

Evacuation Allowances FAQs

(CG-133)
15 May 2019

References:

For Military Members and Dependents:

[The Joint Federal Travel Regulations \(JTR\)](#), Chapter 6

[CG Supplement to the JFTR \(CGS-JFTR\), COMDTINST M4600.17\(series\)](#), Chapter 6

Evacuation Allowances Guide available on [CG-133's website](#):

For Civilian Employees and Family:

[Civilian Emergency Situations Guide](#)

[OPM Handbook for Federal Employees Affected by Severe Weather Conditions](#)

[Federal Travel Regulation \(FTR\)](#), Chapter 301

[DHS FMPM, Chapter 7: Travel, Section 7.3 – Travel Allowances](#) – CAC Login Required

[5 CFR Part 550, Subpart D, Payment During Evacuation](#)

For both Military Members and Civilian Employees:

[PPC Travel Website](#) – Evacuation Travel and Travel Claim Resources

Evacuation Authority

Who has the authority to authorize an evacuation?

The Evacuation Authority for locations within CONUS and Non-Foreign OCONUS Locations is the Area/District Commander or COMDT (CG-133). The Evacuation Authority for Foreign OCONUS locations is the Department of State (DoS) in consultation with the DoD, DHS, and COMDT (CG-133).

Evacuation Eligibility

As an active duty member, can I be evacuated?

At the discretion of the Evacuation Authority/Command, active duty members are sent to a location in a TDY travel status. Active duty members are not in an evacuation status and are not authorized evacuation allowances.

Are civilian employees evacuated or do they travel on TDY orders?

Civilian employees travel on evacuation orders, but may be placed on TDY orders at a later date.

Can contract employees be evacuated?

No, contract employees do not meet the definition of “civilian” employees as defined in 5 USC 2105(a) and therefore, are not entitled to evacuation payments and special allowances under 5 CFR 550.4001-408.

Can non-appropriated funds (NAF) employees be evacuated?

Per CG NAFI Manual, COMDTINST M7010.5C, exhibit 6-1 2.b.2 – NAF employees are authorized TDY entitlements during evacuations. “NAF personnel, if travel is directly related to command and control, other official Coast Guard business, or compliance with APF programs or policies, including evacuation orders”.

I am on an unaccompanied tour OCONUS; my family is at a CONUS location; can I be evacuated?

Active duty members receive TDY orders based on command discretion and mission needs. Active duty members are not in an evacuation status and are not authorized evacuation allowances.

I am on an unaccompanied tour and my family permanently resides OCONUS; when can they be evacuated? Are they eligible for evacuation allowances?

Dependents residing OCONUS whether command sponsored or not, may be transported at the government expense to a safe haven if they reside within the area covered by the evacuation order. Only command-sponsored dependents are eligible to be reimbursed evacuation allowances, with the exception of any dependents who remained at the former OCONUS PDS following the member's assignment elsewhere. If the member is assigned to an unusually arduous sea duty vessel (WMSL, WHEC, WMEC, or WAGB) and they designated a location OCONUS as their designated place, dependents are considered command-sponsored and are authorized evacuation allowances.

I am on an unaccompanied tour and my family permanently resides CONUS; when can they be evacuated? Are they eligible for evacuation allowances?

A dependent must be permanently residing at a former CONUS PDS or an authorized designated place in CONUS, to be eligible for transportation and evacuation allowances.

I am in A-School and my family is OCONUS; when can they be evacuated? Are they eligible for evacuation allowances?

Dependents (whether command-sponsored or not,) may be evacuated at government expense to a safe haven if they reside within the area covered by the evacuation order. If the member's PDS was OCONUS prior to going TDY to Class "A" School AND dependents received Command Sponsorship prior to reporting into the current PDS, then the member's PDS remains OCONUS and dependents are authorized full evacuation allowances. Members in basic training or "A" School immediately following basic training (i.e., no current PDS) would be authorized evacuation travel and transportation allowances for the dependents who remained at their home of record (HOR).

My child lives with my ex-spouse for which I pay child support, would evacuation allowances be authorized for my child that lives with my ex-spouse in an evacuated area?

No, to be eligible for dependent travel and transportation allowances contained in the JTR, a dependent child must be in the legal and physical custody of the member. In addition to having legal and physical custody, to be eligible for evacuations allowances, the dependent must reside within the vicinity of the member's current PDS or a former PDS from which the dependent did not relocate.

Evacuation Priority

As a dependent, when can I be evacuated?

