

**TAB A**

# NFAAS HOME PAGE

Navy Family Accountability and Assessment System (NFAAS)

navy.mil https://navyfamily.navy.mil/cas/login?service=https%3A%2F%2Fnavyfamily.navy. Google

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Navy Family Accountability and A...

## NFAAS | NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

### NFAAS Login Page

**Navy Military, Civilians, OCONUS Contractors, and their Families**  
To update your contact information and account (muster)

**Click Here**

Includes Active Duty, all Reservists, Navy Civilian Employees, NAF and NEX Employees, and their Family Members, as well as OCONUS Contractors affected by an event.

Note: IRR Reservists and contractors in the Continental U.S. can NOT login at this time.

**STEP 1: CLICK HERE**

**All Navy Support, Assigned Personnel and Staff**  
DADT Repeal Training (must have been granted access by command)

**Click Here**  
(CAC Required for Access)

To perform duties for COR, Command & Regional Admin, Personnel Accountability, Analysis & Reporting, Case Management, IA Support & tracking and other related tasks.

**Low bandwidth**  
(CAC Required for Access)

To perform duties for CIAC IA Support & DADT Repeal Training related tasks in Low bandwidth situations.

### What is NFAAS?

**Navy Family Accountability and Assessment System (NFAAS)** standardizes a method for the Navy to account, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

**NFAAS allows Navy Personnel to do the following:**

- ✓ Report Accounting Status
- ✓ Update Contact/Location information
- ✓ View Reference Information

Contact [NFAAS Support](#) This is an Official U.S Navy Web Site [Privacy & Security Notice](#)

SSN and DOB are used by NFAAS for user log-in and authentication only. It is sent to NFAAS in encrypted format. SSN and DOB information already resides in NFAAS and is not captured and stored from log-in. It is not displayed in NFAAS in any form and is not used for any purpose other than U.S Navy-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page.

Done

# LOG IN PAGE

## STEP 2:

SELECT USERNAME AND  
PASSWORD

FILL IN EMAIL AND  
PASSWORD AS DESCRIBED.

(SERVICE MEMBER  
MAY HAVE CHANGED TO  
PERSONAL EMAIL  
ADDRESS)  
LOGIN



**Navy Family Accountability and Assessment System**  
Technical Support:  
nfaas@spawar.navy.mil  
1-866-946-9183, 619-553-8167/DSN 553-8167

### Select Login Method

- Common Access Card (CAC)
- Username and Password
- Personal Information

Email:   
(e.g., Sponsor's .mil addr)

Password:   
(YYYYMMDDXXXX, e.g., 197602294321)

Initial password is the sponsor's Date of Birth and last 4 of their SSN (Foreign Nationals use 0000 for the last 4 of their SSN).

**Note: IRR Reservists and contractors in the Continental U.S. can NOT login at this time.**

LOGIN

Contact [NFAAS Support](#)

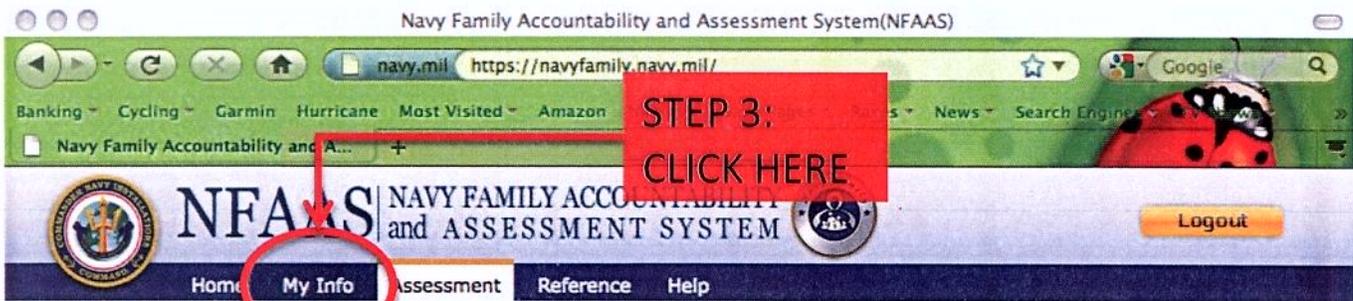
This is an Official U.S Navy Web Site

[Privacy & Security Notice](#)

SSN and DOB are used by NFAAS for user log-in and authentication only. It is sent to NFAAS in encrypted format. SSN and DOB information already resides in NFAAS and is not captured and stored from log-in. It is not displayed in NFAAS in any form and is not used for any purpose other than U.S Navy-approved personnel accountability. Users can change their password from DOB after log-in by going to the "MyInfo" page.

Done

# YOU JUST LOGGED IN



**Our records currently indicate that you are not affected by any active event. Therefore, the Assessment Survey is disabled. Please select the "My Info" tab to verify and update your information.**

**If you believe you have been affected by an event, please contact the 24-hour Navy Emergency Call Center at 1-877-414-5358**

**If you are stationed in BAHRAIN or JAPAN and are affected by the recent events, go to your My Info tab and update your departure information:**

1. Go to My Info tab
2. Select the Contact Information menu item
3. In the Displaced Location region, select the Edit button
4. Update your Japan or Bahrain departure information

# MY INFO PAGE

Navy Family Accountability and Assessment System(NFAAS)

navy.mil https://navyfamily.navy.mil/

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Navy Family Accountability and A... +

 **NFAAS** NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM  [Logout](#)

[Home](#) [My Info](#) [Assessment](#) [Reference](#) [Help](#)

1. Summary  
2. Contact Information  
3. Family Member Info  
4. Change Password  
5. Vaccination  
6. DADT Repeal Trng

**Navy Family Information Summary**

To see more detail for any section, use the links below.

**Contact Information**

**Sponsor**

Name: [Redacted]  
Rank/Rate: O5  
Command: 3049B - COMNAVREG EURAFSWA NAPLES

**Home Address**

PSC 817 BOX 108  
FPO, AE 096229998  
Italy

**Phones**

Home: [Redacted]  
Work: [Redacted]  
DSN: [Redacted]  
Cell: [Redacted]

**Email Addresses**

\*Email1: [Redacted]  
Email2: [Redacted]

**Family Information**

Name	Relationship	Age
[Redacted]	Child	15
[Redacted]	Child	12
[Redacted]	Child	11

\*=Preferred Contact method

**STEP 4: CLICK HERE**

# DISPLACED LOCATION PAGE

Navy Family Accountability and Assessment System(NFAAS)

navy.mil https://navyfamily.navy.mil/

Banking - Cycling - Garmin - Hurricane - Most Visited - Amazon - Naples - Navy Pages - Races - News - Search Engines - TV Shows - U o PX - Woot - Workouts

Navy Family Accountability and A...

**NFAAS** NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM

Logout

Home My Info Assessment Reference Help

1. Summary  
2. Contact Information  
3. Family Member Info  
4. Change Password  
5. Vaccination  
6. DADT Repeat Tmg

**Displaced Location** [Help](#) Click the Edit button to make changes.

No Displaced Location Information Found.  
Please edit your information.

**Sponsor's Contact Info** [Help](#) Click the Edit button to make changes.

(Sponsor) Manually edit this section as it will NOT be overwritten with data updates! Verify Info as Current Edit  
(Last updated 07-23-2008 by )

Home Address: PSC 817 BOX 108  
FPO, AE 096229998  
Country: Italy

Primary Email:   
Secondary Email:   
Cell Carrier: Unknown

**DEERS Home Address and Contact info (as of 03-10-2011)**

Data from DMDC (pulled from DEERS and other DON databases); Will be overwritten with data updates. To login to DEERS, click here.

