

PPC TRAVEL HURRICANE / EVACUATION ORDER GUIDANCE 2016

Preparedness for the hurricane season requires a review of evacuation entitlement as well as the evacuation manual claim submission process. This overview is intended to summarize the important points but not to replace guidance provided by the references listed below. If you have any questions please contact your travel manager or travel approving official.

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References:

- Joint Travel Regulations (JTR), Chapter 6
<http://www.defensetravel.dod.mil/site/travelreg.cfm>
- Q&A for Civilian Employees Affected by Emergency Situations
http://www.uscg.mil/civilianHR/docs/pdf/Civilian_Emergency_Situations_2014.pdf
- Federal Travel Regulations (FTR) <http://www.gsa.gov/portal/content/104790>

Terms:

Here are a few **evacuation terms** which determine the entitlement provided to evacuees based upon the temporary or permanent nature of the evacuation event:

Evacuations are the authorized/ordered movement from a specific CONUS or OCONUS area, when authorized/ordered by the Area/District Commander or CG-1332.

Limited Evacuations are the authorized/ordered movement from a CONUS residence to the nearest available accommodations when authorized/ordered by the Area/District Commander or CG-1332.

Safe Havens are separate journey locations anywhere in the world named in evacuation orders as destinations for *temporary* relocation to specific localities, areas or as a specific distance radius. If CONUS is the named safe haven in the evacuation order then an evacuee, upon arrival at the CONUS Port of Debarkation (POD), must select the exact CONUS safe haven location to which

they are traveling at Gov't. expense. This location must be included on the travel orders. DLA is not authorized.

Designated Places are separate journey locations that evacuated dependents select within the range of possible locations allowed as the place where they should *establish a permanent residence* when the Area/District Commander or CG-1332 determines that return to the PDS should not take place or is not expected to take place in the near future. This location must be included on the travel orders. DLA is authorized. Fiscal year prohibition does not apply.

Evacuation Orders:

The following sections outline how the evacuation event is translated into evacuation entitlement and subsequent evacuation travel claim reimbursement.

The decision of the local civil official to evacuate an area is not sufficient to reimburse evacuation entitlement. Message, memo or oral evacuation orders from the Area/District Commander or CG-1332 provide the authorized dates, event location, units involved, safe haven or designated place. It is important that PPC is notified on all evacuation message traffic. **Please copy PPC on message traffic concerning both the official evacuation order and evacuation cancellation.**

Military dependents, civilian employees and civilian employee dependents are issued evacuation travel orders based upon the information provided in the evacuation order. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member and to dependents residing in the vicinity of the member's old or new PDS.

The evacuation travel order must include the sponsor's name and EMPLID, claimant's name and relationship to the sponsor, dependent's date of birth (DOB), spouse date of marriage (DOM), evacuation dates (may not yet have an end date), safe haven or designated place (including a NTE distance radius) and original Approving Official (AO) signature. The TONO for evacuations can be an 11 or 13 document type. Blanket orders are not authorized. When the evacuation is expected to exceed 21 days and incremental claims must be submitted they may be issued a doc-type 13. Authorized adult dependents 18 or older are issued a separate travel order and TONO.

Dependents incapable of traveling alone may require an escort. Active Duty members travel TDY as an escort under the JTR. U.S. Government Civilian Employees travel TDY as an escort under the FTR. Any other persons as escorts are issued an Invitational Travel Authorization (ITA) (see COMDTINST 12570.3 (series)) and reimbursed TDY under the FTR. Authorized dependent minors must be listed on an authorized adult's evacuation travel order.

Travel and Transportation:

Active Duty members ordered to evacuate must be TDY or PCS. TDY may be authorized within the PDS limits for emergency circumstances. Reserve component members who are not on active duty are not authorized evacuation or TDY orders.

Active Duty Military Dependents ordered to evacuate will travel under their own evacuation travel orders and are authorized transportation the same as that authorized for PCS. POC transportation is reimbursed at the PCS mileage rate. Non-command sponsored OCONUS dependents are authorized *transportation only* – no safe haven allowances.

Civilian Employees (Including NAF, PHS and NOA but not contractors) ordered to evacuate will travel under evacuation travel orders and are authorized transportation the same as that authorized for TDY. POC transportation is reimbursed at the TDY mileage rate. Employees may be placed on TDY orders by their unit to report for duty at a location *other* than their safe haven.

Civilian Employee Dependents ordered to evacuate will travel under evacuation travel orders and are authorized transportation the same as that authorized for TDY. POC transportation is reimbursed at the TDY mileage rate. Eligible dependents are defined under 5 CFR §550.402 and FTR §300-3.

Dependent transportation tickets may be charged to the centrally billed account using the travel order when travel is arranged through the Travel Management Center (TMC) contractor, ADTRAV. Use of the uniformed member's travel charge card for dependents is not authorized and would constitute misuse. The toll free ADTRAV phone number is: 1-855-576-4781.

Safe Haven: Safe Haven reimbursement applies while at the Safe Haven.

Dependents and civilian employees age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. On the 31st day, the per diem rate drops to 60% of the full rate.

