

Japan Relocation Allowance Guide - Version 1a - 24 March 11

The authorized departure of eligible family members from Japan is ongoing and evolving. This guide is directed to members and their relocating dependents. Information in this pamphlet is general in nature and subject to change. We recommend you verify current rates and rules with the Financial Services Office at the Permanent Duty Station (PDS/base where assigned), processing line, reception line or the Financial Services Office closest to the safe haven location. Each member's/dependent's allowances are treated separately based on individual circumstances. Dependents of DOD civilian employees have slightly different allowances than military members so differences will be explained below.

This guide provides the military member, DOD civilians and dependents information regarding relocation pay, and procedures to obtain/pay relocations allowances. Other guides provide additional information regarding non-financial aspects of your relocation; i.e. AUTHORIZED DEPARTURE FAQ Authored by USFJ/J06. This and additional guidance will be posted on the Air Force Portal virtual Finance page.

If My Military Dependents Depart how does the Authorized Departure Affect My Military Pay?

Your **Basic Pay** and **Basic Allowance for Subsistence (BAS)** remain the same.

Overseas Housing Allowance (OHA) is not affected if you remain at the PDS ***and continue to maintain private sector housing.***

Your **Cost Of Living Allowance (COLA)** received on behalf of command-sponsored dependents stops effective the date your dependents depart. If all your dependents departed and until your dependents return to the PDS, you receive "without dependents" rate COLA. Your dependents will receive per diem for their CONUS location rather than COLA for their OCONUS location. JFTR para U9215.

You are entitled to **Family Separation Allowance (FSA)** if your command-sponsored dependents leave during the authorized departure period to a safe haven. The rate is \$250.00 per month.

If My DOD CIVILIAN Dependents Depart how does this Authorized Departure Affect My DOD Civilian Pay?

Basic pay remains the same based on your timecard. If all your dependents depart, your COLA (Post allowance) will be reduced to the "employee without family" rate effective the date they depart.

Who is Paid the Safe Haven Evacuation Allowance?

The safe haven evacuation allowance is provided for and paid to your command sponsored dependent (s). It includes lodging, meals, incidental expenses and a local travel allowance.

Do I need to Fill Out a Form To Authorize Payments To My Dependents?

Military members must authorize a designated dependent or representative for emergency pay and allowances on a signed DD1337 (more info below). The *Authorization/Designation for Emergency Pay and Allowance* designates funds going directly to dependents in emergency situations. It is an important document and should be kept with passports and other important papers. Two payment designations should be selected on the form: a. advance of pay (not more than 2 months basic pay or NONE) and b. evacuation allowance (relocation allowances).

Who is Authorized Transportation?

Command sponsored and non-command sponsored dependents are authorized transportation to a safe haven as a result of a voluntary Authorized Departure of Eligible Family Member Memorandum. (Non-command-sponsored dependents are authorized transportation to safe haven; no per diem or lodging.)

What if My Dependents Have to Pay for Lodging at the Safe Haven?

Your command-sponsored dependents who incur a commercial lodging cost at their safe haven will be reimbursed (based on receipts), not to exceed the sum of the daily lodging portion for each dependent residing at their safe haven, based on locality per diem rate authorized. Maximum lodging reimbursement rates can be found at

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

If your evacuated military dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when your dependent leases a house or apartment from a friend or relative with a bona fide, standard written lease, when the friend or relative concerned does not jointly occupy the leased house or apartment.

How are My Military Dependents Allowances Determined?

Your command-sponsored dependents are authorized a daily per diem allowance while traveling from the Permanent Duty Station (PDS) to the safe haven, while at the safe haven, and until the authorized departure status is terminated and

dependents return to the PDS. The amount is based on the rate authorized for the area (locality) where your dependents are staying. For the first 30 days, family members 12 years old and above each receive 100% of the local per diem rate. Those under 12 each receive 50%. Beginning on the 31st day, those 12 years old and above each receive 60% of the local per diem rate; those under 12 each receive 30%. This rate continues until the 180th day maximum duration.

While at the safe haven location, a \$25.00 per day/per family transportation allowance is authorized. No receipts are required. This allowance is intended to partially offset expenses incurred for required local travel at the safe haven.

How are My DOD CIVILIAN Dependents Allowances Determined?

