

HURLBURT FIELD EVACUATION FAQs

(updated May 2015)



QUESTIONS AND ANSWERS ON EVACUATION ALLOWANCES FOR CONTINENTAL UNITED STATES

1. What is an evacuation from a danger area?

Answer: An evacuation is caused by unusual or emergency circumstances such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disasters, epidemics, or similar conditions, of comparable magnitude.

2. What regulations provide guidance for evacuation allowances?

Answer: Joint Travel Regulations (JTR) and is located at <http://www.defensetravel.dod.mil/perdiem/>

3. Who can authorize or order an evacuation or limited evacuation?

Answer: The officials are listed in the JTR Ch 6. In most cases, this is the installation commander.

4. Must local community officials issue an evacuation order before I evacuate?

Answer: No, the decision to evacuate rests with individuals identified in the JTR. However, officials authorizing an evacuation are responsible to ensure only those members located in the affected areas are ordered to evacuate.

5. Who authorizes or orders a departure if the installation has Joint Service or MAJCOM units affected?

Answer: The installation commander coordinates with the Joint Service or MAJCOM units during the emergency response prior to authorizing or ordering a departure.

6. What is the difference between “evacuation” and a “limited evacuation”?

Answer: An “evacuation” is the authorized/ordered movement/departure of family members from a specific area in CONUS to another (both areas may be in the same or a different city) on a temporary basis to await a decision by competent authority to either return to the PDS or proceed to a designated location.

A “limited evacuation” is the authorized/ordered movement of family members from their residences to the nearest available accommodations (which may be government quarters) on a temporary basis to await a decision by competent authority to return to their residence.

The key difference between an evacuation order and a limited evacuation order is the duration of the evacuation. An evacuation order is designed to be long term and affects an area ordered to evacuate by competent authority. Under an evacuation, the order is generally issued at the SAF or OSD level. A limited evacuation is short term in duration and evacuates dependents from

their residences to the nearest available accommodations. Nearest available accommodation could be within the same city or town or another state. Under a limited evacuation, installation commanders generally issue the evacuation order.

7. Are hurricane evacuations considered a normal evacuation or a limited evacuation?

Answer: Hurricane evacuations are ordinarily limited evacuations.

8. Are AAFES and NAF employees (who are not military/DoD civilian dependents) authorized evacuation allowances?

Answer: They may be, but the JTR doesn't apply to them. AAFES and NAF activities create and maintain their own guidance relating to pays and benefits. However, those agencies may adopt the procedures of the JTR and reimburse their employees using AAFES/NAF agency funding.

9. Who funds ordered evacuations?

Answer: The organization ordering the evacuation normally funds evacuation travel. The officials work with local FM offices for applicable ESP codes, which are obtained from SAF/FMBO through the MAJCOM. Military dependents are funded from the MILPERS account. **Note: Contact your Comptroller (FM) Office for additional guidance regarding O&M funds and ESP codes.**

10. What are the military member's allowances if on leave at the time the evacuation order is issued?

Answer: If the leave did not terminate prior to the order to return, the member remains in a leave status and per diem would not be payable. If leave terminates while the evacuation order is in effect; then the member is placed in a TDY status at the leave point if the commander determines that the member should not return. There is no authorization for transportation allowances.

11. What are the dependents' allowances if they went outside the established safe haven?

Answer: Individuals must travel to the specified safe haven location unless the authorizing/ordering official allows evacuees to travel to an alternate location, but limits the cost to the authorized location. Authorization to re-locate to another area must be stated in the evacuation order.

12. What are the dependents' allowances if they return after the termination date?

Answer: Evacuation allowances do not exist beyond the termination date. Dependents who voluntarily remain past the termination date are constructed back as if they had traveled on the termination date.

13. What are the allowances if member/employee and/or dependents depart after the evacuation order is given?

Answer: TDY (military member) and evacuation (employee, military dependents, civilian dependents) allowances do not begin until the member and/or dependents actually depart or evacuate.

14. I just want to clarify the mileage rate payable for military dependents, civilian employees/dependents driving separately...the rate for all should be the current TDY mileage rate listed in JTR, correct?

Answer: Yes, under a limited evacuation the TDY mileage rate is payable to the operator of the vehicle for one round-trip from the evacuate residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement is not authorized for the passengers within the vehicle.

15. Are military dependents automatically authorized 2 POVs (Example: military member and spouse both evacuate at the same time in 2 cars...are both paid at the TDY rate?)