Eligible dependents are evacuated upon the implementation of the evacuation order by the Evacuation Authority and availability of transportation (when provided by Government vehicle/plane). Dependents may be evacuated and separated from their active duty spouse.

What is the priority for evacuating when transportation is provided by Government vehicle/plane?

When Government transportation is provided, the first phases of an evacuation could consist of dependents who are pregnant and or have infants and toddlers, followed by those with special medical needs. Dependents who are displaced should also be prioritized for immediate evacuation and then all others subject to the dangers associated with the total loss of infrastructure.

My family is in Coast Guard housing on generator power but no water. When can they be evacuated?

Evacuations should commence in accordance with the instructions on the Evacuation Order. When transportation is provided by Government vehicle/plane, dependents who reside in housing with unsustainable services and conditions should be evacuated based on the highest priority need and the availability of transportation. Dependents with special needs and completely displaced should be prioritized first.

Safe Haven Evacuation Allowances

Are members/employees and dependents required to use the TMC to make travel and transportation arrangements?

Members and employees with a Government Travel Charge Card (GTCC) performing TDY for 21 days or less are required to use the contracted TMC to make lodging reservations, an exception would be authorized if the TMC is unavailable or Government/Contracted lodging is available. Dependents under an evacuation order are not required to use the TMC because they don't have a GTCC.

Can my spouse use my GTCC?

No, only the card holder is an authorized user of the GTCC.

What allowances do I receive when I evacuate?

While at a safe haven, evacuees receive allowances according to the Joint Travel Regulations (JTR). Dependents are on evacuation orders and members are on TDY travel (two different types of travel orders).

- Dependent evacuees are authorized safe haven locality per diem for EACH evacuee at 100% up to 30 days for dependents 12 years of age and older, and 50% for dependents less than 12 years of age. If the evacuation is extended beyond 30 days, then per diem from days 31-180 is reduced to 50% of the locality per diem for those 12 years of age and older, and 30% for those under age 12.
- Active duty members are on TDY orders and receive the full locality per diem for the TDY location.

What are the Meals, Incidentals, & Expenses (MI&E) rate per day?

MI&E rates are based on safe haven location. (Each employee/dependent age 12 and older is entitled to 100% of the MI&E; age 12 and under is 50%).
Contact your PST for specific dollar amounts.

Can a dependent receive Actual Expense Per Diem while at a Safe Haven?

No, there is no authority within the JTR, Chapter 6 to authorize/approve Actual Expense for a dependent receiving evacuation allowances.

As an evacuated dependent, can I be evacuated to any location in the US?

Dependents are authorized to travel to the designated safe haven determined by the Evacuation Authority. If an evacuated dependent travels to a location other than the designated safe haven without authorization or approval by the Evacuation Authority, the standard CONUS per diem rate would apply, and reimbursement for transportation is limited to the costs of travel to the authorized designated safe haven

The evacuation orders states to select a safe haven within 75 - 500 miles from the PDS, once the dependent selects and travels to a safe haven can they move to an alternate safe haven without authorization?

Yes, however, travel to the alternate safe haven is not reimbursed and evacuation allowances will be based on the standard CONUS per diem rate. Return travel back to the PDS will be based on travel from the designated safe haven. Travel and the locality per diem would be reimbursed for a dependent authorized to relocate to alternate safe haven by the Evacuation Authority.

I am an evacuated dependent, but decided to stay with friends/family at their home. What evacuation allowances am I eligible to claim for my family?

No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. M&IE is payable at the authorized locality rate for each eligible family member, or at the standard CONUS per diem rate if outside of the authorized safe haven.

How long can dependents stay at the Safe Haven?

Evacuation orders are for up to a maximum of 180 days. Safe haven evacuation allowances end once the Evacuation Authority terminates the evacuation and return transportation is available back to the PDS, or the date the dependent departs the safe haven to return to the PDS, whichever occurs first.

Can dependents leave and come back to the safe haven?

Yes, a dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence, or to occupy the old residence at the PDS. Safe haven evacuation allowances cannot extend beyond the date on which a dependent departs a safe haven for the PDS or designated place.

Can dependents go back to the PDS before the evacuation order is terminated?

The evacuation order will be terminated as soon as the roads are passable, conditions at the PDS are deemed safe, and adequate restoration of resources (food, water, medical, public services) is confirmed. Evacuees should remain at the safe haven location until the evacuation order is terminated. Safe haven evacuation allowances cannot extend beyond the date on which a dependent departs a safe haven for the PDS or designated place

Are members authorized to return within the limits of their PDS (i.e., geographic limits of the city/town where the duty station is located) in a TDY status?

