



# Department of Defense

## DIRECTIVE

NUMBER 3025.14  
February 26, 2013

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USD(P&R)

SUBJECT: Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad

References: See Enclosure 1

1. PURPOSE. This directive reissues DoD Directive (DoDD) 3025.14 (Reference (a)) to update policy and responsibilities for the evacuation of U.S. citizens and designated aliens from threatened areas abroad, in accordance with Executive Order 12656 (Reference (b)) and the memorandum of agreement between the Departments of State (DOS) and Defense (Reference (c)). This directive also cancels the designation of the Secretary of Army as Executive Agent for the repatriation of DoD noncombatants.

2. APPLICABILITY. This directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this directive as the "DoD Components").

3. POLICY. It is DoD policy that:

a. In the event of an emergency abroad affecting the safety of U.S. citizens, DoD will support the Secretary of State's overall formal responsibility to:

(1) Protect U.S. citizens and nationals, and designated other persons, to include when necessary and feasible their evacuation to and welfare in relatively safe areas.

(2) Reduce to a minimum the number of U.S. citizens and nationals, and designated other persons, subject to the risk of death, harmful health exposures, or seizure as hostages.

(3) Reduce to a minimum the number of U.S. citizens and nationals, and designated other persons, in probable or actual combat areas so that the combat effectiveness of U.S. and allied forces is not impaired.

b. DoD has primary responsibility for preparing and ordering the execution of plans for the protection and evacuation of all noncombatant U.S. citizens and nationals, and designated other persons, in the U.S. Naval Base at Guantanamo Bay, Cuba.

c. In conjunction with the Secretary of State, DoD will prepare and implement plans for the protection, evacuation, and repatriation of DoD noncombatants in threatened areas abroad; integrate such plans into DOS's plans for evacuating non-DoD noncombatants from foreign countries; and assist the Secretary of State in carrying out those responsibilities where militarily feasible and when formally requested by the Secretary of State.

d. As the President's personal representative to the host country, the Chief of Diplomatic Mission (COM), or Principal Officer, is the lead federal official for the protection and evacuation of all U.S. noncombatants, including DoD dependents. Commanders will ensure that DoD actions relating to the evacuation of DoD dependents, nonessential and essential DoD civilian employees, and their families, are consistent with the direction of the COM or Principal Officer of DOS. The authority of the COM or Principal Officer of DOS to order evacuation does not extend to personnel of the Military Services not under COM authority, except as agreed upon between DOS and DoD.

e. The DOS applies the U.S. Government's "no double standard" policy to important security threat information. Generally, if information is shared with the official U.S. community, the same or similar information should also be made available to private U.S. citizens and nationals, to the extent that the underlying threat also applies to them. If information is issued about potentially dangerous situations, DOS evaluates whether the potential danger could also affect private U.S. citizens or nationals living in or traveling through the affected area. The "no double standard" policy also requires private U.S. citizens be given the same evacuation opportunities and assistance as those U.S. citizens who are in country for official U.S. Government purposes, when appropriate and feasible. It is DOS policy to make available to private U.S. citizens, on a reimbursable basis, any U.S. Government-facilitated evacuation option planned for the official U.S. Government community, when appropriate and feasible.

f. DoD will execute the evacuation from threatened areas abroad in close coordination with the Secretary of State as an integral part of the overall DoD response to the danger or crisis that precipitates the withdrawal.

g. Evacuation will generally correspond to protection and evacuation plans established by DOS as follows. It is important to note that diplomatic or other considerations may make the use of certain terms, such as "noncombatant evacuation operation" (NEO), inadvisable and require the use of other terms instead.

(1) Standfast. All military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoD Dependents Schools (DoDDS) staff and faculty are required to shelter in place and take appropriate precautions to limit harm since immediate movement will involve unacceptable risks.

(2) Stop Movement. DoD issues an order to stop forward movement of military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty.

(3) Authorized Departure. Voluntary departure of command-sponsored military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty to an announced safe haven is encouraged and authorized at government expense, with return also at government expense. These government authorized expenses do not apply to local U.S. citizens who do not have service agreements for return transportation to the United States at government expense.