Home Address: PSC 817 BOX 108  
FPO, AE 096229998  
Country: Italy

Home:   
Work:   
Primary Email:   
Secondary Email:

**Other POCs** [Help](#) Click Add POC to add another point of contact (e.g., Relative, Care Giver). Add POC

No POC Information. Click Add POC to add a Point of Contact.

\*=Preferred Contact method

Done

# SAFE HAVEN INFORMATION

The screenshot shows the NFAAS web application. At the top, the browser address bar displays 'navy.mil https://navyfamily.navy.mil/'. The page header includes the NFAAS logo and navigation links. The main content area contains a form with the following sections:

- Event:** A dropdown menu with the text 'Which event does this apply to?' and a 'Select an event' button. A red circle highlights this dropdown, with an arrow pointing to a red box labeled 'STEP 6: SELECT EVENT'.
- Sponsor Safe Haven/Final Destination:** A form with fields for Description, Country (dropdown), Street 1, Street 2, City, State/Province, ZIP/Postal Code, Primary Phone, Secondary Phone, Departure Date, and Departure Location. A red box encloses this entire section, with an arrow pointing to a red box labeled 'STEP 7: COMPLETE'.
- Family Safe Haven/Final Destination:** A form with the same fields as the Sponsor section.
- Notes:** A large text area for additional information.
- Buttons:** At the bottom of the form are 'Save' and 'Cancel' buttons. A red circle highlights the 'Save' button, with an arrow pointing to a red box labeled 'STEP 6: SAVE'.

The bottom of the browser window shows a green 'Done' bar.

# NFAAS Safe Haven/Final Destination Form

Select Event:  Japan  Bahrain

## Sponsor Information:

Last	<input type="text"/>	First	<input type="text"/>
Last 4 SSN	<input type="text"/>	Command Name	<input type="text"/>
Rate/Rank	<input type="text"/>	Command UIC	<input type="text"/>

## Sponsor Safe Haven / Final Destination Location:

Description	<input type="text"/>		
Country	<input type="text"/>		
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text"/>	Zip/Postal Code	<input type="text"/>
Primary Phone	<input type="text"/>		
Secondary Phone	<input type="text"/>		
Original Departure Date	<input type="text"/>		
Original Departure Location	<input type="text"/>		

## Family Safe Haven / Final Destination Location: (Check if Same as Sponsor )

Description	<input type="text"/>		
Country	<input type="text"/>		
Street 1	<input type="text"/>		
Street 2	<input type="text"/>		
City	<input type="text"/>		
State/Province	<input type="text"/>	Zip/Postal Code	<input type="text"/>
Primary Phone	<input type="text"/>		
Secondary Phone	<input type="text"/>		
Original Departure Date	<input type="text"/>		
Original Departure Location	<input type="text"/>		

Notes: Please note any family members that are not located at Family Safe Haven and provide location.

## Update "My Info" & Family Member Info

- Update Contact/Location Information ("My Info" tab)
- Add/Remove Family Members
- Update Family Members contact/location information
- Add additional points of contact

The screenshot shows two side-by-side forms for updating user information. The left form is titled 'NFAAS Information' and includes fields for Country (USA), State (CA), Street (1000 Serrano Ave), City (San Bruno), ZIP Postal Code (94066), and a 'Copy From' button. The right form is titled 'DEERS Information' and includes fields for Country (US), State (CA), Street (1000 Serrano Ave), City (San Bruno), ZIP Postal Code (94066), and a 'Copy From' button.

Update "My Info" - Edit manually or copy from DEERS info

**Remember:** Keep location and contact information current throughout the event by going to the "My Info" tab.

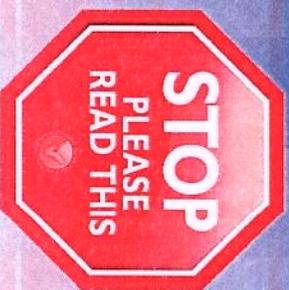
## Additional Resources

- Home Page for timely, changing information
- Reference Library (phone numbers, websites, instructions, policies, etc.) provided for access to numerous resources



NFAAS Home Page and Reference Library

**QUESTION:**  
Would you be ready to account for yourself and your family in the midst of a catastrophic event, such as a hurricane or national pandemic?



**NFAAS accounts for and assists all affected sailors and Navy Family Members during a natural or man-made disaster.**

Read Inside

**NFAAS URL:**  
<https://navyfamily.navy.mil>

**NFAAS Help Desk:**  
**1-866-946-9183**  
OR  
**1 (619) 553-8167 / DSN 553-8167**



NAVY SPONSOR  
COMMANDER, NAVY INSTALLATIONS COMMAND  
N18  
Phone: (202) 433-0766



Space and Naval Warfare Systems Command  
GOVERNMENT TECHNICAL SUPPORT  
Donna Williamson, SSC Pacific  
PAAS Project Manager  
Phone: 619-553-1596, FAX: 619-553-0512  
E-mail: donna.williamson@navy.mil

Nov 2018



## Navy Family Accountability & Assessment System

Supporting Sailors  
& Families  
During a Disaster



<https://navyfamily.navy.mil>

## Get Assistance during a time of need

NFAAS is the Navy's web-based tool for initial accounting and ongoing support of the Navy Family after a natural or man-made disaster.

### NFAAS leads you thru a 3 step process

- ✓ **Step 1: Self-Muster for event**
- ✓ **Step 2: Update location and contact info**
- ✓ **Step 3: Complete needs survey (if required)**

↓ **Start Here: Log-on to NFAAS** ↓



<https://navyfamily.navy.mil>

- Click the left button for "Navy Military, Civilians,...."
- Choose a login method and log in.



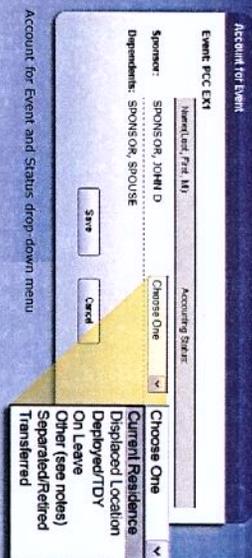
NFAAS Login page and choice of login methods



## 1. Muster

The self-accounting window will appear automatically.

- Select your appropriate "Status" from the menu.
- Click the "Save" button.

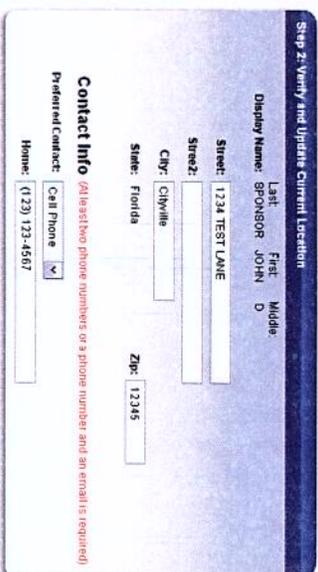


- Status is automatically reported up the chain of command

## 2. Update Contact/Location

Provide current contact and location information.

- Update home address and means of contact
- Update evacuation location and means of contact



Step 2 is pre-populated with either DEERS data, or filled out by the sponsor in NFAAS for the last known home location.

## 1 Muster for Event!

*How are you doing?*

Select the appropriate accounting status.

