health Certificate, Vaccination Records and Exportation Certificate
- These documents must be provided to ensure the pet meets travel requirements

Q. What are the common reasons pets may not be allowed on a flight from Bahrain?

A. Pets may not be allowed on flights from Bahrain due to the following common reasons:

- Heat restrictions, which limit travel during certain temperatures
- Additional airline restrictions

These factors must be considered when planning pet transportation.

Q. How does this apply to dual military or single parents?

A. If dual military sponsors have children; one parent/guardian is authorized to escort children to the departure location. The sponsor will be required to return. Both sponsors will be required to have a plan in place for the dependent at the safe haven location prior to executing.

Q. If pregnant, can I travel?

A. Yes, if approved by appropriate medical personnel. In some cases a medical evacuation could apply. Coordinate with your sponsor and primary care manager.

Q. If I do not volunteer today can I volunteer at a later date?

A. Yes, family members can volunteer as long as the authorized departure remains in effect. Your sponsor will be updated on how long the authorized departure will be in effect. Tickets are issued on a first come, first served basis and flights will be subject to availability. However, if you do not volunteer for an authorized departure, and an ordered departure occurs, you will no longer be able to volunteer for the authorized departure. You will be required to follow the ordered departure directives and process.

Q. If I do not depart, will the commissary, exchange, and other base services remain available to me?

A. If a command-sponsored dependent chooses to remain at the duty station and retains his/her DoD dependent identification card, the dependent will still have access to the commissary, exchange and related base services depending on the current security posture of the installation. These services may close or be limited during the time an authorized departure is in place.

Q. Once our family makes the decision to leave under the Authorized Departure, how quickly will they be ticketed through NAVPTO?

A. We are anticipating a short turn around on tickets issuance. Processing time will be based on the amount of volume received through the NAVCENT N1 shop and NAVPTO. In the meantime, please make sure you are utilizing the “Departure Preparation

Checklist” to make sure you have everything in order. This document is posted on the Official NAVCENT Website:

<https://www.cusnc.navy.mil/Documents/Travel-Documents/>

Q. Can a family procure their own commercial tickets to leave Bahrain without going through NAVPTO?

A. Families are encouraged **NOT** to procure their own commercial tickets. Travel must be approved in advance and coordinated by military travel agencies. Ticketing will be coordinated through Navy Passenger Transportation Office (NAVPTO) Bahrain.

Reimbursement for personally procured tickets is **NOT** guaranteed.

Q. Is there a place to get all the required documents for the Authorized Departure?

A. Yes. Sponsors will be responsible for communicating with their Command Pay and Personnel Administrators (CPPAs) and the NAVCENT N1 team (m-bacusnc-n1-addistro@us.navy.mil). All required documents will be found here:

<https://www.cusnc.navy.mil/Documents/Travel-Documents/>

Q. When can we return to Manama, Bahrain following an authorized departure?

A. We do not have that answer and we do not control that decision. However, once/if the authorized departure is terminated and personnel are ordered to return to Bahrain, personnel are cautioned that the return must be expeditious and per diem will cease.

Sponsors are requested to submit a Passenger Reservation Request and DD Form 884 to the NAVCENT N1 Distro (m-bacusnc-n1-addistro@us.navy.mil). All required documents can be found here: <https://www.cusnc.navy.mil/Documents/Travel-Documents/>

Q. Will returning families have access to medical care?

A. Dependents who are enrolled in the TRICARE program will retain their eligibility.

Q. When do we file reimbursement for per diem?

A. You should file for per diem reimbursement every 30 days. For military families, the dependent must provide the sponsor with all required documents and lodging receipts for the 30-day period. The sponsor will then submit these to their CPPA to process the claim. For a detailed list of required documents, please refer to the infographic at the end of the FAQ sheet. Civilian sponsors follow a different procedure and will receive specific instructions on how to file for reimbursement directly with DFAS using “Smart Voucher.”

Q. Is my sponsor allowed to receive dual housing entitlement for Authorized Departure and/or Advance Dependent Travel?

A. No. Per diem entitlements will be authorized for the designated safe haven locality rate for the Authorized Departure. Per diem rates and calculator can be found on the Official NAVCENT Website. Advance Dependent Travel only authorizes one housing entitlement as determined by Secretarial Process.

Q. Can I travel to the safe haven with my dependents?

A. No. Mission-essential personnel are required to remain in theater or proceed to their Temporary Duty (TDY) locations. Exceptions may be considered only if the dependent is unable to travel alone, and any such request must be reviewed and approved by the member's chain of command.

Q. What is the reference for all this?

A. The Joint Travel Regulations Chapter 6, which can be found here: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

For civilian employees and dependents of civilian employees, see the Department of State Standardized Regulations Chapter 600, which can be found here: <https://allowances.state.gov/content.asp>

Q. Is there any official guidance on the Authorized Departure process for entitlements and reimbursement?

A. Yes. Pay and Personnel Information Bulletins (PPIBs) will be released to provide official guidance in the event of an Authorized Departure (Mynavyhr.navy.mil). The Joint Travel Regulations Chapter 6 cover some of the entitlements and reimbursements.