(4) Ordered Departure. Mandatory departure of some or all categories of personnel and dependents (such as military dependents, nonessential DoD civilian employees and their families, families of essential DoD civilian employees, and DoDDS staff and faculty) to designated safe havens is directed by DOS, with implementation of the theater evacuation plan. Historically, DOS accomplishes most ordered evacuations using commercial transportation (scheduled or chartered), without the use of military personnel or assistance. However, DOS may request a DoD-assisted NEO (using DoD organic or chartered transportation assets) based on the nature of the threat or the lack of availability of alternative forms of transportation.

h. Payments or reimbursements to military dependents, DoD civilians and their families under authorized or ordered departure must be in accordance with appropriate provisions of the Joint Federal Travel Regulations, Volume 1 (Reference (d)) and the Joint Travel Regulations, Volume 2 (Reference (e)).

i. To the extent feasible and practical, DoD will use similar support systems and processes regardless of the nature of the evacuation (authorized or ordered, regardless of whether NEO has been declared).

4. RESPONSIBILITIES. See Enclosure 2.

5. RELEASABILITY. **Unlimited**. This directive is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

6. EFFECTIVE DATE. This directive:

a. Is effective February 26, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction (DoDI) 5025.01 (Reference (f)). If not, it will expire effective February 26, 2023 and be removed from the DoD Issuances Website.

A handwritten signature in black ink, appearing to read 'Ashton B. Carter', written in a cursive style.

Ashton B. Carter  
Deputy Secretary of Defense

Enclosures

1. References
2. Responsibilities

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 3025.14, "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad (Short Title: Noncombatant Evacuation Operations)," November 5, 1990 (hereby cancelled)
- (b) Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," November 18, 1988
- (c) Memorandum of Agreement between the Departments of State and Defense on the Protection and Evacuation of U.S. Citizens and Nationals and Designated Other Persons from Threatened Areas Overseas, July 14, 1998<sup>1</sup>
- (d) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (e) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition
- (f) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (g) DoD Directive 7730.65, "Department of Defense Readiness Reporting System (DRRS)," June 3, 2002
- (h) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012
- (i) DoD Instruction 3001.02, "Personnel Accountability in Conjunction with Natural or Manmade Disasters," May 3, 2010
- (j) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (k) DoD Directive 3020.44, "Defense Crisis Management," June 4, 2007
- (l) DoD Manual O-3020.44-M, "OSD Defense Crisis Management (CrM) Procedures," May 19, 2010, as amended
- (m) Section 1535 of Title 31, United States Code
- (n) DoD Directive 5158.04, "United States Transportation Command (USTRANSCOM)," July 27, 2007, as amended

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<sup>1</sup> Copies may be obtained from the Internet at <http://prhome.defense.gov/docs>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R):

- a. Formulates policy for and coordinates evacuation of DoD personnel and dependents from threatened areas abroad, and provide additional evacuation support as required.
- b. Monitors the readiness of military forces and the supporting infrastructure, as specified in DoDD 7730.65 (Reference (g)), to execute evacuations.
- c. Appoints a member of the Washington Liaison Group (WLG) to coordinate the execution of evacuation responsibilities outlined in Reference (c).
- d. After coordination with the DOS, advises the Secretaries of the Military Departments; the CJCS; the Combatant Commanders; and the heads of any other appropriate DoD Components, to suspend, if required, the forward movement of DoD noncombatants to any danger area abroad.
- e. Ensures appropriate procedures for evacuation are followed, to include reimbursement of expenses for the DoD evacuees and uniformity among the Military Departments regarding entitlements for per diem, travel, and transportation allowances.
- f. Authorizes, extends, and terminates evacuation allowances for DoD eligible family members and non-emergency civilian personnel.
- g. For DoD eligible family member and non-emergency civilian personnel, approves non-foreign safe haven requests and obtain DOS authorization on foreign safe haven requests.
- h. After coordination with the DOS, advises the Secretaries of the Military Departments; the CJCS; the Combatant Commanders; and the heads of any other appropriate DoD Components, to return DoD evacuees to the sponsor's duty location, to the duty location from which they evacuated, or (if return is not authorized) to another location.
- i. Establishes a focal point for evacuation, to include:
  - (1) Maintaining a continuing dialogue within DoD as well as with DOS and other agencies as appropriate on the personnel impacts of crisis management, to include evacuation.
  - (2) Convening periodic meetings with the Under Secretary of Defense for Policy (USD(P)) representatives, other DoD organizations, and such other offices as may be considered necessary, to serve as a forum for recommending evacuation policies and processes, resolving issues, and developing lessons learned.

