



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## Termination of Authorized Departure: Information Regarding Return to Japan

### I. Overview

- On April 14, 2011, The Department of State terminated the authorized departure of eligible family members (EFMs) from the Island of Honshu, Japan.
- DoD has partnered with CarlsonWagonlit/Sato Travel (CWTSato) to provide travel arrangements and ticketing support. Travelers will need to provide CWTSato with a completed Japan Repatriation Form in order to complete their reservation. The form is available at:  
<http://www.defensetravel.dod.mil/site/getdoc.cfm?id=/Docs/JapanRepatriationFlights.xlsx>.

JAPAN REPATRIATION FLIGHTS				
Fill out information for each member	FAMILY MEMBER #1	FAMILY MEMBER #2	FAMILY MEMBER #3	FAMILY MEMBER #4
LAST NAME				
FIRST NAME				
FULL MIDDLE NAME				
GENDER (M or F)				
DATE OF BIRTH (day/month/year)				
Earliest Departure Date				
Latest Departure Date				
	PLEASE CIRCLE ONE			
PETS	YES	NO		
DIMENSIONS OF KENNEL	L:	H:	W:	
PET BREED				
PET WEIGHT				
DIMENSIONS OF KENNEL #2	L:	H:	W:	
PET BREED #2				
PET WEIGHT #2				
DESTINATION AIRPORT				
FINAL DESTINATION				

- The primary method of making reservations with CWTSato Travel is through a central email address [japan@cwtsatotravel.com](mailto:japan@cwtsatotravel.com). For those who do not have access to email, CWTSato Travel has set up the following numbers:
  - **CONUS: 1-855-794-4926**
  - **OCONUS: 210-877-6828 (for OCONUS callers only)**

- The Defense Travel Management Office (DTMO) will be available to support after hours questions via the Travel Assistance Center (TAC). The TAC provides support to travelers before, during and after travel and is prepared to support this operation. The TAC can be reached at 1-888-Help1-Go (1-888-435-7146) or 1-809-463-3376. If you are calling from overseas, you can now directly dial the TAC at 1-888-Help1Go from any DSN line.

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## II. Allowances

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*When the authorized departure is terminated, EFMs who departed under the authorized departure, or whose travel was interrupted under the Stop Movement, are authorized transportation and per diem to return to Japan.*

- **Non-command Sponsored Dependent**
  - A non-command sponsored dependent who was transported to an OCONUS safe haven may be provided return transportation to the Permanent Duty Station (PDS). A non-command sponsored dependent who was transported to CONUS is not authorized return transportation except when authorized/approved by the Under Secretary of Defense (Personnel and Readiness (USD (P&R))).
- **Safe Haven Allowances**
  - **Military Command Sponsored Dependents**
    - Safe haven allowances consist of two separate allowances: one for lodging and one for meals and incidental expenses (M&IE). The lodging allowance is paid for commercial lodging and must be documented by a receipt. Reimbursement for lodging is not authorized if staying with friends and relatives. Tax for lodging in CONUS and non-foreign Outside CONUS (OCONUS) locations is a separate reimbursable expense. . Safe haven allowances are not reduced until the 31<sup>st</sup> day at the safe haven.

<p><b>First 30 Days</b></p> <ul style="list-style-type: none"> <li>• Dependents age 12 or older receive up to 100% of the locality rate</li> <li>• Dependents under age 12 receive up to 50% of the locality rate</li> </ul>
<p><b>Days 31-180</b></p> <ul style="list-style-type: none"> <li>• Dependents age 12 or older receive up to 60% of the locality rate</li> <li>• Dependents under age 12 receive up to 30% of the locality rate</li> </ul>





- **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):**

<p><b>First 30 Days</b></p> <ul style="list-style-type: none"> <li>• 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&amp;IE</li> <li>• Each family member age 12 or older receives 100% M&amp;IE</li> <li>• Each family member under age 12 receives 50% M&amp;IE</li> </ul>
<p><b>Days 31-180</b></p>

- 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 12 or older receives 80% M&IE
- Each family member under age 12 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 12 or older receives 100% M&IE
- Each family member under age 12 receives 50% M&IE

**Days 31-180**

- The first family member receives 80% M&IE
- Each family member age 12 or older receives 80% M&IE
- Each family member under age 12 receives 40% M&IE