Yes, but only under emergency circumstances that threaten injury to human life or damage to Federal Government property and the location must be other than at the member's normal duty station or residence. Example: The PDS for CG Headquarters is Washington, DC – under emergency circumstances a member could be authorized TDY allowances for duty performed in Washington, DC as long as it's not being performed at CG Headquarters or their residence.

Can the Evacuation Order Authority extend evacuation allowances beyond the evacuation termination date?

Yes, the Evacuation Authority may authorize an extension of evacuation allowances beyond the evacuation termination date because of an unavoidable delay that is beyond the dependent's control. The extension cannot exceed the maximum of 180 days total at the safe haven.

Is a rental car authorized if I do not have a vehicle at the Safe Haven?

No, for dependents that do not have a POV available at the safe haven location, a local travel allowance of \$25 per day may be authorized to assist with unexpected local transportation cost at the safe haven.

I am a CG civilian employee and need guidance on my entitlements for evacuation?

The "[*Emergency Guide for Civilians*](#)" is also a resource for supervisors and civilians affected by emergency situations. The topics addressed include questions and answers about evacuation orders, pay, travel, travel claim, leave, work schedules/telework, reporting in, points of contact, and guidance on returning employees to work. The guide is available at the following Office of Civilian Human Resources portal link. Search for the emergency guide by clicking on the letter "E" in the A-Z library of human resources topics at:<http://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Civilian-HR/HR-Library/>

Are civilian employees entitled to receive temporary storage of household goods during the period covered under evacuation orders?

No, there is no authority in the FTR or 5 CFR to provide temporary storage of Household Goods (HHG) while under evacuation orders.

Are civilian employees entitled to shipment of HHG acquired while at the safe haven?

No, there is no authority in the FTR or 5CFR that allows reimbursement for this expense.

Impact to Station Allowances

What happens to my CONUS COLA when my dependents evacuate to a Safe Haven?

For members assigned in CONUS, CONUS COLA will remain unaffected. If dependents later establish an authorized/approved CONUS or OCONUS designated place, payment of COLA at the with-dependent rate for the designated place begins the day after termination of evacuation allowances. CONUS COLA at the member's PDS would terminate the day prior to the start date of COLA for the designate place.

What happens to my OCONUS COLA when my dependents evacuate to a Safe Haven?

If a member has command sponsored dependents (number may vary), then OCONUS COLA at the with-dependents rate is terminated effective the date the dependents depart the member's PDS. Member is paid OCONUS COLA at the without-dependent rate until the return of dependents to PDS. If dependents were not command sponsored then OCONUS COLA was not payable for dependents prior to evacuation, so there is no change in entitlement. If dependents later establish an authorized/approved OCONUS designated place, payment of OCONUS COLA at the with-dependent rate for the designated place begins the day after termination of evacuation allowances.

I am a member separated from my family who evacuated. Am I eligible for Family Separation Allowance? If so, how is this communicated to the SPO?

FSA-R is not authorized for members whose dependents have been evacuated from a CONUS PDS.

FSA-R is authorized for members whose dependents have been evacuated (other than medical), under determination of the Secretary concerned as being in national interest, or for other emergency reasons not personal or caused by dependent's misconduct, at government expense from an OCONUS PDS and continues until the dependents return to the OCONUS PDS or the member PCS with dependents to a new PDS, whichever is sooner. FSA credit starts on the date of a dependent's departure from the OCONUS duty station.

FSA is initiated by the member completing the FSA Worksheet (CG-2035), submitting the worksheet to their command admin for command approval, and submission to their SPO.

Designated Place of Dependents

What is the difference between a Safe Haven and declaring a Designated Place?

A safe haven is a temporary location to which dependent are sent so they are not in harm's way of the emergency where evacuation allowances are payable during the stay. If conditions are not expected to improve, COMDT (CG-1332) can authorize travel and transportation allowances for the dependents to a designated place.

If it looks like we will not be moving back to the PDS for at least six months, is it better to

Identify a Designated Place?

If the conditions causing an evacuation are expected to improve and it is anticipated that dependents will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. At any time during the evacuation order dependents may request to be transported to a designated place. This may be particularly helpful to transition from a safe haven (temporary solution) into a more permanent situation where the dependents' needs (work, school, medical treatment, childcare, and general support) can be stabilized.

I live in Government Housing and my family is evacuated to a safe haven. I would like to select a designated place to stabilize my family, but I also need a place to live at my PDS, and the UPH is not available. Can I have two housing allowances?