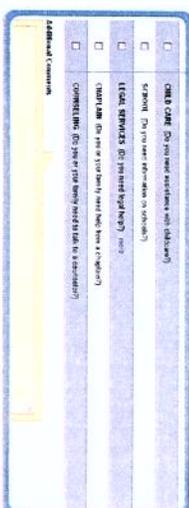
## 2 Update Contact and Location

*Where are you?*

Verify your contact information.

## 3. Needs Assessment Survey

Completing the Needs Assessment Survey allows Case Managers to help you identify entitled benefits, and it allows Commands to quickly react to issues facing Navy Families.



Assessment Survey

- Case Managers tell you how to apply for benefits
- "Needs categories" experts may contact you to provide specific assistance (housing, finance, etc.)
- Information is kept private
- Allows Commands to react quickly to issues facing Navy Family Members
- Helps Navy Leadership understand impact of events

Emergency Coordination Center:  
1-877-414-5358

Navy Region Southeast Accountability Team:  
1-866-203-6004, (905) 542-2234

NFAAS Help Desk:  
1-866-946-9183  
(619) 553-8167/DSN 553-8167

Update DEERS info:  
<https://www.dmhc.osd.mil/appj/address/index.jsp>

## 3 Assessment Survey

*What do you need?*

Complete the evaluation survey of your status.



in response to the earthquake and subsequent tsunami that struck the northeast coast of Japan, Navy has issued an authorized departure for dependents and will be providing assistance for their transfer to the approved designated destination.

• **Where is the “designated destination?”**

The Department of State has designated the continental United States as the approved destination for this authorized departure. Families wishing to depart to Hawaii or Alaska may be approved on a case-by-case basis by the Principal Deputy Undersecretary of Defense Personnel and Readiness (PDUSD(P&R)) via the Navy's Pay and Benefits (N130) office.



**For more information:**

Navy Family Accountability

<https://www.navyfamily.navy.mil>

Lost or Damaged Property Claims:

[www.jag.navy.mil](http://www.jag.navy.mil)

Important Phone Numbers:

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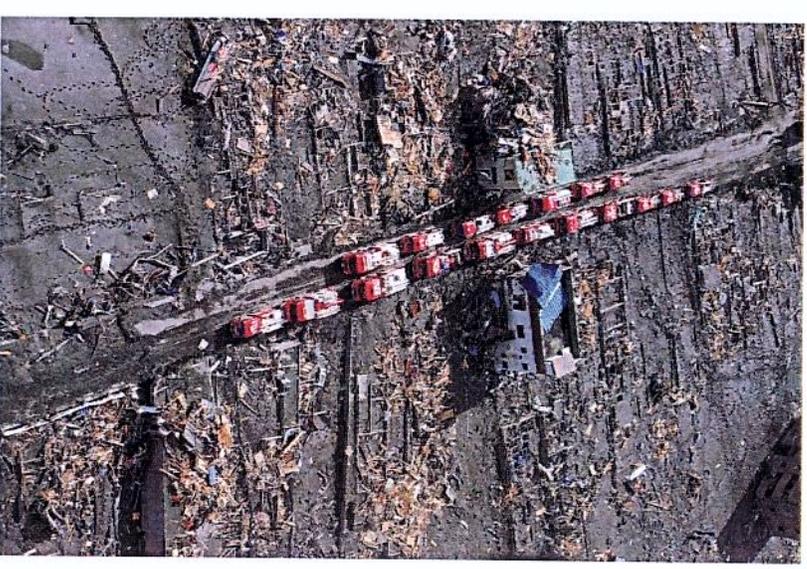
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## Support for Navy Families



*“Our Sailors and their families need our support. We must not waiver in our commitment to them during this difficult time.”*

*Vice Admiral Mark Ferguson  
Chief of Naval Personnel*



## Financial Support

For questions regarding allowances, travel vouchers or travel vouchers, Sailors should contact the Travel Processing Center-Hampton Roads, VA (TPC-HR) to obtain information specific to their circumstances by calling (866) 39-0303 or by sending a fax to (866) 708-6985. The allowances described in this pamphlet are not all inclusive and does not contain all the implications required to receive them. Contact the TPC-HR for information about your specific circumstances.

## Healthcare Support

To ensure continuous care, TRICARE is establishing a waiver of the usual referral requirements to prevent enrollees from incurring point of service charges. For further information, visit [www.tricare.mil/tsunami](http://www.tricare.mil/tsunami).

## What Entitlements and Allowances Are Available For Families?

### ❖ Per Diem

Transportation expenses and travel per diem are authorized from the time the family departs through the time they reach their designated destination.

### ❖ Escort Allowances

Travel and transportation allowances are payable to a person who travels under an official travel authorization as an escort for a dependent who is incapable of traveling to the designated destination alone, due to age, physical or mental incapacity, or other extraordinary circumstances.

### ❖ Housing Allowances

Sailors whose dependents have departed will continue to be paid their dependent housing allowance while they remain in private sector housing at their permanent duty station.

### ❖ Pet Transportation

Families are authorized transportation to the designated destination up to two common household pets (to include quarantine fees).

### ❖ Personally Owned Vehicles

Although shipment of POVs are not authorized as part of this evacuation, a \$25/day, per family, local travel allowance will be authorized to partially off-set the expenses incurred for required local travel at the designated destination.

### ❖ Household Goods Shipping

Unaccompanied baggage and HHG needed for the dependent's comfort and well-being may be transported at government expense.

### ❖ Family Consumption (FCA)

Sailors will be entitled to FSA once their family has departed.



## Online Support Tracking

The Navy Family Accountability and Assessment System (NFAAS) is available for Navy members affected by this authorized departure. All Sailors or family members should utilize the NFAAS site at <https://www.navyfamily.navy.mil> to ensure the Navy can track and assess support requirements for all parties affected.

## Lost or Damaged Property Claims

Due of the temporary nature of this departure, families submitting claims now to the Office of the Judge Advocate General for lost or damaged property may be doing so prematurely. However, if they believe a claim is warranted at this time, they are asked to visit [www.jag.navy.mil](http://www.jag.navy.mil) for more information.

# Evacuation Travel Voucher Assistance and other available assistance

Commander Navy Installations Command  
PASS Programs

## I. Evacuation, what is it?

Evacuation is defined in the Joint Federal Travel Regulation Chapter 6, Parts A (OCONUS) and B (CONUS). Evacuation must be caused by unusual or emergency circumstances such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by a host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude.

The order to commence an emergency evacuation will be issued by the appropriate Navy Regional Commander. This official determines whether a limited or full evacuation is required. Once the Regional Commander has issued the order to evacuate, it is the Individual Commanding Officer's responsibility to issue Evacuation Authorizations (orders) to dependents of active duty military members and of its civilian employees. The Individual Commanding Officers will also issue Temporary Duty (TDY) orders to its active duty military members and its civilian employees.

1. **Full** evacuation defined -- the authorized/ordered movement or departure of dependents from one area to another (both areas may be in the same city or each may be in a different city). Primarily used where geographic areas expect or suffer extraordinary storm damage.
2. **Limited** evacuation defined -- the authorized/ordered movement of member's dependents from their residences to the nearest available accommodations which may be government quarters). Used primarily for the temporary avoidance of severe weather (hurricanes, floods, ice storms, etc.).  
INCONUS Settlement: U6051-E Defined, U6053-I Transportation, U6054-D Per Diem

In either case, this official then must designate:

1. a certain locality as a safe haven (a geographic area must be named, a city, a county, a state, a region etc.). Alternate safe haven sites can also be named; and

**Note:** Travel to a location other than the named safe haven site must be authorized on the order or by amendment thereto.