- **Non-Command Sponsored Dependents**
  - A non-command sponsored dependent does not receive per diem at the safe haven.
- **Transportation and Per Diem En Route to PDS**
  - Transportation expenses/travel per diem start the day the family departs the safe haven until they arrive at the overseas PDS. This does not include time spent on personal travel while enroute to the safe haven location.
- Dependents of command-sponsored military and DoD civilian employees may receive \$25/day/family local travel allowance.
- **Unaccompanied Baggage**
  - Dependents may ship up to 350 lbs of unaccompanied baggage per dependent age 12 or older and 175 lbs per child under age 12 up to a total of 1,000 lbs. Even dependents who received the freight replacement allowance incident to travel from the PDS may transport unaccompanied baggage for return to the PDS.
- **Pet Transportation**
  - **Military Command sponsored dependents:** A member whose EFMs departed Japan under the authorized departure is authorized return transportation and quarantine for up to two household pets to the evacuated PDS in Japan.
  - **Civilian Employee dependents:** Dependents are financially responsible for the return transportation of pets.
- **Household Goods (HHG)**
  - **Military Command sponsored dependents:** Movement of HHG (other than that specifically authorized or approved as needed for the dependents' comfort and well being) is not authorized.
  - **Civilian Employee dependents:** Movement of HHG is not authorized.
- **Privately Owned Vehicle (POV)**
  - Shipment of a POV is not authorized for an authorized departure or return.

- **Safe Haven Allowance Continuation**

- Dependents are allowed 10 days to make transportation arrangements after the termination order has been issued. Safe haven allowances also terminate effective 10 days from the date of the memorandum.
- Responsible EFMs who departed with a command-sponsored school-aged dependent and enrolled that dependent in school at their safe haven location may remain with their school-aged dependent at their safe haven location until the dependent completes his or her current school semester (or equivalent academic period). Safe haven benefits for military EFMs will terminate one day after the current school semester (or equivalent academic period) ends for their last command-sponsored dependent enrolled in school at his or her safe haven location. Civilian EFMs who departed with a command-sponsored school-aged dependent and enrolled that dependent in school at their safe haven location may also remain with their school-aged dependent at their safe haven location until the dependent completes their current school semester (or equivalent academic period). Safe haven benefits for these EFMs will terminate in accordance with Joint Travel Regulations (JTR) Chapter 6, Part C, after the authorized departure is terminated. However, these EFMs may request transitional separate maintenance allowance (TSMA) under Department of State Standardized Regulations (DSSR) section 264.3 (DSSR 262.3.b.). The period covered by TSMA may not exceed 90 days. Total safe haven benefits may not exceed 180 days.
- Families of civilians who choose to remain at their safe haven location must be in commercial housing to receive TSMA. This allowance may be paid for up to 90 days. Families with 1-2 members may receive:
  - 100% of the standard CONUS per diem rate for days 1-30
  - 75% for days 31-60
  - 50% for days 61-90

For families with three or more members, an additional \$20 is added each day.

- **Dependents Choose Not to Return**

- A sponsor whose dependents do not want to return to the PDS may 1) request Early Return of Dependents (ERD); 2) have dependents travel to new PDS, if PCS orders from the evacuated PDS have been issued; 3) have dependents remain in place after safe haven allowances terminate. Ordinarily dependents who chose to remain in place (HHG or POV not shipped under ERD or PCS, tour not changed to unaccompanied) may return to Japan up to a year later provided the Service member has at least 60 days remaining in the tour or a civilian employee has 30 days remaining

- **Early Return of Dependents or PCS**

- Early Return of Dependents (ERD) may be authorized in accordance with the Joint Federal Travel Regulations (JFTR), par. U5900 or JTR, par. C5450. If the uniformed member or civilian employee has received a PCS order, then the dependents travel on that order to the new PDS. If authorized ERD, dependents are ordinarily not authorized to return to the overseas PDS (unless for example the sponsor receives a consecutive overseas tour or renewal agreement tour). In certain circumstances, foreign-born spouses may be authorized ERD to their native country.