Q. What is the process for requesting a Foreign Alternate Safe Haven location?

A. The approval process differs for military and civilian personnel. All requests must first be endorsed by the sponsor's command and submitted to NAVCENT N1 for tracking. Military requests are forwarded to OPNAV N130C, while civilian requests are processed through Navy OCHR. **Approval of Foreign Alternate Safe Havens is not guaranteed.**

Q. If my family departed pursuant to the June 2025 Authorized Departure, will we be permitted to depart again?

A. Yes, you will be permitted to depart if another departure is authorized.

Q. How do I submit this paperwork if my sponsor is TAD/out of Bahrain at the time departure is authorized?

A. If a sponsor anticipates imminent travel out of Bahrain, it is **highly recommended** the sponsor provide their dependent with a **Special Power of Attorney (SPOA)** to sign official documents. The sponsor can pre-draft and sign travel documents for the dependent to submit to NAVCENT N1 in the event of an authorized departure. If the sponsor pre-drafts and signs the travel documents and sends directly to NAVCENT N1 themselves, no SPOA is required. If the dependent sends the documents, an SPOA is required to be included in the submission.

MILITARY SERVICE MEMBER

| SPONSOR (Approved Escort) | | | | | | | DEPENDENTS | | |
|---------------------------|-------------------------------|---|-------------------------------------|--|--|---------------------------|---------------------------|---|---|
| Location | Travel Per Diem | OHA | COLA | HDP | FSA | TAX FREE | Location | A/D Per Diem | Travel Per Diem |
| Bahrain (PDS) | ✓ | w/ Dependent Rate | Single Rate | ✓ | X | ✓ | Safe Haven | ✓ | ✓ |
| TDY | ✓ | w/ Dependent Rate | w/ Dependent Rate | X | ✓ | X | Bahrain | X | X |
| TDY | ✓ | w/ Dependent Rate | X | X | ✓ | X | Safe Haven | ✓ | ✓ |
| Entitlement Notes: | If Approved by Command w/ LOA | Does not Change due to Housing Contract | Changes on the 31 st day | Stop effective on the 31 st day | Eligible on 31 st day, retroactive from date of departure | Stops the following month | Entitlement Notes: | Per Diem: Lodging + Local Meals and Incidentals. Refer to Table 6-17. | Funded by A/D OSD For Military Dependents |

1. ADVANCES.

Submit Documents To Your Respective CPPA.

- Copy Of Your Evacuation Orders
- Evacuation Lodging Certification Sheet (With Estimated Costs, Per Day/Month)
- Banking Information
- NPPSC 1300/1 Application For Transfer And Advances.

* Travel advances are paid upon request at the beginning of the evacuation

2. INTERIM PAYMENTS.

Submit Documents To Your Respective CPPA.

- Travel Claim (DD Form 1351-2)
- A Copy Of Your Evacuation Orders
- Provide Receipts (Lodging, Transportation)
- Evacuation Lodging Certification Sheet
- Other As Needed.

* Interim payments are paid upon the completion of each 30 days of evacuation if the evacuation event extends beyond 30 days.

3. SETTLEMENTS.

Submit Documents To Your Respective CPPA.

- Travel Claim (DD Form 1351-2)
- A Copy Of Your Evacuation Orders
- Provide Receipts (Lodging, Transportation)
- Evacuation Lodging Certification Sheet
- Other As Needed

* Settlements are paid upon return to the Permanent Duty Station (PDS) or upon execution a permanent move to a "DESIGNATED PLACE" if return to the permanent duty station cannot be accomplished. Effective 1 January 2024, reimbursement not to exceed \$2,000.

Table 6-17. Safe Haven Allowances

| | Duration at Safe Haven | 12 Years of Age or Older | Less than 12 Years of Age |
|---|------------------------|--|---|
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Travel Settlement/Advance Inquiries or Voucher Requests: (1) ASKMNCC@NAVY.MIL (2) call 1-833-330-6622.

Civilian Employees and Dependents -Subsistence Expense Allowance (SEA) is based on the locality rate of the authorized safe haven and begins the day after arrival at the authorized safe haven location.

The commercial rate (requires receipts for commercial lodging):

First 30 Days

- The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 100% M&IE
- Each family member age 18 or older receives 100% M&IE
- Each family member under age 18 receives 50% M&IE

Days 31-180

- The first family member receives up to 100% (may be authorized up to 150% for special family compositions) of the lodging portion of the locality rate plus 80% M&IE
- Each family member age 18 or older receives 80% M&IE
- Each family member under age 18 receives 40% M&IE

The non-commercial rate (receipts not required):

First 30 Days

- The first family member receives a flat 10% of the lodging portion of the locality rate plus 100% M&IE
- Each family member age 18 or older receives 100% M&IE
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Days 31-180

- The first family member receives 80% M&IE
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Q. When executing an Authorized Departure, will my mail be returned to sender?

A. No. Mail will be held until mail is picked up or a change of address is provided by the customer.

Q. Can I authorize someone else to pick-up my mail?

A. Yes. With the exception of accountable mail, authorization can be given for a specific period of time and their DoD ID number must be provided.

Q. Can I forward my mail during authorized departure?

A. Yes. Mail can be forwarded if and when the sponsor/dependents are unable to pick up mail or have not authorized someone to pick up mail. If customers decide to forward mail the following email should be used, m-ba-navsupflcbahrain-fpo@us.navy.mil with the updated mailing address.

Q. How do I submit a change of address to my new residence?

A. You can change your address in person, via e-mail, or on the USPS website <https://moversguide.usps.com/mgo/disclaimer>. The easiest way to update your forwarding address is to email the NSA FPO Distro list, m-ba-navsupflcbahrain-fpo@us.navy.mil, with the following information. Subject: Name and Box Number and in the body of the email, include the forwarding address.