

ALARACT 117/2011

DTG: R 281800Z MAR 11

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF DA WASHINGTON DC//DAPE-MSO//

SUBJECT: CONUS EVACUATION ALLOWANCES

1. REFERENCES:

A. DOD MILITARY FAMILIES: JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR), CHAPTER 6, PART B. THIS REFERENCE IS THE FINAL AUTHORITY ON MILITARY FAMILY EVACUATION ALLOWANCES.

B. DOD CIVILIAN EMPLOYEES AND/OR FAMILIES:

(1) OFFICE OF PERSONNEL MANAGEMENT (OPM) 5 CODE OF FEDERAL REGULATIONS CFR 550 SUBPART D.

(2) JOINT TRAVEL REGULATIONS, VOL. 2 (JTR), CHAPTER 6, PARTS A AND D.

C. OASD MEMORANDUM DATED 14 SEP 99, SUBJECT: CONUS NATURAL DISASTER EVACUATION MESSAGE.

D. THIS MESSAGE HAS BEEN REVIEWED AND APPROVED FOR RELEASE BY THE PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC) IAW DODD 5154.29 DATED 9 MARCH 1993 AS PDTATAC CASE #RR10020.

2. THIS MESSAGE CLARIFIES EVACUATION ALLOWANCES FOR FAMILIES OF DOD MILITARY MEMBERS AND DOD CIVILIAN EMPLOYEES AND/OR FAMILIES EVACUATED FROM CONUS LOCATIONS DUE TO DISASTERS OR UNUSUAL/EMERGENCY CIRCUMSTANCES. THIS MESSAGE CONSISTS OF FOUR SECTIONS.

SECTION 1: EXECUTIVE SUMMARY

SECTION 2: DOD MILITARY DEPENDENTS

PART A: AUTHORIZING/ORDERING AN EVACUATION PART B: STATUS OF MILITARY MEMBERS PART C: MILITARY DEPENDENT ALLOWANCES PART D: MISCELLANEOUS INFORMATION

SECTION 3: DOD CIVILIAN EMPLOYEES AND/OR FAMILIES PART A:

AUTHORIZING/ORDERING AN EVACUATION PART B: SPECIAL ALLOWANCES DURING EVACUATION PART C: CIVILIAN DOD FUND CITE PART D:

EVACUATION TRAVEL PART E: PER DIEM PART F: MISCELLANEOUS SECTION SECTION 4: POINTS OF CONTACT

SECTION 1: EXECUTIVE SUMMARY. MILITARY DEPENDENTS ARE AUTHORIZED EVACUATION ALLOWANCES WHEN AUTHORIZED/ORDERED TO LEAVE A CONUS LOCATION BECAUSE OF UNUSUAL/ EMERGENCY CIRCUMSTANCES. THIS INCLUDES NORMAL EVACUATIONS WHEN DEPENDENTS MOVE FROM ONE AREA TO ANOTHER (BOTH AREAS MAY BE IN THE SAME/DIFFERENT CITIES), AND

LIMITED EVACUATIONS WHEN DEPENDENTS MOVE FROM THEIR CONUS RESIDENCES TO THE NEAREST AVAILABLE ACCOMMODATIONS. ELIGIBLE CIVILIAN EMPLOYEES AND/OR FAMILIES ARE AUTHORIZED EVACUATION ALLOWANCES WHEN AUTHORIZED/ORDERED TO LEAVE A CONUS LOCATION BECAUSE OF UNUSUAL/EMERGENCY CIRCUMSTANCES. DUE TO THE WIDE RANGE OF CIRCUMSTANCES AND THE VARIETY OF POSSIBLE ALLOWANCES, THIS MESSAGE IS PROVIDED AS A REFERENCE GUIDE IN DEVELOPING LOCAL PLANS FOR RESPONDING TO UNUSUAL/EMERGENCY CIRCUMSTANCES. NOTE: ALL EVACUATION ORDERS MUST CITE THE EVACUATION FUNDS CITATION (WITH THE EXCEPTION OF THE HOUSEHOLD GOODS (HHG) TRANSPORTATION AND STORAGE).

