

Travel Office Brief on Evacuation Travel

Authority to Order Evacuation w/ Allowances (JTR 060101)

- Secretary of Defense
- Secretary concerned
- Head of the Component (or his or her designee)
- Commander of the installation or the Coast Guard District Commander
- Commander, head, chief, or supervisor of the organization or office

Eligibility (JTR 060102)

- Service members – Placed on TDY or PCS orders, not evacuation status
- Service member dependents
 - If member is on TDY orders, evacuation expenses may be authorized
 - If member is issued PCS orders, covered by PCS orders so evac expenses unlikely
- Civilian employees – May be placed in evacuation status, TDY orders, or reassigned to new PDS
- Civilian employee dependents
 - JTR does not specify *how* evacuation allowances are paid, just that dependents are authorized
- Voluntary evacuations are done at personal expenses and member/employee will be in a leave status

Evacuation Destination (JTR 060103)

- Determined by authority who issues order
- Safe haven destination likely to be used since it is likely we'll return to PDS once conditions improve
 - Alternate safe haven locations may be approved by SECNAV
- (JTR 060107-B) Safe haven evacuation allowances cannot extend beyond:
 - 180 consecutive day period
 - Date dependent departs for PDS/designated place or safe haven becomes designated place
 - Date prescribed by USD(P&R) or SECNAV
 - Date prescribed by order

Funding POC for Navy (JTR 060104, Table 6-10)

Chief of Naval Operations (N130C)
Building 12, Room 3R180
701 S. Courthouse Road
Arlington, VA 22204-2472
Phone: (703) 604-5476/7/4 DSN 664
E-mail: NXAG_N130C@navy.mil

DTMO summary guidance dated July 2019 states HHG shipment may be authorized and paid from O&M funds as well as HHG storage for Military dependents, but not civilians.

Allowances (JTR 0602 & 0604)

- TDY is essentially to safe haven location
- Standard TDY expenses apply (i.e. M&IE, Lodging, transportation)
 - Service member dependents that are not command sponsored only authorized transportation

- Children under 12 receive ½ of per diem entitlements
- POV mileage at \$0.575/mile
- Per Diem entitlements set by safe haven location per diem rates
 - If going to alternative safe haven, limited to ordered safe haven per diem rates
- Civilian dependents - No allowance for POV & local transportation at safe haven location
- Service member dependents – May be authorized \$25/day for local travel if unable to drive POV
- Evacuation allowance for civilians & their dependents: [5 CFR §550.401-409](#)
- Subsistence expenses may be extended when home is uninhabitable upon return

Use of Travel Card

- Required for all authorized expenses relating to official government travel*(GTCC Regs 040501)
 - *defined as travel under official orders to meet mission requirements
- May be placed in MC status during evacuation period (GTCC Regs 041307)
- Use of travel card only permitted for expenses incurred by cardholder (i.e. not dependents)
 - Exception is when Service member is issued PCS orders which include dependents

Use of DTS

- Navy DTS Business Rules 8.9.6 do not allow use of DTS to process evacuation orders/payments
 - Processed through PSD
- Since a Service member cannot be “evacuated” the TDY orders issued can be processed through DTS
 - Best COA would be to process a single Group Authorization for all Service Members at NPS to be processed by Travel Office. Group Authorization would establish baseline entitlements and allowances and enable individual vouchers to be submitted by members. Funding would have to be made available by CNO N130C via cross-org LOA. All indications say that orders can be issued after evacuation is complete.
 - Not every Service member at NPS has a DTS profile
 - Unable to confirm whether all Service members at NPS who have a DTS account have in-processed or have been gained under NPS DTS organization

Additional Considerations & Actions

- Reach out to BUPERS LDTA for guidance and clarification on evacuation procedures as they relate to travel
 - Based in Florida so reasonable expectation he has been through this as an LDTA or evacuated employee

Links:

- JTR: <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- GTCC Regs: <https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>
- Per Diem Calculation Example: <https://www.defensetravel.dod.mil/Docs/CE-SH-05.pdf>
- DTMO CONUS Evacuation Summary: https://www.defensetravel.dod.mil/Docs/evacuations_allowances.pdf
- Tyndall AFB Evac FAQ: <https://www.tyndall.af.mil/News/Article-Display/Article/1656663/tyndall-mandatory-evacuation-fact-sheet-and-faqs/>
- Navy DTS Business Rules: <https://nps.edu/documents/103400247/0/Navy+DTS+Business+Rules/ecc58257-b29c-4626-9f31-b83cdc39acf2>
- DFAS Evacuation Guidance: <https://www.dfas.mil/MilitaryMembers/travelpay/evacuations/>
- DFAS Evacuation DD 1610 Instructions: <https://www.dfas.mil/Portals/98/Form%201610.pdf>

- Military News story “Navy offers reimbursement details for those returning post Dorian” : https://www.militarynews.com/news/navy-offers-reimbursement-details-for-those-returning-post-dorian/article_cd094d7e-d31c-11e9-aecd-7b09285de111.html

Once the military evacuee receives notification from their appropriate Routing/Reviewing Official, they may access Defense Travel System to complete their travel authorization and voucher for reimbursement. Military evacuees will need a copy of your NAVPERS 1070/602 (Dependency Application/Record of Emergency Data), itemized lodging receipts in the traveler’s name, Evacuation Lodging Reimbursement Certification Form (if claiming lodging), and receipts for claimed expenses of \$75 or more.

Civilians will need: DD Form 1351-2 (Travel Voucher), DD Form 1610 (TDY Orders), bank routing and account information for direct deposit, Evacuation Lodging Reimbursement Certification form (if claiming lodging), itemized lodging receipts in the traveler’s name, and receipts for claimed expenses of \$75 or more. Commands may establish a schedule to create and issue the evacuation orders for travel claims, so evacuees are urged to maintain contact with the parent command.