FROM: CMD-SMB-CGD-XXXX  
TO: [LIST OF UNITS]  
INFO: CMD-SMB-CG-PPC; CMD-SMB-CG-LANTAREA; CMD-SMB-CG-PACAREA ; CMD-SMB-COMDT-DCMS; CMD-SMB-CG-DOL; CMD-SMB-CGD-XXXX

SUBJ: AUTHORIZATION TO EVACUATE FOR XXXXXXXXXX

(a) Joint Travel Regulations (JTR), Chapter 6   
(b) Federal Travel Regulations (FTR)  
(c) Personnel and Pay Procedures, PPCINST M1000.2  
(d) Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (Series)  
(e) ALCGPSC 120/16, Required Use of the Travel management Center (TMC) for Lodging

(f) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), Chapter 6

(g) PPC travel's website - <https://www.dcms.uscg.mil/ppc/travel/>

(h) Questions and Answers for Civilian Employees Affected by Emergency Situations, CG-121 Publication, November 2016

(i) PPC Travel Hurricane / Evacuation Order Guidance 2018

(h) [Other local instructions (e.g., District Accountability Instruction, Financial Guidance Message, etc…)]

1. [This message supersedes previous messages.] This message serves as the evacuation authorization for all Coast Guard active duty military, reserve members on active duty, civilian employees, and their dependents who are assigned to Coast Guard units or live in the area(s) listed below. Reserve members not on active duty are not authorized evacuation entitlements. All members and employees must meet the requirements of their commands prior to evacuating.

AREA EVACUATED FROM: DATE AUTHORIZED/TERMINATED:  
Unit or City, ST, Zip Code DA MON YEAR / DA MON YEAR

[may be listed as county, parish, state, or borough]

2. SAFE HAVENS: Authorized evacuation safe havens are listed below:

[Either City, ST, Zip Code or specify mileage radius (e.g., no more than 300 miles from permanent duty station or residence, whichever is further)]

3. NOTIFICATION: This message is intended to expedite the evacuation notification process and ensure evacuees are notified of the following criteria, as well as the requirements of their command, prior to evacuating. Sector Commanders, Commanding Officers, and Officers in Charge are responsible for ensuring that all Coast Guard personnel and their dependents within their area of responsibility are notified of this evacuation authorization.

4. ACCOUNTABILITY: Each unit shall track evacuee information (at a minimum, location, phone number while evacuated, personal email address, future intentions, and any special needs) and provide its members additional guidance and updates as necessary. Evacuee information shall be reported through the chain of command’s CGPAAS COR hierarchy to the People Cell daily. Units not under the District’s operational control, but falling within its geographic area of operations, shall report the status of their evacuees through their chain of command’s CGPAAS COR hierarchy to the People Cell. Additionally accountability reporting requirements are set forth in reference (d).

5. ENTITLEMENTS: The following is not intended to be a comprehensive listing of entitlements. All personnel are encouraged to review the Natural Disaster Allowances Guide and Evacuation Allowance FAQ's, as well as current messages on PPC’s travel website (<https://www.dcms.uscg.mil/ppc/travel/>).

5.A. The period of time during which travel allowances are granted begins on the date evacuation is authorized, and will cease when evacuees depart the safe haven location to return to the Permanent Duty Station (PDS), or when the District Commander issues a termination order, whichever comes first. All evacuees must be aware that if they choose to evacuate their homes outside of the time period in which the evacuation was authorized, they will not be authorized evacuation entitlements.

5.B. ACTIVE DUTY: At the discretion of their command, active duty members may either evacuate, or be directed to an alternate duty location (e.g. Continuity Of Operations site, Incident Command Post, etc.). All active duty members (including reserve members on active duty), regardless of whether they are evacuating or travelling to an alternate duty location, will be issued temporary duty travel orders (TDY). These orders may be prepared before, during, and after storm passage by each units’ personnel and administrative office. Active duty members traveling to alternate duty locations are entitled to reimbursement for mileage and per diem based on the authorized TDY locality rate. Active duty members who are not operationally essential and authorized to evacuate are entitled to mileage, lodging and per diem based on the safe haven location(s) rate. Any active duty member traveling to a location other than an authorized TDY work site or safe haven, is not entitled to reimbursement for travel expenses. These members should be placed in a leave status.