## SECTION 2. DOD MILITARY DEPENDENTS

### PART A: AUTHORIZING/ORDERING AN EVACUATION

1. THE DECISION TO EVACUATE DEPENDENTS FROM AN AREA RESTS WITH THE INDIVIDUALS LISTED IN JFTR, PAR. U6051-B. THE DECISION OF LOCAL CIVIL OFFICIALS TO EVACUATE AN AREA IS NOT SUFFICIENT. THE APPROPRIATE AUTHORIZING OFFICIAL MUST AUTHORIZE/ORDER AN EVACUATION AS LOCAL CIVIL OFFICIALS CANNOT OBLIGATE THE EXPENDITURE OF DOD FUNDS. EVACUATION ALLOWANCES CAN ONLY BE PAID AS OF THE DATE THE EVACUATION IS ORDERED/AUTHORIZED. THESE ALLOWANCES CANNOT BE AUTHORIZED RETROACTIVELY.
2. THE AUTHORIZING OFFICIAL AUTHORIZING/ORDERING THE EVACUATION MAY SPECIFY A LIMITED EVACUATION LOCATION, ANY SAFE HAVEN LOCATION WITHIN A SPECIFIED DISTANCE FROM THE EVACUATION LOCATION, OR ANY CONUS SAFE HAVEN LOCATION, AS APPROPRIATE (JFTR, PARS. U6051 AND U6052).
3. IN ADDITION TO AUTHORIZING/ORDERING AN EVACUATION, THE AUTHORIZING OFFICIAL ALSO MAY DETERMINE IF MEMBERS SHOULD ACCOMPANY DEPENDENTS AS ESCORTS (IN CASES WHERE DEPENDENTS ARE INCAPABLE OF TRAVELING ALONE IAW JFTR, PAR. U6053-G), OR MUST REMAIN AT THEIR PERMANENT DUTY STATION (PDS). A MEMBER PERFORMING ESCORT DUTIES FROM THE PDS TO THE SAFE HAVEN/DESIGNATED PLACE IS AUTHORIZED TDY TRAVEL AND TRANSPORTATION ALLOWANCES. PAYMENT IS MADE FOR THE REQUIRED TRAVEL TIME (JFTR, PAR. U6053-G2).

### PART B: STATUS OF MILITARY MEMBER

1. UNIFORMED MEMBERS WHO ARE ORDERED TO DEPART AN AREA BEING EVACUATED MUST BE IN A TDY OR PERMANENT CHANGE OF STATION (PCS) STATUS.

2. COMMANDERS MAY PLACE MEMBERS ON TDY ORDERS IN THE LOCAL AREA (IAW JFTR, PAR. U4105-H) IF THEY MUST REMAIN WITHIN THE LIMITS OF THEIR PDS (OTHER THAN AT THEIR RESIDENCES OR NORMAL DUTY LOCATIONS) TO PROTECT FEDERAL PROPERTY OR PREVENT INJURY TO HUMAN LIFE, AND IF OVERNIGHT LODGING AWAY FROM THEIR HOMES IS REQUIRED.

3. COMMANDERS MAY EXTEND THE TDY ORDERS OF MEMBERS WHO ARE TDY AWAY FROM THE PDS AT THE TIME OF THE EVACUATION. IF AN EMERGENCY AND SPECIAL PROGRAM (ESP) CODE IS ESTABLISHED FOR THE EVACUATION, THIS CODE MUST BE USED.

4. 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 TO CONDUCT OFFICIAL BUSINESS AT THE LEAVE POINT OR NEAREST MILITARY INSTALLATION. TDY IS CHARGEABLE TO UNIT FUNDS USING THE ESP CODE ESTABLISHED FOR THE EVACUATION.

5. MEMBERS ENROUTE TO THE NEW PDS, ON PCS ORDERS, SHOULD CONTACT THE GAINING UNIT TO DETERMINE REPORTING INSTRUCTIONS. ELIGIBLE DEPENDENTS ENROUTE TO THE NEW PDS ON PCS ORDERS, WHEN THE EVACUATION OF THE NEW PDS IS ORDERED, SHOULD REMAIN WHERE LOCATED AND AWAIT FURTHER INSTRUCTIONS (JFTR, PAR. U6053-E).