(3) Providing input to agreements with DOS on evacuation operations.

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MC&FP)). Under the authority, direction, and control of the USD(P&R) through the Assistant Secretary of Defense for Readiness and Force Management, the DASD(MC&FP):

a. Develops policy for emergency family assistance and for the operation of Emergency Family Assistance Centers as specified in DoDI 1342.22 (Reference (h)).

b. Operates Military OneSource as the central point of contact for distribution of information and referral services for Service members, DoD civilian employees, and their families, as specified in DoDI 3001.02 (Reference (i)).

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, ensures that the Director, Defense Manpower Data Center (DMDC):

a. Develops, manages, and maintains automated system(s) to provide accountability, visibility, and support for evacuees during all phases of evacuation (departure, safe haven reception, safe haven support, and return).

(1) Designates automated system(s) for mandatory use by DoD Components in support of evacuation, and ensures proper training and accountability.

(2) Serves as lead for facilitating, through a DMDC-contracted vendor as appropriate, purchases related to those automated system(s) to provide accountability, visibility, and support for evacuees during all phases of evacuation.

(3) In developing the automated system(s), considers the internal information requirements of DoD and processes all information collection requirements in accordance with the procedures in DoD 8910.1-M (Reference (j)). Considers the needs of DOS and other external agencies that support evacuations.

b. Serves as the central DoD repository for personnel tracking information collected by the Components in accordance with Reference (i).

4. USD(P). The USD(P):

a. Serves as the Principal Staff Assistant and advisor to the Secretary of Defense on defense crisis management matters, leads the overall defense crisis management response, and ensures that the information needs and other requirements of the Secretary of Defense are met, as specified in DoDD 3020.44 (Reference (k)) and DoD O-3020.44-M (Reference (l)).

- b. Coordinates with the USD(P&R) and CJCS staffs, and other U.S. Government stakeholders as appropriate, in formulating DoD policy and plans in support of DOS-sponsored evacuations from threatened areas abroad.
- c. Appoints a member of the WLG to coordinate the execution of evacuation responsibilities outlined in Reference (c).
- d. Receives, coordinates, and recommends actions on formal requests for military assistance coming from outside DoD.
- e. Ensures a current agreement exists with DOS detailing responsibilities in evacuation operations.

5. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO:

- a. Establishes financial arrangements with the DOS and issues instructions to the DoD Components for obtaining reimbursement in accordance with section 1535 of Title 31, United States Code (Reference (m)) for evacuation costs for which DoD is not responsible, in accordance with the cost responsibility matrix in Reference (c) and other applicable authorities. In accordance with this criterion, the expense of evacuating noncombatant U.S. citizens from the U.S. Naval Base, Guantanamo Bay, Cuba (as established in paragraph 3b above the signature) would be that of the DoD.
- b. When DOS incurs evacuation expenses for which DoD is responsible, in accordance with Reference (c) and other applicable authorities, establishes arrangements for the reimbursement of such costs.

6. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ATSD(PA)). The ATSD(PA) provides guidance to all DoD Components regarding release of information on DoD participation in protection and evacuation operations, and ensure coordination with other federal agencies, as appropriate.

7. DOD COMPONENT HEADS. The DoD Component heads manage the accountability, tracking, and reporting of their personnel throughout the evacuation process.

