



**DEPARTMENT OF DEFENSE**  
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE  
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FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Additional Guidance on Benefits Payment Processing under the September 10, 2020  
Global Authorized Departure

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners and  
Hiring Managers

REFERENCES:

- a. Office of the Under Secretary of Defense memorandum, "Authorized Departure - Individuals at Higher Risk from COVID-19," September 16, 2020 (Attachment 1)
- b. Secretary of Defense memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," May 22, 2020 <https://www.dcpas.osd.mil/Content/documents/OD/TransitionPhasedApproachCOVID.pdf>
- c. Per Diem, Travel and Transportation Allowance Committee memorandum, "Additional Guidance on Benefits Payment Processing under the September 10, 2020 Global Authorized Departure," September 22, 2020 (Attachment 2)
- d. Joint Travel Regulations, Section 060205, "Allowances While at the Safe Haven," Table 6-17 (Attachment 3)

BACKGROUND/INTENT: Due to the impending 180 day expiration of the Global Authorized Departure, the Department of State has authorized a new evacuation order, reference (a) for individuals who departed under the Global Authorized Departure that became effective March 14, 2020. This new Global Authorized Departure is effective from September 10, 2020 through October 9, 2020, and applies to DoD eligible family members (EFMs) and civilian employees currently at safe havens under the original Global Authorized Departure. DoD EFMs and civilian employees who did not have travel orders approved prior to May 7, 2020, may no longer avail themselves of the opportunity to depart, consistent with the guidance previously issued in reference (b).

The Defense Travel Management Office has released additional guidance as stated in reference (c) on benefits payment processing. Additionally, reference (d), the Joint Travel Regulations, Table 6-17 provides further clarification on evacuation allowance determinations.

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Attachments:  
As stated

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