2. provide an effective date to begin the evacuation (or limited evac) and estimated duration.

This critical information is normally released via message and/or included in the actual TDY orders for military and civilian employees, and on the Evacuation Orders for dependents.

## II. Orders & Funding

The following is a break down of funding for each category of traveler:

Military:	O&MN	Type of Order--TDY
Civilian Employees:	O&MN	Type of Order--TDY
Military Dependents:	MPN	Type of Order—EVAC (DD 1610)
Civilian Dependents:	O&MN	Type of Order—EVAC (DD 1610)

The member's Name, Grade and SSN are to be used on both the member's claim and the dependent's.

## III. Definitions of Safe Haven

Safe Haven—A location anywhere in the world named in the evacuation order/authorization, or subsequent modification to the order/authorization, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to either return to the PDS or proceed to a designated place. Safe Haven must be indicated on the Evacuation order as per diem and transportation allowances are based on the designated locality.

## IV. Advance Pay

Advance Pay Upon Evacuation of Members or Dependents. The purpose of this advance is to give funds to evacuated members or dependents to cover costs of travel, food, and other needs. (DoDFMR Volume 7a, Chapter 32).

- Authorized Amounts. A member may be authorized up to two months of basic pay (net any forfeiture, and MGIB) to be paid as an emergency local payment.
- Repayment. Advance Pay received in connection with an ordered evacuation must be re-paid in 12 months.
- Form Required. A member may request advance pay in connection with an ordered evacuation on a DD form 1337 signed by the member's command Approving Official. A copy of the DD form 1337 is attached at the end of this section.

## V. Evacuation Allowances

Per diem is payable to offset the extra cost of lodging, meals and incidental expenses incurred during a period of evacuation.

Members--ordered to evacuate are paid at regular TDY entitlements.

#### Dependents

- Dependents are authorized (1) round trip from the evacuation site to the designated safe haven and return. Mileage will only be paid up to NTE the distance from the evacuation site to the designated safe haven and back as determined by the Defense Table of Distance. Mileage is reimbursed to only the owner/operator and not passengers.
- Dependents who are in the absence of a POV at the safe haven, dependents are authorized local travel allowances paid at a rate of \$25.00 per day, per family, to help offset the expenses incurred for required local travel between the dependents' place of lodging at the safe haven and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office and similar destinations in the local area. This allowance is to help offset travel expenses if any and not a daily allowance. This allowance cannot be paid for reimbursements for expenses incurred by renting a motor vehicle.
- Per Diem begins on the date dependents arrive at the safe haven.
- First 30 Days. Dependents age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. Dependents under the age of 12 are given per diem and M&IE at the rate of 50% for the first 30 days.
- After the first 30 days. Beginning on the 31st day, dependents 12 and over are given per diem and M&IE at the rate of 60% and dependents 12 and under are given per diem and M&IE at the rate of 30%.
- Entitlements completely stop after 180 days. If dependents are ordered to move to another safe haven, the 180 day clock will restart. If dependents choose to move to another safe haven, the 180 clock remains in effect and entitlements are paid up to NTE the rate of the designated safe haven.
- Per diem and M&IE allowances stop the day transportation is first made available to dependents for return to the PDS unless further delay is authorized for reasons beyond the dependents' control.
- If dependents are away from the PDS at the time the evacuation is ordered, they are considered to be at a safe haven, and entitled to per diem for the location they are in, beginning on the day they would have returned to the PDS.
- Dependents are authorized miscellaneous TDY reimbursable expenses as stated in JFTR Appendix G if used. These are reimbursable expenses if incurred and not an entitlement.

#### **VI. Miscellaneous Expenses**

- Dependents are authorized reimbursable transportation expenses while enroute to Safe Haven or returning to PDS only.
  - Typically this would only mean tolls
- Dependents are only entitled to other reimbursable expenses as required and approved by the Order Issuing Authority on the orders/authorization.
  - Typically this would mean the sponsor's command authorizes health/location phone calls to ensure the location and health of evacuees.
  - Any other reimbursable expense would have to be approved by Pers-130.
  - Laundry, communication fees, phone calls, parking, etc.

## VII. Other Allowances

- **Escort Allowances:** Travel and transportation allowances are payable to a person who travels under an official travel authorization as an escort for a dependent who is incapable of traveling to the safe haven alone, due to age, physical or mental incapacity, or other extraordinary circumstances.
- **Household Goods (HHG):** When a dependent is directed to move to a safe haven the member is authorized transportation of unaccompanied baggage for the dependent, and those HHG items authorized/approved by competent authority as needed for the dependent's comfort and well-being at the safe haven from the member's foreign OCONUS PDS and/or from non-temporary storage (NTS) to the safe haven (JFTR U6007.B.1).
  - Member's dependents may ship up to 350 pounds of unaccompanied baggage per adult and 175 pounds per child under 12 years of age, for a maximum of 1,000 pounds (JFTR U6007.A.2.)
  - If the unaccompanied baggage allowance is not used because of circumstances beyond the evacuee's control, an air freight replacement allowance may be authorized/approved to help defray costs of items ordinarily part of the authorized shipment which must be purchased. The flat amounts are as follows: one evacuated dependent: \$250; two evacuated dependents: \$450 (total); three or more evacuated dependents: \$600 (total) (JFTR U6007.a.3).
- **Personally Owned Vehicles (POV):** Although shipment of POV's is not authorized as part of this evacuation, a \$25.00 per day, per family, local travel allowance will be authorized to partially off-set the expense incurred for required local travel at the safe haven.
- **Pet Transportation:** Families are authorized transportation to the safe haven of up to two common household pets (to include quarantine fees). Animals such as horses, fish, birds, various rodents and others are excluded due to size, exotic nature, shipping restrictions and or special handling difficulties. (JFTR U6016).
- **Housing Allowance Entitlement:** A member, whose command sponsored dependents are evacuated and who was authorized a with dependent housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the members continues to maintain private sector housing, as long as the command-sponsored dependents are receiving evacuation allowances.

- If dependents' return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates. OHA based on the OCONUS PDS stops the day before (JFTR U10426.a.1). Once the housing allowance at the dependents' location begins (the day the dependents move into a permanent residence), if government quarters are not available for the member at the OCONUS PDS, FSH-O begins on the same day (JFTR U10426.a.1).
- **Family Separation Allowance (FSA):** Sailors who are separated from their families for 30 days or more will be entitled to Family Separation Allowance. (DODFMR Vol. 7A, Table 27-3, Rule 16).
- **Dislocation Allowance (DLA):** If, during an evacuation it is determined that return of families to the permanent duty station is not a viable option it may be mandated that dependents select a "Designated Place" to permanently relocate to until the service spouse receives new permanent change of station orders. Transportation and per diem allowances and a Dislocation Allowance will be paid from the Safe Haven to the location selected as the family's "Designated Place".

#### **VIII. Claiming Reimbursement:**

- Receipts for expenses of \$75.00 and greater are required.
- Receipts for lodging in any amount are required.
- Receipts for meals, food, misc., are not required in lieu of the meals and incidental expenses (M&IE) Per Diem allowed.

#### **IX. Processing Assistance:**

Should you need further assistance the Travel Processing Center-Hampton Roads (TPC-HR) can assist both order issuing activities and travelers.

- TPC Hampton Roads Customer Service Number: 1-866-239-0303.
- TPC Hampton Roads FAX Number: 1-866-708-6985.