5.C. CIVILIAN EMPLOYEES: Civilian (including Non-Appropriated Funds (NAF)) employees travel under evacuation travel orders and will only be reimbursed for the cost associated with evacuation, mileage, lodging and per diem within the vicinity of the safe haven location(s). If an employee’s primary place of work is not habitable, employees may be placed on TDY orders to report to an alternate duty location other than their safe haven. This evacuation authorization does not constitute or imply the authority to grant administrative absences for civilian employees. Employees must report to work as directed by their command. Per references (h) and (i), CG civilian employees and their dependents are entitled to certain benefits when an evacuation authorization is issued. Civilian employees and their dependents must be aware that if they do not travel to the authorized safe haven and travel elsewhere without prior written authorization for an alternate safe haven location then claims will not be paid.

5.D. DEPENDENTS: Dependents of active duty members and reserve members on active duty orders may either evacuate to the safe haven (specified above) or evacuate to a location of their

choice outside of the evacuated area. Dependents are authorized mileage, lodging and per diem

based on the safe haven location(s) rate. Dependents of active duty members may receive, transportation NTE the cost to the authorized safe haven and the Standard CONUS per diem rate if traveling to a non-safe haven location. Dependents of civilian employees will only receive transportation and per diem if they evacuate to or within an authorized safe haven. Dependents

can contact ADTRAV to make lodging reservations and cannot use their sponsors Government Travel Charge Card (GTCC). [Insert the following if the safe haven is a mileage radius range versus a specific location] Transportation is reimbursed once between origin to the first safe haven location and that locality rate applies as the cap if a dependent lodges at multiple places within the safe haven radius. Safe Haven local transportation rules still apply.

5.E. Unless otherwise directed, travel from one authorized safe haven to another may only be authorized by the District Commander or his delegate.

6. USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC): Use of the GTCC is required under this evacuation authorization. Only the actual card holder is authorized to use the GTCC and only for their authorized/reimbursable expenses. The card shall not be used for dependent expenses. Personnel should contact their unit’s GTCC coordinator prior to departure to ensure they have sufficient credit limit.

7. MANDATORY USE OF THE TRAVEL MANAGEMENT CENTER (TMC). All active duty members and civilian employees who are GTCC holders shall obtain lodging through the TMC, ADTRAV, at (855) 576-4781. If ADTRAV is unable to reserve lodging, an email stating the non-availability of lodging will be required at the time the member or employee submits their travel settlement. Once ADTRAV has exhausted berthing options, then evacuee may contact a hotel directly.

8. COST ACCOUNTING AND ORDERS: Orders for members, employees, and dependents can be prepared before, during, and after storm passage by each units’ personnel and administrative office. Units should consult their financial chain of command for guidance on the issuance of TONOs. Units not under the District’s operational control, but falling within its geographic area of operations, should contact their program sponsors for financial guidance. All TONOs, regardless of unit of origin, will utilize the Cost Center: XXXXX PROJECT CODE: XXXXX.

9. ADDITIONAL INFORMATION:

9.A. If an Order to Account (OTA) is issued through the Coast Guard Personnel Accountability and Assessment System Unit (CGPAAS), all personnel, regardless of evacuation status or unit assigned, shall report their status, and that of their dependents, without delay.

9.B. IMPACT ASSESSMENTS: Each unit should begin assessing the impact to their personnel as soon as practicable and report this information to their chain of command [or the People Cell at (XXX) XXX-XXXX].

9.C. COMMUNICATIONS: In order to avoid redundant and potentially conflicting alerts, Sectors and other major commands are encouraged to coordinate all Alert Warning System (AWS) messages with their District staffs [or Area Command, etc.].

9.D. POINTS OF CONTACT: [Sector Accountability Team, People Cell, District Budget Officer, etc.]

10. Internet release is authorized.

11. RADM X. X. XXXXX, XXXXX District Commander, sends.