

**FINANCIAL
INFORMATION GUIDE

FOR
EMERGENCY EVACUATIONS**

Provided by 325th CPTS/FMFC

EVACUATION TRAVEL ENTITLEMENT INFORMATION GUIDE

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Overview

An order to evacuate from CONUS locations due to natural or other disasters is an obligation on behalf of the DOD to reimburse for travel expenses. With this in mind, great care should be exercised when deciding to evacuate, phrasing an evacuation order, and ensuring the order is effectively communicated to all personnel. If an evacuation is only recommended vice ordered, then that needs to be clearly communicated as well. Small differences or misunderstandings may have major implications on entitlements payable to evacuees. Also, an evacuee's noncompliance with the evacuation order may result in them encountering expenses that will not be reimbursable. There are also several categories of evacuees: military dependents, military members, and civilian employees and their dependents, all falling under different rules and procedures relating to an evacuation. Sorting out the rules can be a complicated process, especially in what is usually a time sensitive situation. Hopefully, this package will assist in making an emergency situation go as smoothly as possible.

Authority - Joint Federal Travel Regulation Chapter 6

The following officials are responsible for authorizing or ordering an evacuation or limited evacuation of dependents from any CONUS location:

1. Secretary of Defense
Head of a DOD Component
The commander of an installation
2. The commander, director head, chief or supervisor of an organization or office

The decision to evacuate dependents from an area rests with the individuals listed above. The decision of local civil officials to evacuate an area is not sufficient. The appropriate military official must order an evacuation, as local civil officials cannot obligate the expenditures of DOD funds. Evacuation entitlements can only be paid as of the date the evacuation is ordered/authorized. Alternate safe haven locations must be authorized/approved through the Secretarial Process. If dependents move from the original safe haven without authorization/approval for an alternate location, the safe haven allowances are terminated.

Travel Pay Checklist for Ordering an Evacuation

- Decision made to evacuate - (See "authority section" page 1 indicating who may authorize evacuation)
- Identify who will be evacuated and to what location Military Dependents: (See Page 2)
- Determine if "evacuation" or "limited evacuation" (see terminology page 2)
- Determine type of evacuation location: Safe haven or Designated location. (See Page 2)
Specifically decide where to evacuate: nearest available accommodations, specific location, or anywhere in CONUS, etc...
- Military Members: (See page 3) Determine if members should accompany dependents as escorts (in cases where dependents are incapable of traveling alone) or must remain at the PDS
Military members must be ordered TDY (See page 3)
- Civilian Employees and their dependents - (Page 4)

- Determine the fund cite used to pay evacuation entitlements (Page 7)
- Prepare the evacuation order (Page 7 or 8)
If prior to the evacuation, there is no time to prepare orders which include the names and SSAN's of the evacuees, a policy letter or written guidance should still be prepared clearly communicating the evacuation decisions made during steps 1 and 2 of this checklist. Orders that include SSAN's and names should be prepared as soon as possible, but may have to be prepared after the fact.
- Clearly communicate the evacuation order to all personnel (permanent party and transient) Page 3 & 4 provides rules associated with military personnel in transit and on leave
- Inform evacuees of their evacuation entitlements (See page 5 and Fact Sheet Page 9)
- If an evacuation is recommended vice ordered, then that needs to be clearly communicated as well
- Inform personnel of when to return or whom to contact for official information on evacuation status
- Termination of evacuation status (See page 6)

Military Dependents

An evacuation is the authorized or ordered movement of dependents from a specific area in CONUS, when authorized or ordered by the appropriate authority. Evacuation refers to movement or departure from one area to another (both areas may be in the same city or each may be in a different city).

A limited evacuation is the authorized or ordered movement of members' dependents from their residences in CONUS to the nearest available accommodations (which may be Government quarters), when authorized or ordered by the appropriate authority.

A safe haven is a location within or outside the United States named in the evacuation order, to which dependents are directed to relocate on a temporary basis to await a decision by competent authority to return to the CONUS PDS.