Your command-sponsored DOD Civilian dependents are authorized a per diem allowance while traveling from the Permanent Duty Station (PDS) to the safe haven, while at the safe haven, and until the authorized departure status is terminated and dependents return to the PDS. The travel days to/from the safe haven location are paid using TDY rules for each dependent except, dependents under 12 only receive 50% of the TDY Meals and Incidental Expenses (M&IE) rate. Payments for the day after arrival at the safe haven through the day before departure are computed as follows: the allowance is based on the per diem rate authorized for the area (locality) where your dependents are staying.

For commercial lodging for the first 30 days, the first evacuee is authorized up to 100% of the lodging portion (may be authorized up to 150% for special family compositions per JTR, Vol II, para C6200, DSSR 632.1b), plus 100% of the M&IE per day. Each additional evacuee age **18** or older is authorized 100% M&IE, and each evacuee under age **18**, 50% M&IE. For days 31-180, the first evacuee is authorized up to 100% of the lodging portion (may be authorized up to 150% for special family compositions) plus 80% M&IE. Each additional evacuee **18** or older is authorized 80% M&IE, and each evacuee under age **18**, 40% of M&IE.

If not in commercial lodging (i.e. staying with family or friends; receipts not required) for the first 30 days the first evacuee is authorized a flat rate of 10% of lodging portion plus 100% M&IE. Each additional evacuee age **18** or older is authorized 100% M&IE, and each evacuee under **18**, 50% M&IE; for days 31-180 no lodging is paid and the first evacuee and each evacuee age **18** or older is authorized 80% M&IE, and each evacuee under **18**, 40% M&IE.

While at the safe haven location, a \$25.00 per day/per family transportation allowance is authorized. No receipts are required. This allowance is intended to partially offset expenses incurred for required local travel at the safe haven.

If I Escort Another Military Member's Children, or my Own Children Incapable of Traveling Alone, Do I Receive Anything?

You are entitled to round-trip transportation and per diem allowances while traveling under an official order or travel authorization as an escort for a dependent incapable of traveling alone between the PDS and the safe haven.

Do I Have to Change My Direct Deposit Account?

There is no need to change your direct deposit account. Your pay continues to go to the same account it did before the evacuation. If, for some reason your dependents are unable to access your bank online, use checks or ATM card, you may consider opening a new account with a local bank in the safe haven's vicinity. All relocation allowances can be sent to the new account or your regular direct deposit account if specified on the direct deposit form which accompanies the safe haven funding requests.

Can I Be Reimbursed for Pet Travel?

Yes, you are authorized transportation and quarantine for up to two household pets (JFTR U6016). Upon return to Japan, all pet quarantine and vaccination laws continue to apply.

Will My Dependents Have Access to My Pay Record?

You must have requested a myPay Restricted Access PIN (RAPIN) and provided it to your dependent to access your myPay record. The RAPIN allows view-only access. To make changes to your pay account or discuss information specific to the your pay, your dependent **MUST** have a valid *SPECIAL* Power of Attorney specifically authorizing them to do so.

How do I Obtain the Contact Information for an Air Force Base Financial Services Office?

The Air Force Financial Services Office are most familiar with Air Force dependents and payment procedures so those offices are the preferred funding assistance locations. Other Services finance offices can be used but it may be more challenging to obtain the desired financial assistance. The reception line at the CONUS port/airport had the Financial Services Offices list with emails and phone numbers. If that local FSO phone number is not provided, you as the sponsor can sign onto Air Force Portal, Life and Career tab, Money – Welcome to virtual Finance!, and use *Contact your FSO* (Left side) to find *FSO Look-up Tool* to obtain their phone numbers. Click the *Click here to email your local FSO* to obtain their office email.

How Do My Dependents Obtain Safe Haven Allowance Funding?

Safe haven allowance funding is normally paid in 30 day increments. To obtain a payment, four items are essential. The other document is good to share for additional contact information. The four documents are submitted each time payment is requested. They should be provided to the Financial Services Office closest to your dependents' safe haven:

