

PPC TRAVEL EVACUATION ORDER GUIDANCE OCTOBER 2018

Preparedness for unusual or emergency circumstances (e.g. hurricane season, flash flooding or wildfires) requires a review of evacuation allowances as well as the evacuation travel claim submission process. This overview is intended to summarize the important points but not replace guidance provided by the references listed below. If you have any questions please contact your travel manager or travel Authorizing / Approving Official (AO).

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.dcms.uscg.mil/Portals/10/CG-1/cg121/docs/OtherHR/Civilian_Emergency_Situations_2016.pdf
- Federal Travel Regulations (FTR)
<http://www.gsa.gov/portal/content/104790>

Evacuation Terms: Allowances are 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. The evacuation order may specify evacuation from specific local evacuation zones (see Evacuation Claim Scenarios Appendix).

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 from a member's evacuated PDS or employee's primary worksite 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 evacuees 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 Active Duty Member's evacuated PDS or Civilian Employee's primary worksite should not take place or is not expected to take place in the near future. This location must be included on the travel orders. If evacuees are already at a safe haven then the orders must also include the end date of safe haven allowances. DLA is authorized. Fiscal year prohibition does not apply.

Evacuation Orders determine eligible dependents. 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 beginning date and termination (if known) date, event location, units involved, safe haven or designated place. ***Please copy PPC Travel on all message traffic concerning both the official evacuation order and evacuation termination.***

Evacuation Travel Orders are issued by an AO to Active Duty Member dependents, Civilian Employees and Civilian Employee Dependents based upon the information provided in the evacuation order. The evacuation applies to dependents residing *in the vicinity of the member's PDS, authorized designated location or employee primary worksite*. Evacuations also apply to dependents residing in the vicinity of an Active Duty Member's prior PDS or dependents en route to establish a residence with the member. If a specific evacuation zone is indicated in the evacuation order then the evacuee's residence must be located in that zone. Evacuees located at non-foreign or foreign OCONUS evacuated locations must be command-sponsored to receive evacuation allowances.

PDS Vicinity is defined separately for a PDS CONUS or OCONUS and determines evacuation allowance eligibility based on the location of the dependent residence.

OCONUS PDS vicinity is defined under JTR Table 6-13:

- (1) A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located.
- (2) A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country.

CONUS PDS vicinity is to be defined according to PDS local area under JTR, par. 0206:

- (1) The area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems.
- (2) The local commuting area as determined by the AO or local Service or DoD Agency.
- (3) The separate cities, towns, or installations among which the public commutes on a daily basis.

*The AO should submit issues through the trouble ticket process.

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 if eligibility is met as per JTR, par. 020602. Reserve Component Members who are not on active duty are not authorized evacuation or TDY orders.

Active Duty Member Dependents ordered to evacuate will travel under their sponsors' travel orders and are authorized transportation allowances the same as that authorized for TDY (POV transportation is reimbursed at the TDY mileage rate). To identify eligible evacuees please see JTR, par. 060201 and Table 6-4.

Civilian Employees (Including NAF, PHS and NOAA but not contractors) ordered to evacuate will travel under evacuation travel orders and are authorized transportation the same as that authorized for TDY. POV 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. POV transportation is reimbursed at the TDY mileage rate. Eligible dependents are defined under 5 CFR §550.402 and FTR §300-3.

Escorts may accompany dependents incapable of traveling alone. Active Duty Members travel TDY as an escort under the JTR. 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. Escorts who are normally not eligible to claim evacuation payments on behalf of an evacuee cannot claim or be reimbursed for dependent travel.

Safe Haven reimbursement applies to days while at the safe haven not travel days. Government mess availability/use has no effect on per diem allowances for dependents. Standard CONUS Rate is a rate reimbursed to Active Duty Member Dependents who travel (even OCONUS) to a location other than the authorized safe haven without approval. Initial travel to the safe haven followed by travel to a non-authorized Safe Haven location is reimbursed at the initial safe haven rate. Travel between authorized safe havens must be authorized on orders/amendment for additional mileage and/or change in locality rate. If evacuees are directed to move to another safe haven, the 180 day clock will restart (being authorized to move to another Safe Haven location does not restart the 180 day clock, a dependent must be directed to move to restart the clock). There is no provision to reimburse evacuation allowances to Civilian Employees and their dependents who don't travel to an authorized safe haven. Safe Haven allowances terminate on the date as per JTR, pars. 060107-B or 060207-B whichever comes first. Evacuation allowances terminate after 180 days unless specified by the District Commander or CG-1332 or when the dependent departs the safe haven for the PDS.

Designated Place arrival causes safe haven allowances to immediately terminate once a permanent residence is established. When an evacuee is located at the designated place and a permanent residence has not been

established then safe haven allowances at the authorized rate may continue for up to 30 days after arrival.

