

1st SPECIAL OPERATIONS WING

Hurlburt Field Evacuation Entitlements





Overview

- *Evacuation Types*
- *Evacuation Order*
- *Evacuation Advance*
- *Evacuation Entitlements*
- *Post Hurricane*
- *Regulation References*
- *Questions*





Evacuation Types

Voluntary Evacuation

- Release non-mission critical personnel
- Liberal leave for civilians
- No reimbursement

Recommended Evacuation

- Release non-mission critical personnel
- Administrative leave for civilians
- No reimbursement

Mandatory Evacuation (can be limited)





Evacuation Order

Wing Commander ... gives the order to evacuate!

- **Mandatory Evacuation (can be limited)**
 - **Mission critical personnel in duty status during evacuation**
 - **Non-mission critical personnel administrative leave (DoD Civilian/NAF)**
 - **Some costs reimbursable (Mileage, lodging, and meals)**

- 1. **Members are only entitled to the funds named in this briefing if a mandatory evacuation is ordered**

- 2. **When evacuation order is given, the authorized Safe Haven Locations will be contained in Battle staff directive**





CED Orders

- **Personnel Moving Aircraft & ADVON Teams will be loaded into DTS**

- **ALL OTHER evacuation orders will be manually processed via DD1351-2 for members upon their return. Vouchers will be sent to AFFSC for processing.**

- **Cash Advances will be coordinated during HURCON 4 to HURCON 3. All cash advances will be disbursed in the FMA area.**

- **3 Stations will be set up:**
 1. *Entitlement Computation,*
 2. *Entitlement Verification,*
 3. *Disbursement/Advance of Entitlement*





Authorized Customers

Who is authorized?

Active Duty Members, Dependents, TDY personnel at Hurlburt Field, Civilians, DoD ID Holders.

Documents that are required as applicable are:

- **Evacuation Order**
- **DoD ID**
- **Approved leave form for DoD ID holder on leave in the area**
- **TDY orders for personnel TDY at Hurlburt Field**
- **Dependents – DoD ID**
- **Civilians – DoD ID**





Effective Date

- **Entitlements** are effective the date evacuation order given...
- Member/dependent **Not Entitled** to reimbursement for *early departure*...
- Entitlements **cease** on the date *evacuation is terminated*...
- All ordered to evacuate:
 - Mileage (Per vehicle) \$.56/mile
 - Lodging
 - Daily Meal Rate





Evacuation Entitlements

Lodging

- ✓ Reimbursed based on rate at the safe haven location. If location is not listed in per diem tables, rate is \$77. Actual Expense Allowance (AEA) is not authorized.
- ✓ Maximum lodging is equal to combined max lodging of all travelers
 - Ie. Evacuate to Atlanta . Hotel room \$240.00/night.
 - Member auth. \$129.00 max lodging
 - Spouse auth \$129.00 Max lodging
- ✓ Combined auth. covers cost of hotel (You do not get to keep the difference).
- ✓ Hotel tax is a reimbursable expense not included in max lodging rate.





Evacuation Entitlements

Meal Rate

- ✓ Reimbursed based on rate at the safe haven location
 - First and last day of travel, 75% of rate will be paid regardless of time of departure
 - If location is not listed in per diem tables, rate is \$41

- ✓ Dependents age 12 and over receive 100% of members rate
- ✓ Dependents under 12 receive 50% of members rate





GTC

Use of Government Travel Card (GTC) authorized/mandatory

- ✦ **Unit APC must place member in mission critical status**
- ✦ **Credit Card Limit must be increased in order to allow customers to use card until evacuation order is terminated**
- ✦ **Member must submit all receipts incurred during stay at Safe Heaven.**





Non-Reimbursable

Un-Authorized Expenses:

- Lodging while staying w/ friends or relatives
- Pet related expenses (boarding, kennels, transportation)
- Home preparation expenses
- Automobile expenses – FUEL, repair, maintenance, oil, etc.
- Grocery expenses (per diem covers)
- Official / Non-official calls
- ATM Fees
- Local mileage





Post Hurricane

“All Clear” is *NOT Official* termination of evacuation!!!

- **Members must contact chain of command prior to moving from safe haven**
- **Installation Commander terminates evacuation**
- **Units contact their members with RNLT date and time**
- **Dates, times and locations for mass processing of travel vouchers will be set up and announced in Battle Staff Directive**

**RECALL
ALERT**





Cash Advance Stations





Questions?