When a limited evacuation is authorized or ordered, the safe haven is the nearest available accommodations determined to be suitable by the appropriate authority who ordered the evacuation. The evacuees must select the exact safe haven location. Subsequent movement to another safe haven location is not authorized unless specifically approved by the ordering official. This is normally declared when the anticipated length of an evacuation is expected to be short term and the circumstances making an evacuation necessary are expected to improve to the extent that the dependents can return to the member's PDS. (See note**)

A designated place is a location within or outside the United States named in the evacuation order. Evacuation to a designated place is considered to be on a more permanent basis and will normally not be directed until after a damage assessment at the PDS. A safe haven location can be changed to a designated place (or a different designated location can be named) at a later date, if circumstances so warrant. This is normally declared when the anticipated length of an evacuation is expected to be long term before dependents can return to the PDS (if at all). If circumstances are not expected to improve, dependents are evacuated to a designated place. (See note**)

****Note:** Normally, the Under Secretary of Defense (Personnel and Readiness) designates the original safe haven location, alternate safe have location, and designated place as well as termination of evacuation status. However, approval is not required to reimburse for evacuation allowances if proper authority ordered evacuation.

Military Dependent Orders

Dependent evacuation orders must be published on a DD1610 or a composed order (examples of each are attached). Order should include pertinent information (date evacuation was ordered, who is ordered to evacuate, where to evacuate to, if military personnel and civilian personnel are ordered to evacuate in a TDY status, and fund cite(s)). Travel orders may be prepared by the members unit or other designee in order for dependents to receive evacuation payments. If families are already at the safe haven location, do not yet have travel orders, and require emergency evacuation funding, the travel orders may be prepared by the servicing MPF at the installation nearest their safe haven location.

Funding

Per JFTR par U6050B contains the fund cites chargeable for evacuation allowances for dependents of members of each of the DOD services. The following appropriations are provided for funding evacuation travel allowances for **Air Force dependents only** (replace the * with the applicable one digit fiscal year):

Enlisted- 57*3500 32* 5810.0K 525725
Officer- 57*3500 32* 5710.0K 525725.

Possibly, the appropriation will vary for future evacuations.

Military Members

Uniformed members who are ordered to depart an area being evacuated must be in either a TDY or PCS status. Per JFTR U4105-H, travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. Funding for this would O&M funds with the hurricane ESP code. Commanders may extend the TDY orders of members who are TDY away from the PDS at the time of evacuation. ESP code is used.

Members on leave away from the PDS at the time of evacuation: If commanders determine that members should not return to the PDS at the end of the leave away from the PDS they may, if appropriate, order the member into a TDY status at the leave point. TDY is chargeable to unit funds using the ESP code established for the evacuation.

Members enroute with Permanent Change of Station orders to their new PDS should contact the gaining unit to determine reporting instructions. Dependents enroute to the new PDS on Permanent Change of Station orders when the evacuation of the new PDS is ordered should remain where located and await further instructions. Allowances for escort of dependents incapable of traveling alone: The member, a U.S. govt. civilian employee, or a person other than a U.S. govt. employee is entitled to travel and transportation allowances, in accordance with TDY rules, to escort dependents incapable of traveling alone to a safe haven or designated place.

Civilian Employees and Dependents

Civilian Employees

Civilian employees may be eligible for reimbursement of costs incurred for travel, lodging, and per diem if they received an order from their commander to evacuate. Employees should contact their Civilian Personnel Office/Flight for details and determination of payment and procedures for receiving money. Per diem for the evacuated employee and their dependents shall be determined the same as Military dependents except that per diem will be paid for a period not to exceed the first 30 days of the evacuation. Civilian employee evacuation orders must be published on a DD1610 or a composed order. Order should include pertinent information (date evacuation was ordered, who is ordered to evacuate, where to evacuate to, if military personnel and civilian personnel are ordered to evacuate in a TDY status, and fund cite(s)). The employee's unit in order for dependents to receive evacuation payments should prepare travel orders. If families are already at the safe haven location, do not yet have travel orders, and require emergency evacuation funding, the travel orders may be prepared by the servicing MPF at the installation nearest their safe haven location. Funding for this would come from O&M monies and have an ESP code.

Civilian Dependents

Dependent evacuation orders must be published on a DD Form 1610 or a composed order. Order should include pertinent information (date evacuation was ordered, who is ordered to evacuate, where to evacuate to, if military personnel and civilian personnel are ordered to evacuate in a TDY status, and fund cite(s)). The employees unit should prepare travel orders. Funding for this would come from O&M monies and have an ESP code.