ADTRAV the USCG Travel Management Center (TMC) may charge dependent transportation tickets to the centrally billed account (CBA) using the travel order. It is mandatory to arrange transportation and lodging through ADTRAV per ALCGPSC 067/18. The toll free ADTRAV phone number is: 1-855-576-4781. Use of the government travel charge card (GTCC) for dependents is *not authorized* and would constitute misuse.

Dependents Age 12 and Over are given the same per diem as an Active Duty Member on a TDY 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 an amount limited to one half of what an Active Duty Member traveling on a TDY receives 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.

Local Travel and Miscellaneous Expenses:

- Active Duty Member Dependents are authorized local travel allowance paid at a rate of \$25.00 per day, *per family* only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven. No receipts are required. This may not be paid for any day reimbursed a rented motor vehicle. There is no provision for local travel allowance reimbursement to Civilian Employees and their dependents.
- If an evacuation travel claim contains more than one dependent, the lodging “cap” increases by the appropriate percentage. (e.g. one dependent over 12 + one dependent under 12 = 150% X lodging locality rate). CONUS tax is paid as a reimbursable expense.
- Civilian Employees/Dependents and Active Duty Member Dependents are not authorized miscellaneous TDY reimbursable expenses unless specified by regulation as they are in an evacuation status.
- Active Duty Member 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 pet's transportation and quarantine reimbursement from a foreign PDS as per JTR, par. 060204. Foreign area and foreign country is defined under JTR, APP. A as any area or country **outside** the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.
- An Active Duty Member who is TDY and takes leave to travel at personal expense to the safe haven where the dependent is evacuated, may be eligible for a lodging allowance if the Active Duty Member meets all of the following criteria:
 - ✓ Has an order to the TDY location for 31 or more days.
 - ✓ Receive per diem while at the TDY location to cover TDY lodging expenses because Government Quarters are not available at no cost to the Service member.
 - ✓ Return to the TDY location immediately after completing the authorized leave.

Claim Submission:

- There are a few ways that evacuation travel claims may be submitted:
 - The Active Duty Member (sponsor), Civilian Employee (sponsor) or their full signature proxy submits the evacuation travel claim in TPAX on behalf of evacuees (*Recommended*).
 - The Active Duty Member (sponsor) or Civilian Employee (sponsor) mails the evacuation travel claim manually. Ensure the sponsor and AO signed 1351-2 form. The packet must include required receipts and AO signed evacuation travel orders.
- It is recommended that evacuation travel claims be submitted in TPAX by the member or employee under their TPAX profile on behalf of dependent evacuees. The TPAX claim **must** include the travel order with the sponsor's name and EMPLID, spouse name/date of marriage (DOM), dependent names/ dates of birth (DOB),

authorized safe haven (may include a NTE distance radius, geographic area or zone) and AO signature. It is recommended to include DTG of Evacuation Message to assist in future audits of claims. Dependent SSN is not required for claims submitted on their behalf by the sponsor.

- Manual claims **must** indicate in remarks whether travel is claimed for member/employee *and* dependents or for the dependents only. If an evacuee must submit an unaccompanied manual claim please include the SSN and have financial information on file at FINCEN.
- If the member/employee permanent address differs from the dependent permanent address then include the dependent address in the TPAX authorization or manual order remarks. Remember that *dependent evacuation travel itineraries depart from the dependent residential address* not the member's PDS address.
- The TONO for evacuations can be an 11 or 13 document type. Blanket orders are not authorized for evacuees. When the evacuation is expected to exceed 21 days and incremental claims must be submitted they may be issued a doc-type 13.
- All advances *including travel debit cards* or prior payments associated with an evacuation travel claim must be disclosed in block 9 of the 1351-2 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://cg.portal.uscg.mil/units/fincen/SitePages/Travel.aspx>.
- 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.

- Please mail manual claims to:

Evacuation Travel Claims
Commanding Officer
(TVL/TST)
U.S. Coast Guard
Pay & Personnel
Center 444 S.E.
Quincy St.
Topeka KS 66683-3591

- Please allow an additional ten business days for the Finance Center to issue the payment once the claim is process by PPC Travel.

**NOTE: Any AO has permissions to check the status of a claim through PAX.*

Some Common Issues:

- Duplicate or incorrect TONO
- No SSN for dependent submitting an unaccompanied manual claim
- Dependent does not reside in the vicinity of the sponsor member/employee PDS/Primary worksite area
- Claimant names must be annotated the same on all claims (e.g. hyphenated last names)
- Not including on the 1351-2 block 9 all advances, travel debit cards and prior payments
- All names and dates of birth on travel orders for dependents claimed to have travelled

Additional information may be found on the PPC Travel website at:
<https://www.dcms.uscg.mil/ppc/travel/>

*Please see your AO for questions or assistance regarding evacuation travel claim issues