#### **X. Required Forms**

- **DD form 1610** (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>
- **DD form 1351-2** (TRAVEL VOUCHER OR SUBVOUCHER) <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>
- **Evacuation Lodging Certification Sheet**



Evacuation Lodging  
Cert Sheet.doc

- **SF 1199A** (Direct Deposit Sign-Up form)

**Direct Deposit Sign-up Form SF 1199A**

- **DD form 1337** (Authorization/Designation for Emergency Pay and Allowances)<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1337.pdf>

**XI. Processing Assistance:**

Requests for advances, interim payments and claim settlement should be submitted to the Travel Processing Center-Hampton Roads (TPC-HR) via your command representative (if assigned). The contact information is:

- Voice: 1-866-239-0303
- FAX: 1-866-708-6985

**XII. Quick Reference:**

Navy Lodge	1-800-NAVY-INN	<a href="https://www.navy-lodge.com/">https://www.navy-lodge.com/</a>
Navy Gateway Inn	1-877-628-9233	<a href="http://dodlodging.net/">http://dodlodging.net/</a>
NFAAS	1-877-414-5358	<a href="https://www.navyfamily.navy.mil">https://www.navyfamily.navy.mil</a>
TPC-Hampton Roads	1-866-239-0303	Voice
	1-866-708-303	FAX

Navy Personnel Command  
<http://www.npc.navy.mil/CareerInfo/PayAndBenefits/JapanEarthquake.htm>

Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations  
[http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies\(PayAndLeave\).pdf](http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf)

Commander Navy Installations Command  
Instructions for completing a travel claim processing

[http://www.cnic.navy.mil/CNIC\\_HQ\\_Site/WhatWeDo/AdministrativeServices/TravelClaims/index.htm](http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/AdministrativeServices/TravelClaims/index.htm)

Military One Source

<http://www.militaryonesource.com/MOS/FindInformation/JapanEarthquakeandTsunami2011.aspx>



# RHUMB LINES

*Straight Lines to Navigate By*



March 19, 2011

## Japan Disaster Response ~ Personnel Update

*"Our Sailors and their families need our support. We must not waiver in our commitment to them during this difficult time."*  
– Vice Adm. Mark Ferguson, Chief of Naval Personnel

In response to the magnitude-9 earthquake and subsequent tsunami that struck Japan March 11, the Secretary of the Navy, in consultation with Commander, U.S. Pacific Fleet, has [authorized departure](#) of [eligible family members](#) from the island of Honshu, Japan to a designated safe haven identified by the Department of State (DoS). [NAVADMIN 093/11](#) has been released to define [personnel support](#) and potential entitlements and allowances.

### Authorized Departure of Eligible Family Members

- The DoS designated safe haven is the continental United States. Hawaii and Alaska may be approved on a case-by-case basis.
- Dependents must designate their specific safe haven location in the United States upon, or prior to, entry to the U.S. Once designated, the safe haven cannot be changed.
- Once a location is chosen, dependents of uniformed personnel will be processed for safe haven allowances.

### Entitlements and Allowances

- Allowances are based on individual circumstances of command sponsored dependents and may [include transportation](#), per diem, limited unaccompanied baggage shipment, pet shipment and family separation allowance. The list of allowances is not all inclusive. Sailors are encouraged to contact their local disbursing officer or Personnel Support Detachment to obtain information specific to their circumstances.
- Although shipment of privately owned vehicles is not authorized as part of this evacuation, a \$25/day, per family, local travel allowance may be authorized to partially off-set the expenses incurred for required local travel at the safe haven.
- Sailors are strongly encouraged to keep all receipts and records pertaining to evacuation.
- With the dynamic nature of this evacuation, families submitting claims now to the Office of the Judge Advocate General for lost or damaged property may be doing so prematurely. However, if a family member believes a claim is warranted at this time, visit [www.jag.navy.mil](http://www.jag.navy.mil) for more information.

### Medical Benefit Information

- TRICARE Overseas Prime beneficiaries may be unable to access their usual sources of medical care and pharmacy services. To compensate, TRICARE is establishing a waiver of the usual referral requirements in order to ensure access to health care and medications, and to prevent enrollees from incurring point of service charges.
- The TRICARE waiver is effective from March 11, 2011 until midnight on June 30, 2011, with the option for extension based upon an analysis of the situation at that time.

### Key Messages

- America's Navy is committed to [Operation Tomodachi](#) and supporting our longtime ally.
- The voluntary departure order will not draw our assets from the vital relief operation being carried out in support of the government of Japan.
- The safety and security of our Sailors, civilians and family members remain a top priority.
- All Sailors or family members who are in need of assistance should utilize the NFAAS support site at <https://www.navyfamily.navy.mil>

### Facts & Figures

- For TRICARE beneficiary information visit: <http://www.tricare.mil/tsunami>
- For questions on personnel matters related to the disaster in Japan should visit the [Commander Navy Personnel website](#) or call the Navy Emergency Coordination Center at 1-877-414-5358.
- For questions regarding allowances, travel advances or travel vouchers, Sailors should contact the Travel Processing Center-Hampton Roads, VA (TPC-HR) to obtain information specific to their circumstances at (866) 239-0303 or by fax at (866) 708-6985.

# AUTHORIZED DEPARTURE FAQ

Current as of 1940, 21 March 2011

The information that follows is intended to help families and commands understand the ongoing authorized departure mission. Please understand that some of the information is absolutely correct; other information is subject to change, based on circumstances, both of the affected travelers and how the authorized departure is conducted. Please keep in touch with your unit to obtain the latest information.

## CONCEPT OF OPERATIONS:

As authorized, eligible dependents of SOFA status personnel may depart the Tokyo Capital Region, and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuoka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi, to a safe haven site. Commanders at Misawa AB, Yokota AB, and Naval Air Station Atsugi have established local procedures for processing and manifesting eligible travelers. Those installations will serve as the aerial ports of departure.

Travel may require stops at interim staging bases (ISBs) for further travel to the safe haven. Given the nature of this movement, travelers must be prepared for a variety of possible climates and conditions at the ISBs. Bring clothing appropriate for different climatic conditions. If necessary, anticipate staying at an ISB for up to one week. Depending on the location, travelers may not have access to their shipped baggage for stays at the ISB, so pack carry-ons accordingly. Living conditions at the ISBs will also vary dependent on the number of travelers and facilities available. Temporary lodging can range from basic cots in a shared living area to traditional temporary billeting.

For those traveling on chartered aircraft, once in CONUS, travelers will be met by NORTHCOM officials who will arrange follow-on travel to the final CONUS safe haven. This memo contains further information regarding travel entitlements, baggage rules, pet policies, advances and general questions.

Note: Significant revisions will be highlighted.

## **Section 1 -- General Information**

1.1. Is the United States Government authorizing departure of DoD personnel and dependents?

A. On 17 March 2011, the Office of the Under Secretary of Defense authorized DoD eligible family members, located on the island of Honshu, Japan, to depart to the designated Safe Haven location of the United States. However, on 18 March 2011, the Office of the Under Secretary of Defense issued additional guidance indicating the voluntary authorized departure of EFMs located on the Island of Honshu, Japan applies to DoD eligible family members in the Tokyo Capital Region, and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuoka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi.

1.2. What is authorized departure?

A. Authorized departure is defined as a voluntary program whereby U.S. Government employees and eligible dependents that are stationed abroad are permitted to depart a foreign area at government expense. Presently, the program is only available to eligible dependents.

