

Knowing When To Evacuate

Authority to evacuate will be issued by competent DOD/CNIC Authority, such as a Region/Installation Commander, in the form of a mass Evacuation Order Message. The decision of local civil officials to evacuate is not sufficient since civil officials cannot obligate expenditure of DoD funds.

Entitlements are only paid for authorized/ordered evacuations that have been directed by competent DoD authority.

Individual travel orders are not required in order to evacuate. Safety should be your first concern. In most cases, individual travel orders will be issued upon termination of the evacuation, with the exception of those that require a travel advance.

Travel advances may be requested for people that DO NOT have a government travel card. Note that the advance process will not provide immediate funds, therefore, it is best practice to have a few days' worth of living expenses available in case of evacuation.

For procedures to request advances, as well as other pertinent evacuation information, stay tuned to the social media outlet for your specific region, as well as announcements by your Region or Installation Chain of Command.

Transportation to/at Safe Haven

Travel to/from the PDS to a safe haven is authorized via personal vehicle (POV) at \$0.545 cents per mile for the operator only. POV reimbursement is generally limited to two POVs. License plate numbers will be required on claims. If travelers choose to travel outside the evacuation radius, they will be limited to the authorized radius for reimbursement.

Local Travel Allowance

Military Dependents: When a dependent is unable to drive a POV to the safe haven location, a local travel allowance at the rate of \$25 a day per family is authorized to offset expenses incurred for local travel (see JTR, par. 060205). No receipts are required and the

allowance must be claimed on the evacuee's travel claim. This allowance is intended to partially offset expenses incurred for required local travel by whatever means between the place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, post office, pharmacy, and similar destinations in the area.

Civilian Employee Dependents: There is no authority to pay a local travel allowance for dependents of civilian employees.

Lodging at the Safe Haven

Reimbursement for lodging will be based on the safe haven locality rate, or standard CONUS rate if the location is not listed, and calculated based on the number of authorized travelers (see entitlement calculation section). Rates can be found on the DTMO per diem rate query page (see helpful websites). Itemized hotel receipts and receipts for authorized expenses \$75.00 and over are required, and reimbursement will be based on amount paid, not to exceed the maximum daily lodging cost allowed for the applicable location. *Only itemized lodging charges are considered for reimbursement.* Online booking receipts often itemize lodging costs but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

Lodging reimbursement is not authorized for evacuees staying with friends or family.

Hotel pet fees are considered a personal expense and cannot be claimed for reimbursement.

Entitlement Calculation

Military members ordered to depart an area being evacuated must be placed in a TDY or PCS status. Therefore, members will receive TDY or PCS entitlements based on evacuation circumstances.

Civilian employees and all authorized dependents are authorized a daily per diem allowance (lodging, meals, and incidentals) while traveling from the PDS to the safe

haven and while at the safe haven location. The amount is based on the rate authorized for the area (locality) NTE the order radius. For the first 30 days, evacuees 12 years old and above receive 100% of the local per diem rate. Those under 12 receive 50%. On the 31st day at the safe haven, and up to the 180th day, those 12 years old and above receive 60%; those under 12 receive 30%.

Example: First 30 days, an adult (100%) and two children, both under 12 (50% x 2 = 100%), would receive reimbursement NTE 200% of the safe haven location. If safe haven per diem rate is \$75/night lodging and \$45/night M&IE, maximum reimbursement would be: \$150/night for lodging (\$75 x 200%) and daily reimbursement of \$90 for M&IE (\$45 x 200%).

Only one safe haven location is authorized. If traveler(s) relocate to another location after arrival at the safe haven location, reimbursement is limited to the safe haven locality rate.

Entitlements at the designated place begins on the day the dependents arrive at or convert their safe haven to a designated place. It ends on the day the dependents first occupy the permanent residence or on the 30th day, whichever is earlier.

Meals and Incidentals

Reimbursement for meals and incidental expenses (M&IE) will be based on the safe haven locality rate or standard CONUS rate (if location is not listed) and calculated based on number of authorized travelers (see entitlement calculation section). Receipts are NOT required.

Government Travel Charge Card

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel. Use of the card for expenses not authorized by the JTR is prohibited. Authorized GTCC expenses include lodging, meals, gas, and cash withdrawals during an authorized/ordered evacuation. Split disbursement is

mandatory when settlement voucher(s) are filed and the cardholder is required to make full payment.

Navy & Marine Corps Relief Society (NMCRS)

Military only are eligible for NMCRS loans. The member is responsible for direct repayment of a NMCRS loan to NMCRS.

Post Evacuation

Once the evacuation has been terminated, travelers are required to immediately return to the PDS. Per Diem will stop on the effective date of the termination message/order. A final voucher is required, regardless of if an advance was received. If an advance(s) was received, the amount already received will be deducted from your final voucher payment. If the advance received exceeds the amount authorized, a debt will be incurred and the traveler will be required to repay the overpaid amount.

Coordinate with your command leadership to determine when mass travel/evacuation claim schedules will be established.

Required Travel Claim Documents

- DD FORM 1351-2, MAY 2011 (Travel Voucher)
- DD FORM 1610, MAY 2003 (TDY Order)
- Electronic Funds Transfer (EFT) Information
- **Itemized lodging receipts in the traveler's name**
- Receipts for claimed expenses of \$75 or more
- Evacuation Lodging Reimbursement Certification form (if claiming lodging)
- **Military:** Copy of signed NAVPERS 1070/602 (Dependency Application/Record of Emergency Data)

Note: Military members will use the Defense Travel System (DTS) to complete their own travel orders (authorizations) and vouchers.

Important Terms and Definitions

Permanent Duty Station (PDS): The post of duty or official station of a member or an employee's permanent work assignment location.

Travelers: For the purpose of this guide, refers to all persons authorized to travel under the evacuation order from the PDS (active duty military and their dependents, civilian employees and their dependents, and NAFI employees and their dependents).

Safe Haven: A temporary location named in the evacuation order/authorization to which travelers are directed to relocate to await a decision by competent authority to either return to the PDS or proceed to a designated place.

Designated Place (For Evacuation Allowances): A location selected by evacuated dependents, as the place where they choose to establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future.

Per Diem: A daily payment to assist with expenses for lodging, meals and related incidental expenses.

Note: Reimbursement will be limited to the safe haven and/or radius specified in the evacuation order. Reimbursement for exceeding the safe haven and/or radius will be limited to the authorized location and the Standard CONUS per diem rate.

Helpful Links

Per Diem Rates Query Tool:

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

Joint Travel Regulations:

<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Government Travel Card:

<https://home.cards.citidirect.com>

My Pay:

<https://mypay.dfas.mil/mypay.aspx>

Military One Source:

<https://www.militaryonesource.mil/>

COMMANDER, NAVY INSTALLATIONS COMMAND



AUTHORIZED/ORDERED

CONUS EVACUATION

ENTITLEMENT

TRI-FOLD

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<https://navyfamily.navy.mil>

Emergency Contact:

NFAAS: 1-877-414-5358

CNIC DTS Help Desk:

1-800-378-5406 (option 1)

cnic_dts_help@navy.mil

Information in this pamphlet is general in nature and subject to change. Each traveler's entitlements are treated separately based on individual circumstances.