Answer: Each category of travel is treated separately,

1) If the dependents evacuate using a POV, they are paid the current TDY mileage rate.

2) If the member is ordered TDY, they are paid under TDY rules and if they use a POV are paid the current TDY mileage rate.

Ultimately, 2 POV's are used vice an automatic authorization.

Note: Civilian employees and their dependents are only reimbursed for one POV.

16. I just want to clarify that POV in/around mileage is NOT authorized around the safe haven.

Answer: Correct, local travel is not authorized; however, evacuated military dependents are authorized local transportation allowance of \$25/day in absence of a POV at the safe haven.

No equivalent allowance for civilian employees and their family members.

17. I received a phone call from an evacuated DAF civilian assigned to Base X. They are displaced in Ft Walton Beach, FL. The hotel they are staying at is raising their rates for the holiday weekend. Have we issued any policy on this type action? The person is wondering if they will be reimbursed at the higher rate for the weekend since it exceeds per diem.

Answer: There is no authority for "Actual Expense Allowance" during an evacuation. Employee and/or their family members would fall under the lodging plus method IAW the JTR. Based on JTR, Chapter 6, each employee/family member is authorized a % of the locality rate for the Safe Haven location. Each employee, spouse, children over 12, is authorized NTE 100%

and children under 12 are authorized NTE 50% of the locality rate. Lodging is paid based on "actual cost" (not to exceed the applicable locality rate), while the M&IE are based on the portion for meal/incidentals. Each person is authorized a percentage of the actual lodging cost .

Example: Effective 1 Sept 2005 the current locality rate for Location Y is \$70 for lodging and \$43 for Meal & Incidentals -- Total \$113. Each person in the family over 12 that is evacuated is authorized \$70 per night and \$43 for M&IE. If you have a family member under 12 then that family member is authorized \$35 for lodging and \$21.50 for meals. If the "actual lodging cost" for a family of 4 were \$100 then you would split the cost by 4 to get the daily rate for each person (\$25.00). If the total lodging cost divided by the number of travelers to get the single rate exceeds the maximum lodging cost, then the evacuees must make up the difference without reimbursement.

18. Another question has to do with remaining household goods. The apartment complex this family is living in has requested renters to remove their personal belongings from their apartments in the next couple of days. That is impossible if the employee follows the orders of the Base Commander to not return to the area until authorized. Have we issued any guidance concerning this type of scenario?

Answer: There is no authority in the JTR to authorize a voluntary "funded" trip back to the PDS to check/move Household Goods (HHG) and then return back to the safe haven location. The commander must determine when employees may return back to the PDS and if such, then employee's evacuation allowances terminate IAW JTR, Chapter 6.

However, if the commander orders the employee back to the PDS and subsequently re-sends them on another TDY than the return trip is funded since employee is complying with the initial evacuation order order.

19. Are members authorized travel and transportation allowances if they voluntarily return to retrieve personal items?

Answer: No, if there has not been an order to return (all clear), these folks are on their own if they decide to return and get items.

20. Military member or civilian employee invites other members or employees and their families to stay at their parents' house. The non-family members are charged by the parents of the military member/employee, what allowances are authorized?

Answer: Safe haven and/or TDY allowances are still payable except for lodging since members/employees are staying with "friends" there is no authority to pay for the lodging.

21. Civil Service employees at Base X did not initially evacuate (remained in their off base quarters). Their homes have now been deemed uninhabitable and they are now looking for dependents to go to the alternate safe haven location. Does evacuation authority still exist for them or did they lose the authority because they did not evacuate the area?

Answer: Yes, IAW JTR, the commander still has the authority to evacuate dependents at any time because of natural disaster, or reasons that create imminent danger to their lives if the evacuation order is valid.

22. Civilian dependents in off base quarters, who is the competent authority to deem their homes uninhabitable?

Answer: Would probably be the insurance company. They would have to look at the residence and make the call if the house is livable while being repaired or the house needs to be destroyed.

23. Does each dependent need their own order (i.e. an order each for spouse, son, daughter, etc.) or will it be one order listing all of the dependents?

Answer: One order (DD 1610) may be completed for all the family members. The primary dependent would be listed in block 2 and the other family members listed in block 16 (remarks).

24. How can members, employees and dependents get orders if everyone from the unit/base are evacuated?

Answer: The initial evacuation order and amendment should suffice; however, upon return to the evacuated PDS, proper orders should be issued.

25. Are pet fees reimbursable?

Answer: There is no statutory authority to reimburse pet fees.