1.3. Why is departure authorized?

A. Departure is authorized due to the aftermath of the 11 March earthquake and tsunami.

1.4. My sponsor is deployed; will he/she come home?

A. Return of deployed members will be on their normally scheduled rotation dates.

1.5. Who is in charge for military/military dependent movement?

A. DoD will arrange transportation for **eligible personnel**.

1.6. How will the transportation be provided? Will I travel by military air, contracted transportation, or other?

A. Depending on your final destination, transportation may be provided via military air, chartered flight, commercial ticket, or a combination of each.

You may fly direct or be required to lay over enroute. This is a massive undertaking and we appreciate your patience with this process.

## **Section 2 -- Eligibility**

### 2.1. Who is eligible?

A. The current departure is focused on dependents of SOFA status personnel, who at the time of the authorized departure, are permanently residing in the following areas of Japan: the Tokyo Capital Region, and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuoka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi. While dependents of US affiliated non-SOFA status personnel are not eligible for departure from U.S. armed forces bases at this time, they may pursue authorized departure through the DoS.

### 2.2. Is there a mechanism in place to identify who is in the affected area and therefore authorized travel?

A. On 18 March 2011, the Office of the Under Secretary of Defense restricted this authorized departure to apply to those eligible family members within the Tokyo Capital Region, and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuoka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi.

### 2.3. How does this apply to Join Spouses or single parents?

A. If you have children, the commander may authorize a parent/guardian to escort children to the Safe Haven. For Join Spouses, this should be coordinated between the unit commanders. If both spouses are mission essential, another person may be designated as an escort. (See JFTR U6004H.2.).

### 2.4. Who can escort my children?

A. Per JFTR U6004H., a military member, U.S. Government civilian employee, or person other than an active duty military member or U.S. Government civilian employee, may escort a military dependent that is not otherwise able to travel alone due to age, physical or mental incapacity, or other extraordinary circumstances. An escort that is a military member is

authorized travel and transportation allowances as if TDY. A U.S. Government civilian employee that is an escort is authorized TDY travel and transportation allowances when travel is authorized via a TDY travel authorization/order that cites "Joint Travel Regulation C7100" as authority. (See JTR C7100). An escort that is not a military member or U.S. Government civilian employee is authorized TDY travel and transportation allowances if assigned as an "attendant" or "escort" under an invitational travel authorization/order. All escorts must have a special power of attorney from the parents.

2.5. I'm a SOFA-sponsored single parent contractor wishing to send my young dependent child back to CONUS. Can I have a military or civilian employee escort my child? And when the authorized departure ends, can someone escort my child back to Japan?

A. The federal travel regulations do not create any travel or financial entitlements for contractors and their dependents (either for the departing or return trip). Thus, any escort (military or civilian employee) would need to be in a leave status or already traveling in an authorized status. Additionally, the contractor would be responsible for the travel costs of the escort. We recommend that contractors raise these concerns early to their relocation POC/Personnel Readiness Unit. All escorts must have a special power of attorney from the parents.

2.6. If pregnant, can I travel?

A. Yes, if approved by appropriate medical personnel.

2.7. Are persons other than current personnel and dependents permitted travel via DoD authorized departure?

A. Space on DoD authorized departure aircraft is extremely limited. Persons other than current SOFA-Status personnel and dependents should refer to the Department of State website for further information regarding travel options:

([http://www.travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_5388.html](http://www.travel.state.gov/travel/cis_pa_tw/pa/pa_5388.html))

2.8. Are contractor's dependents eligible to participate in the DoD authorized departure?

A: Dependents of SOFA status DoD contractors are eligible for transportation from Japan to the CONUS port of debarkation along with

other DoD dependents. However, they or their employer may be responsible for the costs associated with DoD provided transportation. Furthermore, they must arrange and pay for follow-on travel from the CONUS port of debarkation. Contractor's dependents are not eligible for DoD travel and per diem allowances.

2.9. Are third-country nationals allowed to travel?

A. All DoD dependents with travel entitlements are eligible for relocation by the DoD. Allowances are determined by the status of the sponsor and whether the dependents are command sponsored or not.

2.10. What about persons without passports?

A. All travelers should have valid travel documents. U.S. citizens who do not hold a valid U.S. passport should contact their installation Passport Office or the the U.S. Embassy's American Citizen Services (ACS) branch (<http://japan.usembassy.gov/e/tacs-main.html>) to obtain an emergency passport. Tokyo's ACS branch is open for emergency services to American citizens Monday through Friday 08:30-13:00 and 14:00-17:00 and will remain open during the March 21st holiday. Additionally, as applicable, travelers should carry their common access card; dependent ID; PCS orders bringing them to Japan; and, for newborns, proof of birth and proof of a parents' citizenship. Non-U.S. citizens should bring their respective country's passport and U.S. entry visa, if applicable. If non-U.S. citizens are unsure if they have appropriate documentation to enter the U.S., they should contact their Embassy or Consulate to solicit assistance in obtaining appropriate travel documentation.

### **Section 3 -- Entitlements**

3.1. Who pays for our travel?

A. DoD pays travel expenses for military dependents and dependents of DoD civilians who have transportation agreements. (See JFTR U6004 and JTR C6200 612.1 & 612.3). Dependents of DoD civilians who do not have transportation agreements are not authorized travel at government expense, but may travel at personal expense. (See JTR C6200 61231).

### 3.2. Who pays for living expenses of military dependents?

A. For the first 30 consecutive days following arrival at the safe haven, command-sponsored DoD dependents that are 12 years old or older are authorized a safe haven evacuation allowance that is up to the lodging, meals, and incidental expense allowance for the safe haven. Command sponsored dependents that are less than 12 years old will receive up to 50% of the lodging, meals, and incidentals expense allowance for the safe haven. After the first 30 consecutive days, command-sponsored dependents that are 12 years old or older will receive up to 60% of the lodging, meals, and incidentals expense allowance for the safe haven while command-sponsored dependents that are less than 12 years old will receive up to 30% of the lodging, meals, and incidentals expense allowance for the safe haven location. Generally, command sponsored dependents will not be authorized a lodging allowance that exceeds their actual lodging expense. Non-command sponsored dependents are not authorized a safe haven allowance. (See JFTR U6005).

Applicable per diem rates:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

### 3.3. Who pays for living expenses of dependents of SOFA status U.S. Government civilians with a return travel authority?

A. The first arriving dependent of a SOFA status U.S. Government civilian employee is authorized a per diem allowance equivalent to the lodging, subsistence, and incremental expense allowance rate for the safe haven location. Additional dependents receive a lesser amount: an additional dependent that is 18 years old or older, receives an allowance that is equivalent to the meals and incidental expense allowance for the safe haven location; an additional dependent that is under age 18, receives an allowance that is equivalent to 50% of the meals and incidental expense amount for the safe haven location. After the first 30 days, the authorized allowance for dependents is reduced to 80% and 40%, respectively.

The first evacuee's lodging rate increases to 150% of the lodging allowance for the safe haven location when the first evacuee is accompanied by a non-spouse dependent that is age 18 or older or a child that is age 12 or older and of opposite gender; three dependents, one of which is age 12 or over; or four or more dependents.

Where an evacuee cannot provide lodging receipts, the first evacuee receives 10% of the lodging allowance for the safe haven location and 100% of the meals and incremental expense allowance for the safe haven location. Additional dependents receive the amounts stated above.

