

# DRAFT

Commander  
MSU Port Arthur  
2901 Turtle Creek Dr.  
Port Arthur, TX 77642

## TAB E TO APPENDIX 21 TO ANNEX C TO MSU PORT ARTHUR 9783-06 EVACUATION PROCEDURES

REFERENCES: (a) Joint Federal Travel Regulations, Chapter 6  
(b) Civilian Travel Management Program, COMDTINST 12570.4  
(c) 5 CFR 550.401-408  
(d) Coast Guard Supplement to JFTR, Chapter 6  
(e) Coastal Severe Weather Plan, CCGD8INST 3006.1B

1. Discussion. As per reference (a), evacuations must be caused by unusual or emergency circumstances such as natural or national disasters. Evacuations are authorized by the District Commander when advised by local authorities (FEMA, Civil Defense, etc.) to do so. Entitlements end after the Sector Commander determines that it is safe for evacuees to return after travel time from the safe haven. The District Commander will identify safe havens and enter into appropriate agreements to facilitate orderly evacuations.

2. Definitions.

a. Safe Haven: It is the nearest available accommodations (which may be Government quarters), determined to be suitable by the District Commander, where dependents are directed to relocate on a temporary basis to await a decision to either return to the unit or proceed to a designated place. It will be designated in the Evacuation Order.

b. Limited Evacuation: The movement of a members' dependents from their residences to the nearest available accommodations (which may be government quarters), when authorized or ordered by the District Commander. This is primarily used for the temporary avoidance of severe weather.

c. Evacuation Order: Issued by the District Commander. It will designate a safe haven and may designate an alternate safe haven. The order will provide an effective date to begin the evacuation and estimated duration. This will normally be issued by message.

d. Transportation Entitlements: Entitlements are the same as those authorized for PCS. Dependents that are at or in the vicinity of the member's unit when the evacuation is authorized or ordered are entitled to transportation to a safe have or a designated place if the District Commander directs such travel. See reference (a) for additional information.

e. Per Diem Allowances: See reference (a). Allowances terminate the day transportation is first made available to the dependents to return to the unit unless competent authority authorizes a further delay as being unavoidable and for reasons beyond the individual's control.

3. Eligibility.

a. Dependents of Active Duty Personnel: As per reference (a), members are eligible for reimbursement of dependent's travel expenses (per diem, mileage and lodging) due to authorized evacuations.

b. Dependents of Reservists: Dependents of Reservists recalled to active duty are eligible for reimbursement of their travel expenses due to authorized evacuations, provided dependents are located within the evacuation region. Dependents of reservists become ineligible for reimbursement for travel expenses associated with the evacuation once the member exits active duty and returns to a selected reserve or inactive reserve status.

c. Dependents of civilian employees: Per references (b) and (c), dependents of civilian employees are eligible for reimbursement of their travel expenses due to authorized evacuations.

4. Procedures.

a. Commander, MSUPA will request authorization to evacuate personnel on a case-by-case basis. This request may be made by the most efficient means available. This request should include:

(1) Recommended safe haven, including an alternative safe haven if desired.

(2) Estimated duration of evacuation.

(3) Required number of dependent TONOs.

(4) Information regarding local evacuations, i.e. issuance of voluntary or mandatory evacuations issued by local governments or recommendations of emergency management or civil defense personnel.

(5) Number of personnel and dependants evacuating to the designated safe haven and their estimated time of arrival (ETA).

b. The IMT will issue the evacuation order via message.

c. The IMT will provide TONOs to the affected D8 units, funding all entitlements for **dependents** from the local AFC30 account. District Eight will submit a single request for reimbursement for the dependent travel expenses to G-CFM-2 within 30 days of the termination of the evacuation order. Units will fund travel expenses for

their active duty personnel out of their AFC30 accounts and may be reimbursed at a later date.

d. Members will be reimbursed for travel expenses to and from the safe haven designated by the District Commander. If members choose to evacuate elsewhere, they will only be reimbursed up to the expense incurred had they evacuated to the designated safe haven.

e. In the event individual personnel cannot reach the designated safe haven when ordered to evacuate, reimbursement for expenses incurred at an alternate safe haven will be carefully reviewed by D8(rf) on a case-by-case basis. Reasons to independently seek an alternative safe haven include medical emergency, vehicle breakdown, or other significant safety concerns. Barring these emergencies, all efforts should be made to reach the designated safe haven.

f. Accounting String Format: In order to properly track evacuation expenses, the following accounting string and TONO information will be used **BY D8 UNITS ONLY**:

(1) 2/8/\*01/108/30/0/\*\*/79872/2108

(2) TONO: 11/\*\*/23/\*/8/\*\*/\*\*\*

g. For active duty personnel and civilian personnel: If considered necessary, any active duty member ordered to vacate their PDS will be issued doc-type 11 TONO/ACCT (TDY) travel orders.

h. Travel orders should contain the following data:

(1) Evacuation Authorization: Cite message.

(2) Reason evacuation ordered.

(3) Effective date.

(4) Termination date.

(5) Designated safe haven locality, including city, state and/or county.