6. TEMPORARY OCCUPANCY OF GOVERNMENT QUARTERS BY MEMBERS WITH THEIR DEPENDENTS: A MEMBER IS AUTHORIZED CONTINUATION OF BASIC ALLOWANCE FOR HOUSING (BAH) WHILE THE DEPENDENTS ARE IN SAFE HAVEN STATUS EVEN THOUGH THE DEPENDENTS OCCUPY GOVERNMENT QUARTERS AT THE SAFE HAVEN IF THE MEMBER IS REQUIRED TO CONTINUE PAYMENT FOR PRIVATE-SECTOR HOUSING AT THE EVACUATED PDS (JFTR, PAR. U10306-F).

#### PART C: MILITARY DEPENDENT ALLOWANCES

1. UPON AUTHORIZATION/ORDER FROM AN AUTHORIZING OFFICIAL, ELIGIBLE MILITARY DEPENDENTS ARE AUTHORIZED TRAVEL AND TRANSPORTATION TO A CONUS LIMITED EVACUATION/SAFE HAVEN LOCATION AS SPECIFIED BY THE COMMANDER OR MILITARY OFFICIAL IAW JFTR, CHAPTER 6, PART B. DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE IAW JFTR, PARS U6053, U6054-B, AND U6054-D.

2. DEPENDENT EVACUATION ORDERS SHOULD BE PROCESSED ON DD FORM 1610. THE ORDER SHOULD REFLECT THE LIMITED EVACUATION/SAFE HAVEN

LOCATION AS APPROPRIATE. A MEMBER'S TDY TRAVEL ORDERS SHOULD BE PREPARED BY THE MEMBER'S UNIT. TRAVEL ORDERS FOR MILITARY DEPENDENTS ARE PREPARED BY THE APPROPRIATE PERSONNEL READINESS UNIT. IF FAMILIES ALREADY AT THE SAFE HAVEN LOCATION DO NOT HAVE TRAVEL ORDERS AND REQUIRE EMERGENCY EVACUATION FUNDING, THE TRAVEL ORDERS MAY BE PREPARED BY THE SERVICING MILITARY PERSONNEL OFFICE AT THE MILITARY INSTALLATION NEAREST THE SAFE HAVEN LOCATION (AN ELECTRONIC VERSION OF DD FORM 1610 CAN BE FOUND AT (WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/NEO.ASP)).

3. IF EVACUATED DEPENDENTS TRAVEL TO A LOCATION OTHER THAN, OR OUTSIDE, THE SAFE HAVEN LOCATION, TRANSPORTATION COSTS ARE LIMITED TO THE AUTHORIZED LOCATION, AND THE STANDARD CONUS PER DIEM RATE APPLIES AT THAT LOCATION UNLESS THE ALTERNATE LOCATION IS LATER APPROVED BY THE AUTHORIZING/ORDERING OFFICIAL (JFTR, PAR. U6054-D6).

4. ELIGIBLE DEPENDENTS ATTEMPTING TO COMPLY WITH AN AUTHORIZED/ORDERED EVACUATION WHO ARE PREVENTED, BY REASONS BEYOND THEIR CONTROL, IN REACHING THE DIRECTED LOCATION ARE AUTHORIZED EVACUATION ALLOWANCES.

5. ELIGIBLE EVACUATED MILITARY DEPENDENTS ARE AUTHORIZED THE FOLLOWING SAFE HAVEN ALLOWANCES (JFTR, PAR. U6054-D1):

(A) SAFE HAVEN ALLOWANCES AT THE SAFE HAVEN DURING FIRST 30 DAYS:

(1) DEPENDENTS AGE 12 YEARS OR OLDER RECEIVE UP TO 100 PERCENT OF THE FULL LOCALITY PER DIEM RATE.

(2) DEPENDENTS UNDER AGE 12 YEARS RECEIVE UP TO 50 PERCENT OF THE FULL LOCALITY PER DIEM RATE.

(B) SAFE HAVEN ALLOWANCES DURING DAYS 31 THROUGH 180:

(1) DEPENDENTS AGE 12 YEARS OR OLDER RECEIVE UP TO 60 PERCENT OF THE FULL LOCALITY PER DIEM RATE.

(2) DEPENDENTS UNDER AGE 12 YEARS RECEIVE UP TO 30 PERCENT OF THE FULL LOCALITY PER DIEM RATE.