8. SECRETARIES OF THE MILITARY DEPARTMENTS. In addition to the responsibilities in section 7 of this enclosure, the Secretaries of the Military Departments:



- a. Appoint a Military Department member to the WLG to coordinate the execution of evacuation responsibilities outlined in Reference (c). The Secretary of the Navy may also appoint a separate member to represent the Marine Corps.
- b. Measure and report on the readiness of military forces and the supporting infrastructure, as specified in Reference (g), to execute evacuations.
- c. Monitor all Military Department personnel when evacuated to a safe haven, provide for their needs, and arrange for their return to the evacuated area when safe to do so.
- d. In accordance with Geographic Combatant Commander evacuation plans and policies, equip forces with automated system(s) to provide accountability, visibility, and support for evacuees during all phases of evacuation and ensure adequate numbers of personnel are trained to operate the system(s).

9. SECRETARY OF THE NAVY. In addition to the responsibilities in sections 7 and 8 of this enclosure, the Secretary of the Navy:

- a. Interprets the requirements of this directive to include the Marine Corps and (if transferred to Navy) the United States Coast Guard, in addition to the Department of the Navy.
- b. Provides for the designation and training of port liaison officers.
- c. In accordance with the mission and priorities assigned by the United States Transportation Command (USTRANSCOM), provides military sea transportation for the evacuation of personnel, as required.

10. SECRETARY OF THE AIR FORCE. In addition to the responsibilities in sections 7 and 8 of this enclosure, the Secretary of the Air Force, in accordance with the mission and priorities assigned by USTRANSCOM, provides air transportation, including theater, strategic, and intra-continental United States as well as aeromedical evacuation to support medical evacuation requirements.

11. CJCS. In addition to the responsibilities in section 7 of this enclosure, the CJCS:

- a. Coordinates the deployment and employment of U.S. military forces in support of evacuation operations.
- b. Appoints the CJCS representative to the WLG to coordinate the execution of evacuation responsibilities outlined in Reference (c).
- c. Monitors the Combatant Commanders' and the Military Services' readiness for and participation in protection and evacuation operations.

d. Recommends to the Secretary of Defense transportation movement priorities and the use of USTRANSCOM to provide the appropriate transportation resources in support of DOS requests.

e. As a member of the WLG, coordinates with the DOS, the OSD, the Combatant Commanders, and the Services, as required, in the recommended designation of safe havens.

f. When conditions of potential hazard warrant, recommends to the USD(P&R) that the movement of DoD noncombatants into countries or areas be suspended.

g. Periodically evaluates command procedures for evacuation operations, particularly during scheduled CJCS exercises.

h. Performs appropriate tasks identified in section 12 of this enclosure, consistent with applicable law, for those areas where no Combatant Command has responsibility.

12. GEOGRAPHIC COMBATANT COMMANDERS. In addition to the responsibilities in section 7 of this enclosure, the Geographic Combatant Commanders:

a. Coordinate emergency and evacuation planning and execution on a regional basis as outlined in Reference (c).

b. Prepare, maintain, exercise, and execute plans for protection and evacuation from threatened areas abroad in accordance with Reference (c), to include both their departure from the overseas area and their reception at a safe haven.

c. Assist the COM(s) and Principal Officer(s) in the preparation of embassy emergency action plans. Ensure that those plans comply with the following criteria:

(1) Adequate provisions are made for the protection and evacuation of all DoD noncombatants and, when appropriate, military personnel.

(2) Assumptions based on the use of DoD resources are militarily acceptable and in accordance with Reference (c).

(3) References to U.S. military facilities are accurate.

(4) Plans provide required information should assistance by the U.S. military be requested.

(5) Plans are properly distributed to subordinate and adjacent military commands.