(6) Authorized dependent travelers, their ages and relationship to member.

(7) Authorized mode of travel.

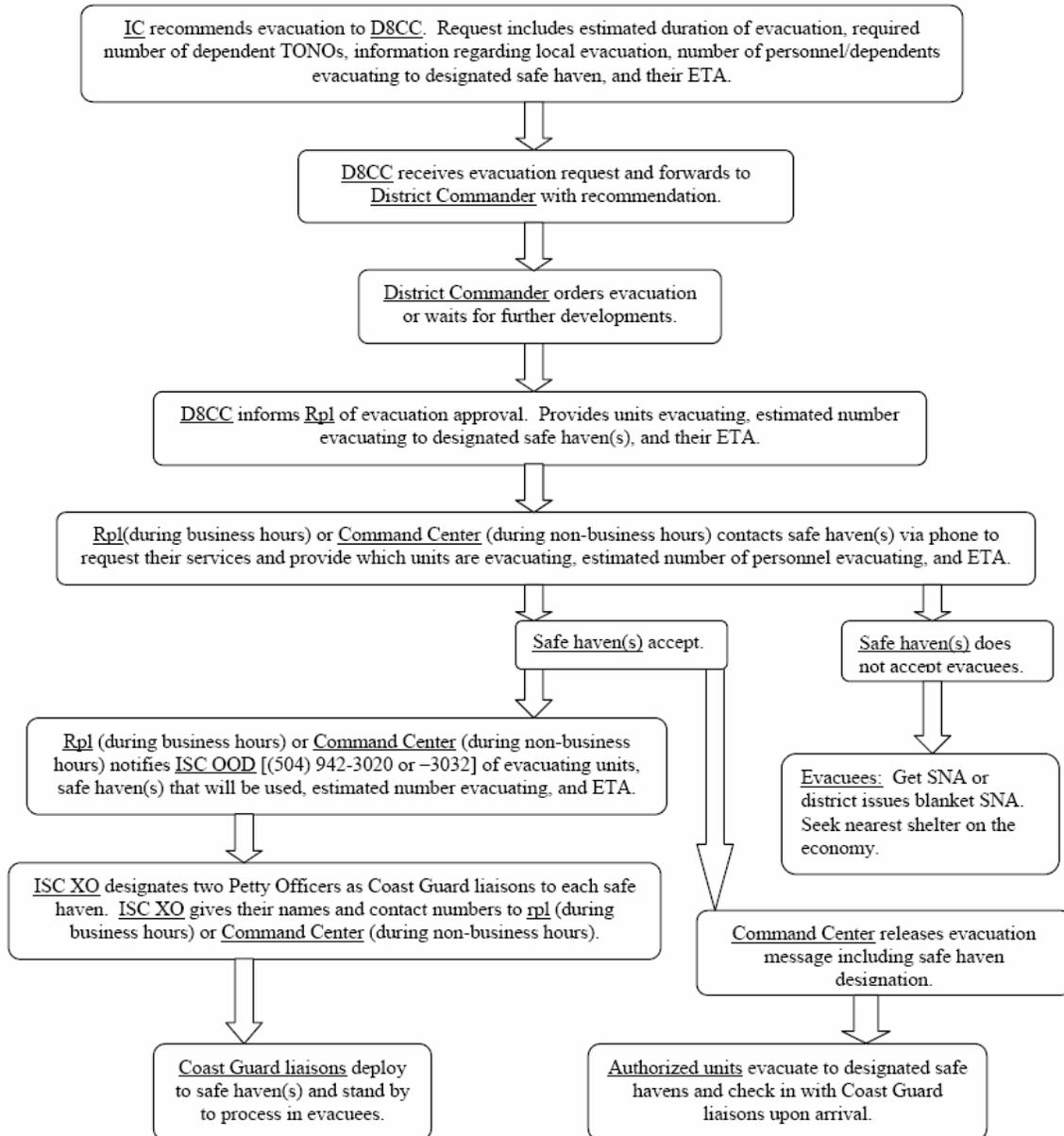
(8) Any special instructions.

i. When evacuees arrive at their safe haven, they must check in with the Coast Guard liaisons. These CG liaisons will be personnel from ISC New Orleans. The liaisons may have cash on hand to distribute to the evacuees in case other means of obtaining cash are unavailable. They will maintain a list of all CG personnel at the

safe haven, assist the host DOD command with directing evacuees to their quarters, messing, etc., assist evacuees with any emergency needs such as Mutual Assistance Loans, and liaison with the district staff.

j. Following completion of travel, units must ensure claimants use the most current version of the travel voucher. The sponsor's social security number should be used for voucher settlement. If both the member and dependents were evacuated, and issued separate TONOs, separate travel vouchers must be submitted for each TONO issued. If possible, the travel vouchers should be submitted together. Receipts are required for all lodging expenses and any other claimed expenses in the amount of \$75.00 or over. Units need to carefully track and monitor travel claim submission. Copies of dependent travel orders and vouchers should be sent to D8 (ra).

## Severe Weather Evacuation Process



(THIS PAGE INTENTIONALLY LEFT BLANK)