6. LOCAL TRAVEL ALLOWANCE: IF THE FAMILY IS UNABLE TO DRIVE A PRIVATELY OWNED CONVEYANCE TO THE SAFE HAVEN LOCATION, A LOCAL TRAVEL ALLOWANCE IS PAYABLE IAW JFTR, PAR. U6060.

7. IF ELIGIBLE EVACUATED DEPENDENT(S) STAY WITH FRIENDS/RELATIVES WHILE AT THE SAFE HAVEN, NO LODGING REIMBURSEMENT IS ALLOWED IAW JFTR, PAR. U6054-B1.

8. ALTERNATE SAFE HAVEN LOCATIONS MUST BE AUTHORIZED/APPROVED BY SUBMITTING A REQUEST TO THE SERVICE OR AGENCY HEADQUARTERS RESPONSIBLE FOR APPROVING ASSIGNMENTS.

9. EVACUATION ALLOWANCES ARE NOT AUTHORIZED FOR ELIGIBLE DEPENDENTS WHO DO NOT EVACUATE THEIR HOMES.

10. INSTALLATION COMMANDERS HAVE THE AUTHORITY TO SHIP/STORE HHG USING LOCAL O&M FUNDS, INCLUDING QUARTERS TO QUARTERS (GOVERNMENT, PRIVATIZED AND LOCAL ECONOMY) MOVES AND NON-TEMPORARY STORAGE (NTS) OF HHG FOR QUARTERS WHICH BECOME UNINHABITABLE AT CONUS LOCATIONS DUE TO A NATURAL DISASTER. LOCAL MOVES MAY BE PERFORMED UNDER JFTR PARS. U5355-C AND D AND NTS IS AUTHORIZED UNDER PAR. U5380-G. THESE MOVES ARE FUNDED BY LOCAL INSTALLATION SUPPORT FUNDS, AND CANNOT BE CHARGED TO EVACUATION FUNDING APPROPRIATIONS. THE ORDER AUTHORIZING THE MOVE/STORAGE WILL BE IAW THE APPLICABLE INSTALLATIONS' LOCAL PROCEDURES.

11. FAMILY SEPARATION ALLOWANCE (FSA): FAMILY SEPARATION ALLOWANCE (FSA) IS NOT AUTHORIZED.. FSA IS PAYABLE IF DEPENDENTS ARE SEPARATED FROM THE MEMBER BY MILITARY ORDERS FOR MORE THAN 30 DAYS (DODFMR 7000.14-R, VOL. 7A, CH 27, PAR. 270103).

12. ADVANCE MILITARY PAY IS AUTHORIZED ONLY WHEN THE EVACUATED AREA IS SPECIFICALLY DESIGNATED BY THE SECRETARY OF DEFENSE AS AN ADVANCE PAY ELIGIBLE LOCATION (DODFMR 7000.14-R, VOL 7A, CH. 32, PAR. 320106 AND TABLE 32-1, RULE 5).

PART D: MISCELLANEOUS INFORMATION SERVICE FUND CITES FOR EVACUATIONS AUTHORIZED/ORDERED DURING CURRENT FY FOR MILITARY DEPENDENTS TRAVEL AND SAFE HAVEN ALLOWANCES ARE:

PACS S12120

DEPENDENTS/ARMY OFFICERS: 21\*2010.0000 01-1100 5X10.0000

21T1/21T2 1741MP

PACS S12120 XXXNNNN#

(\* =FY, XXX=1ST THREE DIGITS OF LAST NAME, NNNN=LAST FOUR OF SSN, #=ORDER #)

DEPENDENTS/ARMY ENLISTED: 21\*2010.0000 01-1100 P5X20 21T1/21T2 MP1624PACS

S12120 XXXNNNN# (\*=FY, XXX=1ST THREE DIGITS OF LAST NAME,

NNNN=LAST FOUR OF  
SSN, #=ORDER #)

ARMY SOLDIER DEPENDENT FUNDING APPLIES ONLY TO DEPENDENTS OF  
SOLDIERS PERFORMING ACTIVE DUTY WHEN THE EVACUATION IS ORDERED.