- **Transportation and Per Diem En Route to the Designated Place/Actual Residence or new PDS**
  - Transportation and per diem allowances en route from the safe haven are the same as normal PCS allowances.
- **HHG**
  - Shipment of HHG from the overseas PDS and/or non-temporary storage in the CONUS is authorized to ERD designated place or new PDS. When the member is later PCS'd, HHG shipped from ERD designated place to new PDS.
- **POV (Uniformed Only)**
  - Shipment of a POV is authorized for a uniformed member's dependents upon ERD or PCS.
- **Dislocation Allowance (DLA) (Uniformed Only)**
  - A DLA is authorized for ERD or PCS.
- **Miscellaneous Expense Allowance (MEA) (Civilian Only):**
  - A MEA is authorized for PCS.
- **Basic Allowance for Housing (BAH) (Uniformed Only):**
  - BAH based on the designated place or if the dependents' location is in an Overseas Housing Allowance (OHA) area, OHA is authorized. If advance PCS travel has been authorized, BAH based on the new PDS may be started on the dependents' arrival date. OHA based on the member's OCONUS PDS (e.g., in Japan) stops.
- **Family Separation Housing (FSH) (Uniformed Only)**
  - If single-type Government quarters are not available and the member maintains private lodging, FSH for the member is authorized when the dependents are ERD'd. It is paid at the same rates/conditions as OHA at the without dependent rate. FSH is not authorized for advance PCS travel.
- **Separate Maintenance Allowance (SMA) (Civilian Only)**
  - An employee may be authorized transitional SMA at the safe haven location after SEA stops only if no other allowances are authorized (e.g., HHG shipment) (DSSR 264.2.b).
- **Temporary Lodging Expense (TLE) (Uniformed Only)**
  - Up to 10 days TLE at the new CONUS PDS is authorized for PCS. No TLE if proceeding to an ERD designated place.
- **Temporary Lodging Allowance (TLA) (Uniformed Only)**
  - No TLA if proceeding to an ERD designated place. TLA may be provided under new PDS authority as required.
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- **Temporary Quarters Subsistence Allowance (TQSE) (Civilian Only)**
  - TQSE is a discretionary allowance that may be authorized for PCS.

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### III. Frequently Asked Questions

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- **A termination of Voluntary Authorized Departure (VAD) from Japan has been issued. How soon do I need to depart?**
  - Effective April 14, 2011, following a State Department termination, the DoD issued a memorandum terminating Voluntary Authorized Departure of EFM's from the Island of Honshu, Japan. The dependents are allowed 10 days make transportation arrangements after the termination order has been issued. Safe haven allowances also terminate effective 10 days from the date of the memorandum.
  
- Does an EFM who chooses not to return right away lose the return transportation?
  - Once the authorized departure is terminated, if a dependent chooses not to return immediately, safe haven allowances cease. Travel is not impacted because they can choose to travel up to 12 months later as long as the Military Sponsor has at least 60 days left on the tour or Civilian Sponsor has 30 days left on the tour.
  
- **When do safe haven allowances cease?**
  - Safe haven allowances cease on the date stated in the Principal Deputy USD (P&R) departure termination memo. Safe haven allowances may not exceed a total of 180 days.
  
- **What happens if families decide not to return?**
  - A sponsor whose dependents choose not to return to the PDS may: 1) request ERD; 2) have dependents travel to new PDS, if PCS orders from the evacuated PDS have been issued; or 3) have dependents remain in place after safe haven allowances terminate. Ordinarily dependents who chose to remain in place (HHG or POV not shipped under ERD or PCS, tour not changed to unaccompanied) may return to Japan up to a year later provided the member has at least 60 days remaining in the tour or a civilian employee has 30 days remaining. ERD may be authorized in accordance with JFTR, par. U5900 or JTR, par. C5450 and an order would be 'issued.' For ERD or PCS the EFM's would be authorized Travel Management Office (TMO)/CTO support.
  
- **Am I allowed to return if my sponsor is within 60 days of tour completion (military sponsors) or 30 days of tour completion (civilian sponsors)?**
  - If the military member is due to PCS within 60 days of the dependents' scheduled arrival date, the dependents are not authorized to return, unless authorized by the member's Service Secretary or designee. EFM's of civilian employees are not authorized to return if the employee is within 30 days of reassignment, unless authorized by the employee's Service Secretary or designee.
  
  - **Will I continue to receive safe haven allowances if my sponsor is within 60 days of tour completion (military sponsors) or 30 days of tour completion (civilian sponsors)?**
    - The Service Secretaries are authorized to extend safe haven allowances (these include allowances for lodging and food (SEA for civilians) and the \$25/day local travel allowance) to those EFM's whose sponsor is within 60 days of tour completion (military sponsors) or 30 days of tour completion (civilian sponsors)

- **My dependent returned to Japan prior to termination of the voluntary authorized departure; will my dependent's transportation costs be reimbursed?**
  - If family members choose to return to the PDS in Japan prior to termination of the authorized departure, the safe haven allowances terminate and transportation costs will not be reimbursed. Allowances at "with family/dependent" rates will resume/remains intact upon return to the Japan PDS.