Dependents under 12 are given per diem and M&IE at the rate of 50% for the first 30 days. On the 31st day, the per diem rate drops to 30% of the full rate.

Government mess availability/use has no effect on per diem allowances for dependents.

Entitlements terminate after 180 days unless specified by the District Commander or CG-1332. If dependents are ordered to move to another safe haven, the 180 day clock will restart. Per diem and M&IE allowances terminate the day transportation is first made available to dependents by the District Commander or CG-1332 for return to the PDS unless further delay is authorized for reasons beyond the dependents' control.

When the member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. CG-1332 may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the

member's chain of command, COMDT (CG-1332) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

Military dependent travel to a location other than the authorized safe haven without approval will be reimbursed at the Standard CONUS Rate, even OCONUS. Travel to the safe haven and then another location is reimbursed at the safe haven rate with transportation NTE to/from the Safe Haven. There is no provision to reimburse evacuation allowances to civilian employees/dependents that don't travel to authorized Safe Havens.

Local Travel and Miscellaneous Expenses:

Military dependents are authorized local travel allowances paid at a rate of \$25.00 per day, *per family* in the absence of a POV at the Safe Haven. No receipts are required. This allowance is to help offset travel expenses and is NOT a daily allowance. This may not be paid for any day reimbursed a rented motor vehicle. Civilian employees & dependents are not authorized this entitlement as there is no provision for reimbursement.

If an evacuation travel claim contains more than one dependent, the lodging "cap" increases by the appropriate percentage. (e.g., dependent over 12 + one dependent under 12 = 150% X lodging locality rate). CONUS tax is paid as a reimbursable expense.

Civilian Employees/Dependents and Military Dependents are not authorized miscellaneous TDY reimbursable expenses unless specified by regulation, as they are in an evacuation status.

Military Dependents are limited to the free checkable baggage the carrier allows. Excess accompanied baggage must be authorized/approved by the AO on orders.

Active Duty Members are authorized up to 2 household pets transportation and quarantine reimbursement from a foreign PDS.

Advances:

Advances for evacuees will be paid to the dependents that the orders are issued to. The dependent who is issued an order must sign-up for Electronic Funds Transfer at https://www.fincen.uscg.mil/secure/enrollment_form.cfm as checks are no longer issued by FINCEN. To request advances use the SF-1038 form (under their SSN) with a signed copy of the orders, fax to the Pay and Personnel Center at (785) 339-3775. Advances for transportation are provided only for necessary expenses incurred by dependents or civilian employees for travel to and while at the safe haven/designated place or escort travel to and from the safe haven/designated place. Advance DLA *may be paid to the dependent* designated by the member for dependent(s) travel to the designated place. Advances on travel orders for POV transportation to a designated place or OCONUS POV emergency storage are submitted to FINCEN for processing. Advances may not exceed the estimated amount for 30 days at the safe haven/designated place. It is recommended to request advances no more than 80% of the travel entitlements; this will help in reducing potential overpayments.

Claim Submission:

The evacuation order is necessary to create the travel order and must be included in the manual claim. A cancellation order with termination date must be provided in the manual claim packet if made available. The travel order must be an original with the AO's hand written signature in ink or a copy of the approved travel order certified as a true copy.

Units shall assist evacuees with manual claim preparation and advise the dependent who is issued an order to sign-up for Electronic Funds Transfer at https://www.fincen.uscg.mil/secure/enrollment_form.htm as checks are no longer issued by FINCEN.

All dependent evacuation manual claims shall be submitted on DD Form 1351-2 using their SSN, clearly annotated as a dependent evacuation claim. Each claim submitted must have an original signature by both the traveler and AO. The sponsor cannot sign a dependents travel claim when the orders were issued to the dependent. Claims should be submitted every thirty days as applicable. Dependents (non-access to the CG network) cannot submit claims via TPAX.

Each evacuee shall be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim must be disclosed in block 9 of the claim form upon submission in order to avoid overpayment. To verify travel advance payments please visit the Coast Guard Finance Center Travel Payment Application at: (https://www.fincen.uscg.mil/secure/TP_menu.htm or <http://cgweb.fincen.uscg.mil/travelPmt>).

Please allow an additional ten business days for the Finance Center to issue the payment once the claim is mailed to PPC.

Mail Claims to:
Commanding Officer (Travel)
Evacuation Travel Claims (TST)
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

If the traveler is overpaid, PPC will mail a debt letter to the address provided on the Travel Voucher DD-1351-2. The traveler has 30 days from the date of the letter to make payment in full, or the indebtedness will be referred to the U.S Treasury for collection.

Listed below are examples of Dependent Evacuation Documents and the PPC (TVL) link.

- [Example Dependent Evacuation Travel Order](#) (PDF)
- [Example Dependent Evacuation Travel Claim](#) (PDF)
- PPC (TVL) <http://www.uscg.mil/ppc/travel/evac.asp>

If you require additional guidance and/or further assistance contact PPC Customer Care at 785-339-2200 or 1-866-772-8724, via email to PSC-CustomerCare@uscg.mil or by completing the on-line trouble ticket form located at the following link: <https://cglink.uscg.mil/ppcticket>.

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