DEPENDENTS/NAVY OFFICERS ACTIVE DUTY:

17\*1453.2253 R 068566 AA XPUUUU XI5NNNN  
\*=FY, X=MEMBER'S RANK, P=MEMBER'S PAYGRADE, UUUU=MEMBER'S UIC,  
NNNN=LAST 4  
MEMBER'S SSN

DEPENDENTS/NAVY ENLISTED ACTIVE DUTY:

17\*1453.2253 P 068566 AA RPUUUU RI5NNNN  
\*=FY, R=MEMBER'S RANK, P=MEMBER'S PAYGRADE, UUUU=MEMBER'S UIC,  
NNNN=LAST 4  
MEMBER'S SSN

DEPENDENTS/NAVY OFFICERS RESERVE:

17\*1405.225R R 068566 AA XPUUUU XV5NNNN \*=FY, X=MEMBER'S RANK,  
P=MEMBER'S  
PAYGRADE, UUUU=MEMBER'S UIC, NNNN=LAST 4 MEMBER'S SSN

DEPENDENTS/NAVY ENLISTED RESERVE:

17\*1405.225R P 068566 AA RPUUUU RV5NNNN; \*=FY, R=MEMBER'S RANK,  
P=MEMBER'S  
PAYGRADE, UUUU=MEMBER'S UIC, NNNN=LAST 4 MEMBER'S SSN

DEPENDENTS/AIR FORCE ACTIVE DUTY

OFFICERS: 57\*3500 327 5710.0X 525725, ,\*= CURRENT FY.

DEPENDENTS/AIR FORCE ACTIVE DUTY

ENLISTED: 57\*3500 325 5810.0X 525725 X=D FOR DEPENDENT TRAVEL OR  
K FOR  
DEPENDENT PER DIEM, \*= CURRENT FY.

MARINE CORPS:

O&M, MC/O&M, MCR

1106: (ACTIVE DUTY, INCLUDES RESERVISTS ON ACTIVE DUTY OTHER THAN  
ADSW)

SDN: M00085\*\*MDAD\*\*\*

LOA: 17\*1106 4A4G 000 00027 067443 2D M00085 085\*\*MDAD\*\*\*

1106: (APPROPRIATED FUND DOD CIVILIANS AND DOD CIVILIAN

DEPENDENTS ASSIGNED TO MARINE COMMANDS)

SDN: M00085\*\*MDCV\*\*\*

LOA: 17\*1106 4A4G 000 00027 067443 2D M00085 085\*\*MDCV\*\*\*

1107: (RESERVE, ADSW ONLY) SDN: M00085\*\*MDRS\*\*\*

LOA: 17\*1107 4A4G 000 00027 067443 2D M00085 085\*\*MDRS\*\*\*

MPMC/RPMC

1105: (ACTIVE DUTY DEPENDENTS, INCLUDES DEPENDENTS OF RESERVISTS  
ON ACTIVE DUTY OTHER THAN ADSW) SDN: M00027\*\*CTAD\*\*\*

LOA: 17\*1105 2750 000 41690 067443 2D 000000 EVAKAD074191

1108: (RESERVE DEPENDENTS, ADSW ONLY) SDN: M00027\*\*MORS\*\*\*

LOA: 17\*1108 2732 000 38632 067443 2D 000000 EVAKRS074503

(\* SUBSTITUTE LAST DIGIT OF FISCAL YEAR)

(\*\* SUBSTITUTE LAST TWO DIGITS OF FISCAL YEAR)

(\*\*\* SUBSTITUTE FIRST THREE LETTERS OF NAME STORM/NATURAL  
DISASTER)

DEPENDENT TRAVEL CODES: (74186 FOR DEPENDENTS UNDER 12 YEARS OLD)

(74195 FOR DEPENDENTS 12 YEARS OLD AND OLDER) (SDN)