Applicable per diem rates:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

3.4 Am I entitled to FSA (Family Separation Allowance)?

A. In accordance with DoD FMR Table 27-3, Rule 16, a military member is entitled to FSA when his or her dependents are evacuated from an overseas duty station at government expense. FSA starts on the date of a dependent's departure from the duty station.

3.5. How do I get my safe haven allowance?

A. Complete and submit DD1351-2, *Travel Settlement Voucher*, to your nearest finance office. Allowances for the uniformed services will be in accordance with the Joint Federal Travel Regulation, Chapter 6. Allowances for civilian employees and others will be in accordance with the Joint Travel Regulation, Chapter 6.

3.6. Are military personnel authorized payment for lodging if they stay with family or friends? What if they rent a room from a friend or relative?

A. No lodging payment is made when an evacuated family member stays with friends or relatives while at a safe haven, whether or not any payment for lodging is made to the friend or relative. To receive payment for lodging that is leased or rented from a friend or family member, you must enter into an bona fide written lease and must not jointly occupy lodging with said friend or family member. You are still entitled to meals and incidentals payments. (See JFTR U6005B.1)

3.7. What if I don't have enough money to pay for my immediate costs?

A. Members will be afforded a standard pay advance of \$200 cash. Members with extenuating circumstances should request an additional cash advance through the financial representative on the processing line. In any case, advances of pay will not exceed 2 month's basic pay. (See JFTR U6001F). Member may also be authorized an advance up to 30

days safe haven allowance. (See JFTR U6001F.b.). Gov't civilian employees may receive an advance that is not to exceed 30 days pay. (See JTR C6200 617).

3.8. What happens to my COLA/OHA/Post Allowance/LQA if my family volunteers for the authorized departure?

A. Upon departure of dependents a sponsor's COLA/Post Allowance at the "with-dependent(s)" rate will be terminated. (See JFTR U9215A.1. & JTR C6200 621.1). OHA and LQA at the "with dependent" rate will continue after dependents depart the permanent duty station for up to 180 days or establishment of permanent residence, whichever occurs first. (See JFTR U10426 & JTR C6200 621.1(c)). Once evacuated dependants have established a permanent residence away from the PDS, OHA at the "with dependent" rate will cease and OHA/BAH at the location of the permanent residence will begin. After a period of six months, LQA at the "with family" rate will cease. (JTR C6200 621.1(c)).

3.9. If I purchase a ticket myself, will I be reimbursed?

A. Reimbursement for personally procured transportation requires waiver/approval and is not guaranteed. Requests for waiver/approval should be pursued through your comptroller.

3.10. I have family who are visiting. They are not dependents, but can they travel?

A. So long as they are American Citizens, they may depart Japan via DoS authorized departure procedures. They should refer to the Department of State website for further information regarding travel options ([http://www.travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_5388.html](http://www.travel.state.gov/travel/cis_pa_tw/pa/pa_5388.html)).

3.11. Can I bring pets?

A. Yes, you may bring pets. Space for pets on a particular flight may be limited and may delay travel of some personnel until a plane with sufficient pet capacity is available. For military dependents, a member is authorized transportation and quarantine for up to two household pets (JFTR U6016). For others, pet transportation is at the personal expense of the individual. Horses, fish, birds, and rodents are not authorized transportation. We recommend that you contact your base veterinarian, obtain complete health/vaccination records, and provide advance notice of pet information

(type, size, age) in the departure data form. Upon entry into the United States, travelers with pets should be aware that rules and laws vary amongst commercial carriers and states. Upon return to Japan, all pet quarantine and vaccination laws continue to apply. Please see the attached documents regarding quarantine information for Hawaii and Guam.

<http://www.kadena.af.mil/library/factsheets/factsheet.asp?id=16520>

3.12. How much luggage can I bring?

A. Recommend travelers prepare one carry-on bag with essential items. Travelers will be authorized 2 bags per traveler with a max weight of 70 lbs per bag.

3.13. Will those persons that volunteer for authorized departure from Japan be provided roundtrip tickets so that they may return to their permanent duty station (PDS) in Japan at a later date?

A. Generally, yes. Per JFTR U6004I.1.a., evacuated command-sponsored dependents will be provided return travel to the member's OCONUS PDS when the Under Secretary of Defense determines conditions at the OCONUS PDS permit return. Procedures for obtaining return travel will be provided at a later date. Return travel will not be provided if the time between the dependent's return and the members PCS is less than 60 days. We expect that in situations where there would be less than 60 days between a command sponsored dependent's return to the OCONUS PDS and the member's PCS, the command sponsored dependent will be authorized travel to the member's next duty station. Non-command sponsored dependents will not be provided return travel to the member's OCONUS PDS. (See JFTR U6004I.2.)

Dependents of DoD civilian employees who have a return transportation agreement will be provided return travel. If the DoD civilian employee does not have a transportation agreement, the dependents return transportation will be the sponsors responsibility.

3.14. Can I transport unaccompanied baggage?

A. Persons age 12 and older may ship up to 350lbs of unaccompanied baggage. Persons under the age of 12 may ship up to 175lbs of unaccompanied baggage. Not to exceed 1000lbs per family. (See JFTR

U6007A.2.). If it is not possible to ship the unaccompanied baggage, dependents will be entitled to an additional allowance.

#### **Section 4 -- Departure Procedure**

4.1. How do I volunteer?

A. Contact your unit's service chain of command.

4.2 Where do I sign up?

A. Units will issue sign up instructions through the military chain of command.

4.3. If I don't volunteer today, can I volunteer at a later time?

A. Yes, so long as the authorized departure continues to remain in effect.

4.4. What is the priority of departures?

A. Generally, as you would expect, pregnant women, infants and persons with health issues will have the first priority for departure.

4.5. What is the schedule for flights?

A. DoD is currently obtaining the required transportation support. Schedules will be announced when available.

4.6. Will departure become mandatory?

A. Possibly. Whether an ordered departure takes place will depend on developing conditions.

4.7. If non-SOFA, will travelers be allowed into other countries? (Korea)

A. The State Department and PACOM are working all immigration/SOFA issues to ensure entrance of all persons being relocated under this operation.

4.8. If medical care is needed, how is that handled?

A. Medical assistance will be available at all stages and locations used during the relocation operations. Medical requirements must be identified at the time family members sign up for relocation.

4.9. How do we evacuate individuals hospitalized in U.S. or Japanese hospitals?

A. Relocation of hospitalized individuals will be coordinated by the local US military medical authorities.

## **Section 5 -- Preparation**

5.1. What must I have to travel?

A. Travelers should attempt to have valid travel documents. U.S. citizens that do not hold a valid U.S. passport should contact their installation Passport Office or the U.S. Department of State and Embassy Japan by calling 1-202-501-444. Additionally, as applicable, travelers should carry their common access card; dependent ID; PCS order that brought you to Japan; and, for newborns, proof of birth, proof of command sponsorship and parents' proof of citizenship. Non-U.S. Citizens should bring their respective country's passport or, if unavailable, contact their Embassy or Consulate to solicit assistance in obtaining appropriate travel documents.

5.2. What if the dependent doesn't have travel documents (e.g., passport, certificates...etc)? What if my dependent's passport is still with the FSS passport agent?

A. Travelers should attempt to have valid travel documents. U.S. citizens that do not possess a valid U.S. passport should contact their installation Passport Office, the U. S. Embassy, Japan (DSN: 224-5000) or the U.S. Department of State by calling 1-202-501-4444. Additionally, as applicable, travelers should carry their common access card; dependent ID; PCS order that brought them to Japan; and, for newborns, proof of birth, proof of command sponsorship and proof of parents' citizenship. Non U.S. Citizens should bring their respective country's passport or, if unavailable, contact their Embassy or Consulate to solicit assistance in obtaining appropriate travel documents.