- 1 - DD Form 1610 *Request for Authorization for TDY Travel of DOD Personnel* or *Memorandum for Designated Services Financial Center* or AF IMT 937 *Request and Authorization for Dependent(s) Travel*
Travel order or memorandum in lieu of TDY order provided before departing Japan.
- 2 - DD Form 1351 *Travel Voucher (Advances)* or DD Form 1351-2 *Travel Voucher or Subvoucher (Settlements)*
Dependent evacuee name and Social Security Number, or pseudo SSN, on form. Form links below.
- 3 - FMS 2231 *Faststart Direct Deposit Form*
Dependent evacuee name and SSN on form. Dependents must have checkbook or ATM card to access funds in this account. If sponsor's pay account is preferred, write "please use Sponsors pay account" on the form and submit. Form link below.
- 4 - DD Form 1337 *Authorization/Designation for Emergency Pay and Allowances*
Prepared in Japan, signed by sponsor authorizing payments to dependents and a record of safe haven payments. If dependents do not have signed copy, instructions are below for sponsor to complete on line.
- 5 - USFJ Form 178-R *Noncombatant Evacuation Operations (NEO) Data Card*, if available.
(prepared in Japan by sponsor, contains additional contact information)

With correct documentation, your dependents should expect relocation allowances to be paid via Electronic Funds Transfer within 3-7 days.

What if I Want my Dependents to Have an Advance Military Pay Payment?

Dependents are authorized to receive a military pay advance from member's military pay if the DD Form 1337 (DD Form 2141 for DOD civilians) is completed by sponsor authorizing the payment. In addition to the relocation orders, direct deposit form, the DD Form 1337 *Authorization/Designation for Emergency Pay and Allowances* is needed. The signed DD Form 1337 authorizing Advance of Pay, block 7a, must be selected with an amount specified. If the DD 1337 was not completed before departure, one can be completed on line: Air Force Portal, Life and Career tab, Money – Welcome to virtual Finance! dropdown, eFinance quick link (on right side), eFinance, Advance/Emergency Pay, Authorization/Designation for Emergency Pay and Allowances, a ADVANCE OF PAY (amount entered), Submit, View Document, Print, Scan, and email to dependent.

The dependents should record all relocation payments or advance military pay payments received on their DD Form 1337 *Authorization/Designation for Emergency Pay and Allowances*.

When Can My Dependents Return to My PDS?

When the authorized departure status is terminated, your command-sponsored dependents may return to the Permanent Duty Station at government expense as long as you have more than 60 days remaining on your assignment. If you have less than 60 days, then authorization for your dependent's direct transportation to next PDS is approved. Non-command sponsored dependents are not authorized return transportation at government expense.

What Do My Dependents Do When the Authorized Departure Ends and They are Allowed to Return to the PDS?

When the return to PDS order is granted you as the sponsor can contact the Commercial Travel Office or your dependents can contact the CTO at the nearest military installation (AFB preferred) to arrange return airline flights.

Important Terms and Definitions

Safe Haven: A location to which a dependent is directed to relocate on a temporary basis to await a decision by competent authority to either return to the OCONUS PDS or proceed to a designated place. The designated safe haven location is the United States. For *military* dependents, United States is defined and limited to the 48 contiguous states and District of Columbia unless a waiver is granted for Alaska, Hawaii and American territories. For *DOD civilian* dependents, United States is defined as the 50 states and District of Columbia. It is a single designated location, and relocating to a location other than that annotated within orders requires approval. 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 requested authorized departure to Bangkok.) (See JFTR U6003) Justification must be submitted in writing or telephonically through command channels. Personnel headquarters will make a determination.

Per Diem Rate: A daily payment to assist with expenses composed of two parts; lodging and Meals and Incidental Expenses (M&IE).

Permanent Duty Station (PDS): The post of duty or official station of a member.

Command Sponsored: Dependent(s) residing with a member at a location Outside the Continental United States (OCONUS) where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's permanent duty station (PDS).

Non-Command Sponsored: Dependents who are not authorized/approved to reside at the member's OCONUS location and whose travel to the OCONUS location is not authorized at government expense.

HELPFUL WEBSITE AND REFERENCES

My Pay: <https://mypay.dfas.mil/mypay.aspx> access for myPay Restricted Access PIN

Per Diem Rates: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> select State and County in the Left box on page

Travel Pay Forms: <http://www.dfas.mil/civilianpay/travel/travelpayforms.html> DD 1351-2 (Settlements), FMS 2231
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351.pdf> DD 1351 (Advances)

Joint Federal Travel Regulation: [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf) Chapter 6
Evacuation Allowances

Financial Services Knowledge Base: <https://affsckb.custhelp.com> Frequently Asked Questions (FAQs)

virtual Finance page link:

<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sA1FBF31D23D21F6B0123ED377B730575>