M00027\*MOOCEVA

### SECTION 3: DOD CIVILIAN EMPLOYEES AND/OR FAMILIES

#### PART A:

AUTHORIZING/ORDERING AN EVACUATION. THE DECISION TO EVACUATE ELIGIBLE CIVILIAN EMPLOYEES, THEIR DEPENDENTS, OR BOTH, RESTS WITH THE INDIVIDUALS LISTED IN JTR, PAR. C6010-B. THE UNDER SECRETARY OF DEFENSE (PERSONNEL AND READINESS) HAS DELEGATED THE AUTHORITY TO LOCAL DOD OFFICIALS TO ORDER THE DEPARTURE AND EVACUATION OF ELIGIBLE CIVILIAN EMPLOYEES AND THEIR DEPENDENTS. THE LOCAL OFFICIALS SHOULD BE THE SAME AS THOSE AUTHORIZED TO ORDER DEPARTURE AND EVACUATION FOR MILITARY MEMBERS BY THE JFTR, VOL. 1 (SEE CHAPTER 6, PART B). IN GEOGRAPHIC AREAS WHERE CONDITIONS AFFECT MORE THAN ONE DEFENSE ACTIVITY, LOCAL OFFICIALS SHOULD COORDINATE PRIOR TO ORDERING AN EVACUATION. A SAFE HAVEN MUST BE IDENTIFIED, ALTHOUGH IT DOES NOT HAVE TO BE IDENTIFIED IN ADVANCE IF CIRCUMSTANCES PRECLUDE MAKING A DETERMINATION AND COMMUNICATING THE INFORMATION. THE DOD OFFICIAL AUTHORIZING/ORDERING THE EVACUATION MAY SPECIFY A LIMITED EVACUATION LOCATION, ANY SAFE HAVEN LOCATION WITHIN A SPECIFIED DISTANCE FROM THE EVACUATION LOCATION, OR ANY CONUS SAFE HAVEN LOCATION, AS APPROPRIATE.

PART B: SPECIAL ALLOWANCES DURING EVACUATION. OPM 5 CFR, PART 550, SUBPART D, PROVIDES REGULATORY GUIDANCE IN MAKING PAYMENTS TO ELIGIBLE EMPLOYEES, THEIR DEPENDENTS, OR BOTH, WHO ARE EVACUATED IN THE UNITED STATES AND NON-FOREIGN OCONUS AREAS BECAUSE OF NATURAL DISASTERS OR FOR MILITARY OR OTHER REASONS THAT CREATE IMMINENT DANGER TO THEIR LIVES. CHAPTER 6, PART D OF THE JTR, VOL. 2 PROVIDES REGULATORY GUIDANCE ON ALLOWANCES PAYABLE TO CIVILIAN EMPLOYEES OR THEIR DEPENDENTS, OR BOTH, UPON EVACUATION. CIVILIAN EMPLOYEES MAY BE ELIGIBLE FOR REIMBURSEMENT OF COSTS INCURRED FOR TRAVEL, LODGING, AND PER DIEM IF THEY RECEIVED AN ORDER FROM THE COMMANDER AND/OR LOCAL DOD OFFICIAL (S) (JTR, CHAPTER 6, PART B) TO EVACUATE (THE EVACUATION ORDER ISSUED MUST INDICATE THE DEPARTURE AND RETURN TIMEFRAME OF THE EVACUATION). IN THESE CIRCUMSTANCES, ALLOWANCES MAY BE PAID AS SOON AS THE LOCAL OFFICIAL AUTHORIZES/ORDERS THE EVACUATION. IF THE COMMANDER SENDS EMPLOYEES HOME AND THE LOCAL CIVIL AUTHORITIES ORDER THE EVACUATION OF AN AREA, THEN EVACUATION ALLOWANCES ARE NOT AUTHORIZED; THE APPROPRIATE DOD OFFICIAL MUST AUTHORIZE/ORDER AN EVACUATION AS LOCAL CIVIL OFFICIALS CANNOT OBLIGATE THE EXPENDITURE OF DOD FUNDS. IF THE EMPLOYEE AND/OR FAMILY MEMBERS REMAIN IN THEIR HOME AND DO NOT CHOOSE TO EVACUATE, THEY ARE NOT AUTHORIZED SPECIAL ALLOWANCES FOR SUBSISTENCE. THE FUND CITE FOR CIVILIAN ALLOWANCES BELOW IS TO BE USED IN EMERGENCY/UNUSUAL CIRCUMSTANCES WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE EVACUATION OF MILITARY FACILITIES BECAUSE OF NATURAL (E.G., HURRICANE, WILDFIRE) AND MAN-MADE (E.G., CHEMICAL SPILL, TERRORIST ATTACK) EMERGENCY INCIDENTS. THIS FUND CITE WILL BE USED IN THESE KINDS OF EMERGENCY CIRCUMSTANCES FOR DOD EMPLOYEES, TO INCLUDE THE COAST GUARD AND THEIR FAMILY MEMBERS, ONLY IF THE PARENT ORGANIZATION FAILS TO PROVIDE A FUND CITE AT THE TIME OF THE EMERGENCY. ALL AGENCIES HAVE A FIDUCIARY RESPONSIBILITY TO REIMBURSE THE ARMY FOR ALL COSTS INCURRED IN THE EVACUATION OF THEIR PERSONNEL AND FAMILY MEMBERS.