Travel and Transportation for Military dependents

Limited Evacuation (For temporary evacuations when return to Tyndall AFB is expected) - Travel and transportation is authorized for one round trip from the residence to the Safe Haven accommodations as directed in the evacuation order. This will be paid at 32.5 cents per mile. Reimbursement for use of a POV is to the operator of the vehicle and no reimbursement is allowed for passengers.

Evacuation - Travel and transportation is authorized from the residence to the safe haven or designated place and to next duty station when assigned. This will be paid the same as PCS entitlements: fifteen cents per mile, maximum of twenty cents per vehicle. Per Diem for military

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dependents while at a safe haven or designated place (applies to both an evacuation and a limited evacuation) (JFTR U6054)

Lodging plus rules (Meals and Incidental Expenses plus actual cost for lodging) NTE locality rate for the first 30 days. 75 percent of the per diem rate applies for the first and last day of travel.

Per Diem for days 0-30

dependents 12 years of age or older

100 percent of M&IE rate and actual lodging cost not to exceed lodging rate for location

dependents under 12 years of age

50 percent of M&IE rate and actual lodging cost not to exceed 50% lodging rate for location

Per Diem for days 31-180

dependents 12 years of age or older

60 percent of M&IE rate and actual lodging cost not to exceed 60% max lodging rate for location

dependents under 12 years of age

30 percent of M&IE rate and actual lodging cost not to exceed 30% max lodging rate for location

Other Entitlements

Advance of funds: Advance of funds can be paid no later than 30 days at the safe haven or designated place. A copy of the order upon which the travel of the dependents (or escort) is performed must support a request for advance. Dependents who do not evacuate their homes will not be entitled to evacuation allowances.

Dislocation Allowance: Dislocation allowance may be authorized if permanent residence is established at a designated place.

Family Separation Allowance: There is no entitlement for FSA Type I. FSA Type II is payable if dependents are separated from the member by Military orders for more than 30 days.

Local Travel allowances: If the family has no privately owned vehicle at the safe haven location, they may be authorized up to \$5.00 per day for dependents 12 or older, and \$2.50 per day for dependents under 12. A maximum amount of \$10.00 per day is payable.

Military Pay entitlements: (JFTR U6055) Members evacuated from non-government quarters may occupy government quarters with their dependents for no more than 30 days without forfeiting BAQ and VHA. Members may occupy temporary lodging facilities with their dependents in excess of 30 days without forfeiture of BAQ and VHA. Members with their dependents may occupy government quarters assigned to another member for up to 90 days without forfeiting BAQ/VHA

The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent (JFTR U6054B)

Advance Military Pay is authorized only when the evacuated area is specifically designated by the Secretary of Defense as an Advance Pay eligible location.

Authority to Ship or Store Personal Property

Installation commanders have the authority to authorize members to ship or store personal property using local O&M funds, including quarters to quarters (government and economy) moves and non-temporary storage of house hold goods for quarters which become uninhabitable at CONUS locations due to a natural disaster. Local moves may be performed for government quarters and for economy quarters. These moves are funded by local installation support fund, and cannot be charged to evacuation funding appropriations.

Termination of Evacuation Status

When the evacuation status of a member's PDS is terminated and competent authority authorizes dependents to return to the member's PDS, per diem allowances at the former safe haven will terminate on the day transportation is first made available to the dependents. An exception would be when competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control.

To Whom Payments of Evacuation Allowances May be Made (JFTR U6050 Part B)

Allowances may be paid to the following individuals:

- The member's evacuated dependent spouse
Any dependent at least 18 years of age or older if at a different location than the spouse or if there is no spouse present
The member (as the natural guardian) for dependents who are under 18 years old
- The member's dependent spouse, any dependent at least 18 years of age or the member (as the natural guardian) under the circumstances described in JFTR par U6050-A, item 3

Example of a Composed Evacuation Order

(Order number date)