(6) Plans are reviewed annually and periodically evaluated for procedures and effectiveness.

d. Measure and report on the readiness of military forces and the supporting infrastructure, as specified in Reference (g), to execute evacuations.

e. When conditions of potential hazard warrant, recommend to the CJCS that the movement of DoD noncombatants into countries or areas be suspended. Also, recommend evacuation of DoD noncombatants if conditions warrant.

f. If time prevents communication with DOS or DoD and upon request of the COM, provide such assistance as is feasible for the protection and evacuation of U.S. noncombatants. In accordance with Reference (c), if timely communication with the COM is not possible, the U.S. military commander will take the proper action and promptly notify the COM of action taken.

13. COMMANDER, USTRANSCOM. In addition to the responsibilities in section 7 of this enclosure, the Commander, USTRANSCOM, provides air, sea, and land transportation, terminal operations, and patient movement in accordance with DoDD 5158.04 (Reference (n)).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(PA)	Assistant Secretary of Defense for Public Affairs
CJCS	Chairman of the Joint Chiefs of Staff
COM	Chief of Diplomatic Mission
DASD(MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DoDDS	DoD Dependents Schools
DoDHRA	Department of Defense Human Resources Activity
DoDI	DoD Instruction
DOS	Department of State
NEO	noncombatant evacuation operation
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P)	Under Secretary of Defense for Policy
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USTRANSCOM	United States Transportation Command
WLG	Washington Liaison Group

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this directive.

abroad. In a foreign area; outside the United States, its territories, or possessions.

evacuation. Withdrawal from a threatened area. Evacuation normally consists of four phases:

Departure (whether authorized or ordered; may or may not include transportation provided or arranged by the U.S. Government; includes but is not limited to NEO).

Safe haven reception (repatriation, if at a U.S. location).

Safe haven support.

Return to the evacuated area.

noncombatants:

U.S. citizens who may be **ordered** to evacuate by competent authority include:

Civilian employees of U.S. Government agencies and their dependents, except civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned, but have expressed the willingness to be evacuated.

Military personnel of the U.S. Military Services specifically designated for evacuation as noncombatants.

Dependents of members of the U.S. Military Services.

U.S. (and non-U.S.) citizens who may be **authorized** or **assisted** in evacuation (but not necessarily ordered to evacuate) by competent authority include:

Civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned, but have expressed the willingness to be evacuated.

Private U.S. citizens and their dependents. (Note: Private U.S. citizens cannot be ordered to evacuate.)

Military personnel and dependents of members of the U.S. Armed Forces outlined in subparagraph a(3), short of an **ordered** evacuation.

Designated others, including dependents of civilian employees of U.S. Government agencies and their dependents, except civilian employees of U.S. Government agencies and their dependents, who are legal residents in the country concerned, but have expressed the willingness to be evacuated; military personnel of the U.S. Military Services specifically designated for evacuation as noncombatants; and dependents of members of the U.S. Military Services, as prescribed by DOS.

NEO. As used by DOS, an ordered departure from a threatened area abroad that is carried out with the assistance of DoD (as opposed to ordered departures that do not require DoD assistance but are carried out using commercial or chartered transportation). DOS may declare a NEO based on the nature of the threat or the lack of availability of alternative forms of transportation. It is important to note that diplomatic or other considerations may make use of certain terms (such as “NEO”) inadvisable and require the use of other terms instead.

repatriation. The procedure whereby U.S. citizens and their families are officially processed back into the United States subsequent to an evacuation. Evacuees are also provided various services to ensure their well-being and onward movement to their final destination.

safe haven. Designated area(s) to which noncombatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safe havens are normally designated by DOS, in coordination with DoD.

threatened areas. Includes areas facing actual or potential danger from natural or manmade disaster, civil unrest, imminent or actual terrorist activities, hostilities, and similar circumstances, as declared by competent authority.

WLG. An organization consisting of members of DOS, DoD, and other relevant agencies, chaired by a representative of DOS, which has basic responsibility for the coordination and implementation of plans for the protection and evacuation in emergencies of persons abroad for whom the Secretaries of State or Defense are responsible. The representatives on the WLG are the points of contact for their departments on all matters pertaining to emergency evacuation planning, implementation of plans, and coordination of repatriation activities with the Department of Health and Human Services.