PART C: THE CIVILIAN DOD FUND CITE IS:

21\*2020 22-2010 P11309810000 XXXNNNN\*\* VHUR RAXV S23185 \*=FY  
XXX=FIRST 3 OF

LAST NAME NNNN=LAST 4 OF SSN; (\*\* IS AS FOLLOWS: AA=ARMY, AF=AIR  
FORCE,  
NV=NAVY, MA=MARINES, DL=DLA, DOD=DODEA)

PART D: EVACUATION TRAVEL. TRAVEL IS AT GOVERNMENT EXPENSE FROM THE INSTALLATION OR RESIDENCE TO THE SAFE HAVEN. WHEN TRAVEL IS AUTHORIZED TO AN ALTERNATE SAFEHAVEN THE TRAVEL IS REIMBURSABLE.

PRIOR APPROVAL MUST BE AUTHORIZED BEFORE TRAVEL TO AN ALTERNATE SAFEHAVEN.

PART E: PER DIEM.

PER DIEM FOR ELIGIBLE EMPLOYEE AND DEPENDENT(S) IS PAYABLE FROM THE DEPARTURE DATE FROM THE EVACUATED LOCATION THROUGH THE ARRIVAL DATE AT THE SAFE HAVEN, EXCLUDING PERSONAL TRAVEL TIME. PER DIEM IS EQUAL TO THAT PAYABLE FOR AN EMPLOYEE ON TDY TRAVEL, EXCEPT DEPENDENTS UNDER 12 RECEIVE ONE-HALF OF THAT RATE. SUBSISTENCE EXPENSE FOR THE FIRST 30 DAYS IS PAID FOR EACH FAMILY MEMBER UP TO THE FULL PER DIEM RATE EXCEPT THAT DEPENDENTS UNDER AGE 12 RECEIVE UP TO ONE-HALF THE PER DIEM RATE. PER DIEM PAYABLE IS DETERMINED USING THE LODGING PLUS METHOD DESCRIBED IN THE JTR, PAR. C4567-C IN AN AMOUNT NOT TO EXCEED THE APPLICABLE RATE PRESCRIBED FOR THE SAFE HAVEN LOCATION FOR THE EMPLOYEE AND FOR EACH DEPENDENT.

PART F: MISCELLANEOUS

1. CONTINUATION OF SALARY. REGULAR SALARY CONTINUES THROUGHOUT THE EVACUATION IAW 5 U.S.C. 5523.
2. ADMINISTRATIVE DISMISSALS. DEPARTMENT OF DEFENSE 1400.25-M, SUBCHAPTER 610, HOURS OF DUTY, AUTHORIZES COMMANDERS TO CLOSE ALL OR PART OF AN ACTIVITY IN CONNECTION WITH EXTREME WEATHER CONDITIONS AND TO ADMINISTRATIVELY EXCUSE EMPLOYEES. IN GEOGRAPHIC AREAS WHERE THE CONDITIONS AFFECT MORE THAN ONE DEFENSE ACTIVITY, THE COMMANDER OF THE ACTIVITY EMPLOYING THE LARGEST NUMBER OF CIVILIAN EMPLOYEES HAS AUTHORITY TO DETERMINE IF AN EMERGENCY EXISTS AND ASSESS ITS IMPACT ON EMPLOYEES. DECISIONS BY ANOTHER COMMANDER WITHIN THE GEOGRAPHIC AREA CONTRARY TO THE DECISION OF THE MAJOR GEOGRAPHIC COMMANDER MUST BE COORDINATED WITH THE LATTER BEFORE ANY DISMISSAL.
3. AIR FORCE CIVILIAN EMPLOYEES: WHEN ADMINISTRATIVE GROUP DISMISSAL OF AIR FORCE CIVILIAN EMPLOYEES EXCEEDS THREE CONSECUTIVE WORKDAYS, COMMANDERS MUST CONSIDER USING OPTIONS SUCH AS DETAIL TO OTHER ACTIVITIES, OR THE USE OF UNSCHEDULED LEAVE. IN CASES WHERE COMMANDERS APPROVE ADMINISTRATIVE GROUP DISMISSAL BEYOND THREE CONSECUTIVE WORKDAYS, THE ADMINISTRATIVE ORDER MUST DOCUMENT WHY OTHER ALTERNATIVES COULD NOT BE USED, AND THE REASONS FOR THE LENGTH OF THE ANTICIPATED DISMISSAL.