By order of the Commander, 325th Fighter Wing, Tyndall Air Force Base, Florida, an evacuation of dependents of uniformed service personnel has been declared. In accordance with the Joint Federal Travel Regulations, Volume 1, Chapter 6, dependents of uniformed service personnel are directed to relocate on a temporary basis to a CONUS safehaven location to await a decision by competent authority to either return to Tyndall Air Force Base, Florida or proceed to a designated place. Dependents that remain in their homes and do not choose to evacuate are not entitled to evacuation payment. Evacuees must select the exact safehaven location within the CONUS safehaven to which they will travel at Government expense. Dependents are entitled to transportation to their safehaven. Evacuated dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. If an evacuated dependent stays with friends or relatives while at a safehaven, no cost for lodging will be allowed. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. A military member, a U.S. Government civilian employee, or a person who travels under official order or travel authorization as an escort for a dependent evacuated who is incapable of traveling alone between Tyndall Air Force Base and the safehaven or designated place, whichever applies, due to age, physical or mental incapacity, or other extraordinary circumstances is entitled to travel and transportation allowances. Allowances are charged to the following fund cite:

Active duty: 5793400 309 6441 100100 01 409 662400 ESP: **

Civilian personnel: 5793400 309 6441 100100 01 409 662400 ESP: **

Dependents of civilian personnel: 5793400 309 6441 100100 01 409 662400 ESP: **

Dependents of Officers: 5793500 329 5710.0* 525725

Dependents of Enlisted: 5793500 329 5810.0* 525725

(Dependent's name, SSN, date of birth and relationship to sponsor)

(Commander's signature)

(Commander's signature block)

Example of a Composed Limited Evacuation Order

(Order number & date)

By order of the Commander, 325th Fighter Wing, Tyndall Air Force Base, Florida, a limited evacuation of uniformed service personnel has been declared. In accordance with the Joint Federal Travel Regulations, Volume 1, Chapter 6, dependents of uniformed service personnel are directed to relocate on a temporary basis from their residences to the nearest available accommodations (which may be Government quarters) to await a decision by competent authority to return to their residences. Dependents that remain in their homes and do not choose to evacuate are not entitled to evacuation payment. Transportation allowances for dependents are limited to (1) one round trip from their evacuated residence to the nearest available accommodations (which may be Government quarters) and return; or, (2) reimbursement on a mileage basis when dependents use a POV for one round trip from the evacuated residence to the nearest available accommodations and return. Reimbursement for use of a POV is to the operator of the vehicle and no reimbursement is allowed for passengers. Evacuated dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost incurred by the family, not to exceed the sum of the daily lodging portion of the locality per diem rate authorized for each dependent concerned. If an evacuated dependent stays with friends or relatives while at a safehaven, no cost for lodging will be allowed. Each evacuated dependent is authorized the M&IE portion of the per diem allowance even if not authorized the lodging portion of the per diem allowance for any given day. The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Allowance are charged to:

Active duty: 5793400 309 6441 100100 01 409 662400 ESP: **

Civilian personnel: 5793400 309 6441 100100 01 409 662400 ESP: **

Dependents of civilian personnel: 5793400 309 6441 100100 01 409 662400 ESP: **

Dependents of Officers: 5793500 329 5710.0* 525725

Dependents of Enlisted: 5793500 329 5810.0* 525725

(Dependent's names, SSN, date of birth, and relationship to sponsor)

(Commander's signature)

(Commander's signature block)

**Evacuation Entitlement Fact Sheet
(Example)**

General

Evacuees should comply with the evacuation order. Entitlements of members and dependents who choose to evacuate to a location other than to the designated Safe Haven will be limited to those entitlements payable at the safe haven location. No lodging costs are authorized if government lodging facilities are being provided at no cost to the member and the dependents at the Safe Haven.

Travel and Transportation

Travel and transportation is authorized for one round trip from the residence to the Safe Haven accommodations as directed in the evacuation order. This will be paid at 32.5 cents per mile. Reimbursement for use of a POV is to the operator of the vehicle and no reimbursement is allowed for passengers.