5.3. Will U.S. passports be expedited?

A. At the moment, yes.

Visit the Embassy of the United States, Tokyo, Japan website for more detailed information:

<http://japan.usembassy.gov/e/acs/tacs-passports-weekend.html>

#### 5.4. What if I cannot get a passport, due to the current situation?

A. The U.S. Embassy and Tokyo Consular Officers have been advised of a message from the Customs and Border Patrol, Washington, D.C. that grants discretion to agents to waive CBP requirements. U.S. citizens or legal residents who cannot obtain a U.S. passport should ensure that they have other documents which assure CBP that the individual is a U.S. citizen or legal resident.

“Due to the emergent circumstances, there may ... be instances where otherwise admissible applicants will not be in possession of the appropriate entry documents. In these circumstances, and other appropriate instances, CBP should consider use of its discretionary authority, including waivers of documentary requirements, parole, and deferred inspection.

For returning lawful permanent residents, where identity and status have been established, the applicant need only establish good cause for failure to present the required documents (I-551 or reentry permit) for the CBP officer to consider a waiver of documentary requirements, pursuant to section 211 (b) of the Immigration and Nationality Act. However, ports should take into consideration the departure port of the passenger and the airline prior to instituting fines for violations of the INA. For example, if a passenger is boarding an aircraft in Japan bound for the U.S., the lack of internet resources should be taken into consideration prior to issuing a penalty for failure to register for ESTA.”

Additionally, non-U.S. Citizen spouses and minor children of a U.S. Military Servicemember or direct hire U.S. Government civilian employee may return to a lawful permanent residence in the U.S., despite having an expired alien registration card (I-151 or I-551). (See 8 CFR 211.1(a)(6)). Upon debarkation, aforesaid dependents should be ready to present their expired alien registration card, dependent ID card, and the sponsor's government orders.

#### 5.5. If my dependent is not a U.S. citizen or lawful permanent resident, can he/she still travel under the Authorized Departure?

A. Access to authorized departure is contingent on status as a SOFA status dependent, not nationality. However, U.S. immigration laws still apply. 36 countries presently participate in the Visa Waiver Program, which authorizes citizens of those countries to enter and remain in the United States for up to 90 days. For citizens of other countries (which are not included in the Visa Waiver Program) who need a visa, please contact your unit relocation POC/Personnel Readiness Office immediately with your passport and ID card. USFJ/J1 will coordinate directly with the embassy consular services to facilitate exigent processing of a visa.

[http://travel.state.gov/visa/temp/types/types\\_1262.html#2](http://travel.state.gov/visa/temp/types/types_1262.html#2)

<b>Visa Waiver Program Participating Countries</b>		
Andorra	Hungary	New Zealand
Australia	Iceland	Norway
Austria	Ireland	Portugal
Belgium	Italy	San Marino
Brunei	Japan	Singapore
Czech Republic	Latvia	Slovakia
Denmark	Liechtenstein	Slovenia
Estonia	Lithuania	South Korea
Finland	Luxembourg	Spain
France	Malta	Sweden
Germany	Monaco	Switzerland
Greece	the Netherlands	United Kingdom

5.6. What about my house/household goods/cars?

A. Presently, the duration of this authorized departure is estimated to be at least 30 days; however, the period of authorized departure may be extended or shortened based on conditions in the affected area. All persons are encouraged to prepare and secure their residence for several week's vacancy. Persons should make a personal inventory of household goods prior to departure. At this time, persons are not authorized movement of household goods. (See JFTR U6007B). Dependents of military members are authorized a local travel allowance of \$25 per day and per family. (See JFTR U6006).

5.7. Are military members/emergency essential civilians allowed to accompany dependents to the port of embarkation? Allowed to accompany dependents to the States?

A. Military members should not plan to accompany their family members beyond the departure location. Although specific departure locations have not yet been identified, processing centers will be established at each location to assist departing family members.

Some military and civilian personnel may be permitted to escort minor children to safe havens. Commanders and supervisors will determine whether to permit such personnel to escort the minors or whether the sponsor will need to execute their family care plan.

## **Section 6 -- Installation Services**

6.1 Will there be continued installation services?

A. Continued provision of installation services is dependent on multiple factors, to include continued demand, availability of staffing, local environmental conditions, etc. While we are dedicated to continuing to provide installation services, said services cannot be guaranteed and may be degraded due to our ongoing military mission.

6.2. Must I depart during an ordered departure?

A. If you fail to evacuate during an ordered departure, the DoD cannot guarantee continued access to or provision of base services.

6.3. If I don't depart, will schools and child development centers remain open?

A. Schools and Child Development Centers will continue to function so long as demand and staffing permit.

6.4. If I don't depart, will the commissary and exchange remain available to me?

A. Commissaries and exchanges will remain available so long as demand and staffing permit.

6.5. If I don't depart, will the medical clinic continue to provide care?

A. Yes, so long as demand and staffing permit.

## **Section 7 -- Safe Haven Location**

7.1. Where will I go? Intermediate stop? Will there be follow on to the states?

A. The Office of Under Secretary of Defense has identified the United States as the designated safe haven. Prior to traveling, each departing family will need to identify the location within the designated safe haven to

which they want to travel. You may select a location, even if it is not your "home of record" or "legal residence".

Per JFTR U6003B.1.b.(1), travel to the designated safe haven of the U.S. will be to the CONUS, which is defined as the 48 contiguous States and the District of Columbia (JFTR Appendix A, Part 1).

For those who seek to travel to Alaska, Hawaii, or U.S. Territories or Possessions, we are seeking a waiver to permit those non-foreign OCONUS locations be included as alternate safe havens. We will try to get that waiver prior to departure. If we are unable to get a waiver prior to travel and it is later granted, travel to that alternate Safe Haven will be at government expense. (See JFTR U6004F).

For those who seek travel to foreign OCONUS areas, authorization from the Secretary of State is required, unless they are a national of the country requested (i.e. A Thai citizen requesting authorized departure to Bangkok.) (See JFTR U6003) Justification must be submitted in writing or telephonically through command channels. Personnel headquarters will make a determination.

7.2. Do I need to register my children in school after we leave Japan? If so, how do I register my children in school following departure?

A. The duration of this authorized departure is unknown. If you volunteer for this authorized departure and are concerned your children will fall behind during their absence, you should withdrawal your children from school and hand carry their records so that they may be registered at your final safe haven location.

## **Section 8 -- Return**

8.1. Is this a temporary move or permanent change of station to the United States?

A. This departure is anticipated to be a temporary relocation to the CONUS at this time.

8.2. Will we get to return? Will we be allowed to return?

A. Once the immediate adverse conditions are sufficiently resolved, DoD will evaluate the situation and, if the conditions are safe, initiate action to return all relocated personnel to Japan or to authorize those not eligible for DoD return travel to return at their own expense.

8.3. I am a civilian employee, if I volunteer to go, will I have a job to return to?

A. Yes, so long as you depart and remain in a leave status, whether paid or unpaid, with the approval of your supervisor.

8.4. What documents will be required when I return to Japan after the evacuation?

A. The US and Japan Status of Forces Agreement (SOFA) exempts military members and dependents from Japanese immigration law. When entering Japan, SOFA dependents and members of the civilian component need only present their passport, military issued identification card, and official orders.