SECTION 4: POINTS OF CONTACT FOR TRAVEL ALLOWANCES ARE:

A. ARMY -- MILITARY: LTC KRIS ATTARIAN 703/692-6889 DSN 312/222-6889, MR. VIC BOSKO 703/692-5945 DSN 312/222-5945, MR. TOM GRAY 703-692-5946 DSN 312/222-5946 CIVILIAN: MR. GARY BUCK 703/325-1748 DSN 221-1748, MS. PAMELA SOKOL, 703/325-1346 DSN 312/221-1346.

B. NAVY -- MILITARY: MR. DAVE MALY 703/695-3322 DSN 312/225-3322; CIVILIAN: MR. ROBERT SHORT 202/685-6194 DSN 312/235-6194.

C. AIR FORCE-- MILITARY AND CIVILIAN: SMSGT KIM LEWIS 703/604-8131 DSN 312/224-8131; AND MS SHARON BIDDLE, 703/602-5076 DSN 312/222-5076.

D. USMC -- MILITARY: MR. KERRY CERNY 703/784-9387 DSN 312/278-9387; CIVILIAN: MS. KATHY SCHUMER, 703-784-9370, DSN 312/278-9370.

E. DOD AGENCIES -- CIVILIAN POC: MR. ERIC CLAYTON 703/696-1268.

F. NON DOD SERVICES: COAST GUARD - YNCM MICHAEL SNYDER 202/475-5395; PUBLIC HEALTH - CDR CDR ELVIRA HALL-ROBINSON 240/453-6079; NOAA CORPS - MS. TRACEY RAYMOND 301/713-7724.

G. DOD AGENCY CIVILIAN POC 703-696-6301 EXT 557 THESE NUMBERS MAY OR MAY NOT BE MANNED 24 HOURS A DAY; FAMILIES SHOULD LEAVE THEIR NAME, A SHORT MESSAGE AND A TELEPHONE NUMBER, INCLUDING AREA CODE, AT WHICH THE FAMILY CAN BE REACHED. A SERVICE REPRESENTATIVE WILL RESPOND AS SOON AS POSSIBLE.

H. ELECTRONIC VERSIONS OF THE JFTR AND JTR ARE AVAILABLE ON THE INTERNET AT [HTTP://WWW.DEFENSETRAVEL.DOD.MIL/SITE/TRAVELREG.CFMI](http://WWW.DEFENSETRAVEL.DOD.MIL/SITE/TRAVELREG.CFMI). ELECTRONIC VERSIONS OF THIS ALARACT ARE AVAILABLE ON THE INTERNET AT: [HTTP://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/NEO.ASP](http://WWW.ARMYG1.ARMY.MIL/MILITARYPERSONNEL/NEO.ASP).

J. OVERALL POINTS OF CONTACT FOR THIS MESSAGE ARE LTC KRIS ATTARIAN 703/692-6889 DSN 312/222-6889, MR. VIC BOSKO 703/692-5945 DSN 312/222-5945, MR. TOM GRAY 703-692-5946 DSN 312/222-5946; ALTERNATE POC: PERSONNEL CONTINGENCY CELL, HQDA G-1 OPERATIONS OFFICER, TELEFAX NUMBER: DSN 312/225-6953 OR COMM (703) 695-6953 FOR UNCLASSIFIED MATERIAL; PHONE DSN 312/225-9547, COMM (703) 695-9547.

K. EXPIRATION DATE CANNOT BE DETERMINED.