26. Civilian is recalled to determine status of their home...home is uninhabitable but the employee continues to stay in the area. What, if any, evacuation allowances would the employee receive for staying in temporary quarters?

Answer: Since the employee was recalled back to the PDS then the employee would be authorized to return travel from the safe haven. Once the employee arrives back at the PDS then NO evacuation allowances are authorized in the area of the PDS. The CC would have to re-evacuate the employee away from the PDS to receive evacuation allowances again.

27. Family members DID NOT travel outside the 150 minimum miles as stated on the orders but did evacuate their home. If they return to the evacuated PDS area and their home is uninhabitable but are able to get a hotel in the local area are they authorized the alternate safe haven allowances?

Answer: Yes, family members only.

28. Family members DID travel within the parameters of the orders. If they return to the evacuated PDS area and their home is uninhabitable but are able to get a hotel in the local area are they authorized the alternate safe haven allowances?

Answer: Yes, family members only.

29. Is a Dislocation Allowance (DLA) payable for a limited evacuation or safe haven location?

Answer: A Dislocation Allowance (DLA) is not payable incident to relocation of dependents to a safe haven or for a limited evacuation. An OSD (P&R) determination that a designated place should be selected or issuance of a PCS order could lead to DLA payment under the PCS rules.

Partial Dislocation Allowance is payable when a member who is ordered to occupy/vacate quarters due to privatization, renovation, or any other reason for the government's convenience. Members who are ordered out of family type government quarters resulting from hurricane damage would be authorized Partial Dislocation Allowance (PDLA).

The mere fact that families are evacuated does not warrant PDLA.

There is no equivalent allowance for civilian employees and/or their family members.

30. For a DOD employee who either sheltered on base or returned to the local area, when do the employee's evacuation allowances stop -- effective on the date the employee returned or when the installation CC ordered personnel back to habitable housing? What allowances would exist for the family members of a displaced DOD employee?

Answer: Terminate evacuation allowances when the employee resumed duties at the duty station from which evacuated or when payments are no longer warranted. If the employee lives in "habitable housing" then the allowances would stop even if they did not go back to work for several days after.

Example 1: Employee sheltered on base. Wing/CC orders personnel back to habitable housing and recalls employees in the local area who have habitable housing. An employee is sheltered on base does not have habitable quarters and is staying in billeting. Is this employee still authorized evacuation allowances?

Answer 1: If the employee does not have "habitable quarters", and the employee is not ordered back to work, then the employee is authorized evacuation allowances; however; if the employee resumed duties then allowances are not payable.

Example 2: An employee evacuated with family members...employee returns to find house is not habitable and stays in rental quarters (hotel or other dwelling). The employee's authorization for allowances stops effective the date the employee returned; however, family members continue to draw evacuation allowances based on quarters being uninhabitable.

Answer 2: Yes, again when the employee "returned/resumes" duties then the evacuation allowances stop. If the family members are still away from the area then they are still authorized the allowances until (e) no longer warranted or they return back to the local area.

31. What household goods may be shipped to the safe haven location when an evacuation is authorized or ordered?

Answer: Unaccompanied baggage for family members may be shipped to the safe haven location in addition to those items authorized/approved by competent authority as needed for the dependents comfort. Competent authority under this provision would be the installation commander .

For Civilian employees - access to, delivery from and return to storage of HHG for evacuees is at personal expense, not government expense unless Temporary Change of Station allowances are authorized.

32. Is reimbursement authorized for HHG storage and NTS for HHG moved into a POD/storage due to quarters being uninhabitable?

Answer: Depends on location of HHG's. Members should work with the local transportation officer for assistance.

For Civilian employees - access to, delivery from and return to storage of HHG for evacuees is at personal expense, not government expense unless Temporary Change of Station allowances are authorized.

33. A single member has a dependent child incapable of traveling alone. The child's grandmother came down to escort child to the safe haven. What are the child's transportation allowances?

Answer: Dependents' escort travel and transportation allowances are paid and are provided transportation allowances under limited evacuations. Round-trip transportation, one-way transportation, or transportation via the point to which the dependent must be escorted, as applicable, is authorized which may be paid in advance. Transportation allowances are limited to one of the following :

1. Transportation for 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 POC for one round trip from the evacuated residence to the nearest available accommodations (which may be Government quarters) and return. Reimbursement for use of a POC is to the operator of the vehicle and no reimbursement is allowed for passengers.

Since the child is not old enough to be the operator, there is not mileage reimbursement.

No equivalent allowance for civilian employees and/or their family members.