Per Diem while at a Safe Haven

Dependents: Per Diem is based on the locality per diem rate for the safe haven location. In this instance, the applicable per diem rate for miscellaneous and incidental expenses are \$34.00 per day. No lodging costs are authorized since government lodging is available at no cost to the member or dependents. The amount of per diem payable is based on the age of dependents. Each dependent 12 years old and older will receive 100% of the daily rate. Each dependent under 12 years old will receive 50% of the daily rate. The daily rate payable for the first and last day of the evacuation will be 75% of the maximum rate (\$25.50 for dependents 12 and over and \$12.75 for dependents under 12). The daily rate payable for interim days will be 100% of the maximum rate (\$34.00 for dependents 12 and over and \$17.00 for dependents under 12). Military Member: Per diem for meals will be paid as stated in the evacuation (TDY) order and will be based on the availability of government meals at the safe haven location. No lodging costs are authorized since government-lodging facilities are being provided at no cost to the member at the Safe Haven. On the first and last travel day, 75 percent of the per diem rate is applicable.

Other

Advance of funds: Use of your government charge card (NationsBank VISA) for official travel related expenses (typically gas, food, and lodging) is authorized for yourself and authorized dependents. Travel advances may be authorized, if your commander has denied you the government charge card in writing. A request for advance should be supported by:

1. a copy of the order upon which the travel of the member and/or dependents (or escort) is authorized
2. Commander's letter stating you have been denied the government charge card. Members and dependents that do not evacuate their homes will not be entitled to evacuation allowances.

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Local Travel allowance: If the family has no privately owned vehicle at the safe haven location, they may be authorized up to \$5.00 per day for dependents 12 or older, and \$2.50 per day for dependents under 12. A maximum amount of \$10.00 per day is payable. The availability or use of a Government mess or an open mess has no effect on per diem allowances for dependents even though such facilities may be or are used without charge to the dependent. Evacuees must call _____ for updated information between the hours of)____and _____ for official information concerning evacuation status. Entitlements will cease on the date competent authority terminates the evacuation. Evacuees must file a travel voucher within five days after termination. For further information concerning travel entitlements contact the customer service section at DSN 523-4117.

EMERGENCY EVACUATION WORKSHEET

Sponsor Information

Name (Last, First, MI) SSAN Rank Unit Duty Phone

Dependent Information (List only those dependents actually evacuated)

Spouse

Name (Last, First, MI) SSAN

Other Dependents:

Name (Last, First, MI) Date of Birth Relation to Sponsor

Current Residence (Location from which evacuation was ordered)

StreetUnit/Apartment #CityStateZip Code

Your Designated Safe Haven is:

Actual Safe Haven (List actual location if other than designated Safe Haven)

StreetUnit/Apartment #CityState/Zip CodePhone Number

Estimated Evacuation Allowances

Military Sponsor: Per Diem as specified in the evacuation order

Dependents: Per Diem is based on the locality per diem rate for the safe haven location. In this instance the applicable per diem rate for miscellaneous and incidental expenses is \$_____ per day. No lodging costs are authorized since government lodging is available at no cost to the member or dependents. The amount of per diem payable is based on the age of dependents. Each dependent 12 years old and older will receive 100% of the daily rate. Each dependent under 12 years old will receive 50% of the daily rate. The daily rate payable for the first and last day of the evacuation will be 75% of the maximum rate and 37.5% for dependents under 12.

EVACUATION ENTITLEMENT CALCULATION SHEET

NAME: _____ SSAN: _____

Per Diem

Day of Departure: (Lodging plus 75% of applicable per diem rate)

	Number of authorized travelers	M&IE rate	% rate	Lodging Expense	Total
Member		x	x 75%	+	=
Deps 12 & over		x	x 75%	+	=
Deps under 12		x	x 37.5%	+	=

Days at Safe Haven

	M&IE rate	% rate 31 st to 179 th day is 60%	Allowable Daily Lodging expense	Number of days	Number of authorized travelers	Total
Member		x 100% or 60%	+	x	x	=
Deps 12 & over		x 100% or 60%	+	x	x	=
Deps under 12		x 50% or 30 %	+	x	x	=

Day of Return: (Lodging, if any, plus 75% of applicable per diem rate)

	Number of authorized travelers	M&IE rate	% rate	Lodging Expense	Total
Member		x	x 75%	+	=
Deps 12 & over		x	x 75%	+	=
Deps under 12		x	x 37.5%	+	=

Per diem Total _____**Transportation and Reimbursable Expenses**

Description	Calculation	Total

Transportation and Reimbursable Expenses Total _____**Grand Total (Per diem + Transportation and Reimbursable Expenses) Total =** _____