Selecting a designated place for dependents is similar to electing an unaccompanied tour, and station allowances will be paid accordingly:

CONUS:

- A CONUS member may only receive one housing allowance. BAH/COLA will be paid at the locality rate of the designated place of dependents.

OCONUS:

- BAH/COLA will be paid at the locality rate of the designated place of dependents. If government quarters are unavailable, the member may be eligible to collect a Family Separation Allowance (FSA).

If my dependents are authorized to move a Designated Place, what benefits do I receive?

Upon declaring a designated place as a permanent residence, the member will begin receiving a housing allowance at the applicable rate based on the new location of their dependents. Also, if applicable, COLA for that location. HHG move or NTS (up to 18,000 lbs), Dislocation Allowance (DLA) if HHG are transported, and POV use may be authorized. Although return to the member's PDS may be authorized in some cases by CG-1332, the intent is for the dependents to remain at the designated place until the next PCS transfer for the member is executed.

Will the Government pay to move my HHG to the Designated Place?

Yes, entitlements and allowances for moving dependents to a designated place are similar to a PCS move, except the HHG shipping weight to the designated place is not to exceed 18,000 lbs vice the member's maximum allowable HHG weight.

Can I ship a POV to the Designated Place?

A dependent evacuated from OCONUS to a designated place is authorized transportation of one POV to the designated place, including any ground transportation required. Shipment of POV from a CONUS PDS may be authorized by CG-1332 when a dependent is unable to drive a POV to a designated place.

Are dependents at a Designated Place authorized rental vehicles when a POV shipment is late?

When an authorized POV does not arrive at the designated place by the scheduled delivery date, then reimbursement for the cost of a rental vehicle is limited to \$30 per day with a maximum reimbursement of \$210. The dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.

Filing Travel Claims for Reimbursement

Where can I find guidance filing an evacuation travel claim?

Evacuation order and travel claim guidance is available on PPC Travel's website at:

<https://www.dcms.uscg.mil/ppc/travel/>.

Who will need to file a voucher upon return to PDS?

Members will submit vouchers for themselves and their dependents.

When can dependents file travel claims?

Members should file interim travel claims for their dependents every 15 days. Dependents separated from their spouse/parent should work with the PST to file travel claims at least every 15 days but no longer than 30 days.

Do dependents have to wait for the evacuation to be over before submitting a travel claim?

No, members should be filing periodic travel claims to be reimbursed as they go. Once a travel claim has been submitted with a mission complete status, this ends eligibility for evacuation allowances even if the evacuation order is still in place.

Who receives the allowances, the member or the dependent?

Typically, the military member or civilian employee (sponsor) is the person who receives the evacuation allowance payment; however, the member/employee's spouse or eligible dependent may receive the payments when separated from the sponsor or other evacuees.

Returning to the PDS

Can a non-command-sponsored dependent who was evacuated by CG plane return to the PDS on a CG plane?

Dependents may travel on government transportation only if the mode of transportation is available and is performing such a mission to transport dependents back to the PDS.

What is considered catastrophic damage or unlivable for my government housing?

Buildings, structures or utilities that are unsafe, insanitary or deficient can be determined to be unsafe for occupancy and vacated. Loss of power and potable water for an extended period could also render housing uninhabitable until those utilities are restored.

What is considered catastrophic damage or unlivable for my personal housing?

The Coast Guard does not have a standard to determine if personal housing is habitable, however members and dependents should consider safety and sanitation similar to those standards of government housing. Personal insurance companies may have a standard to consider.

Because my residence was destroyed is it assumed my lease was terminated at that time or do I need to officially terminate the lease? I still have items I need to remove from the residence. Is there anything protecting me from terminating my lease and protecting my belongings until a new residence is secured? How will this affect my housing allowance?

The member is solely responsible for executing the terms of their lease. Check with your local command for legal counsel and disaster relief resources.

- BAH is payable as long as a member does not occupy Government-owned housing.
- OHA is cost-based housing allowance, meaning it is based on member's actual reported rental amount, and is payable up to the maximum locality OHA rental allowance, plus appropriate utilities, when applicable. If a lease is canceled and a member is no longer paying rent, then OHA is not payable and ends on the day the lease terminates. The member is responsible for reporting the termination of the lease in order to prevent erroneous payment of OHA.

My home sustained significant damage and is uninhabitable. Will the Government move my HHG?

When a member is directed by competent authority (i.e., Evacuation Authority and/or Local Housing Authority) to vacate their residence (either government, privatized, or private sector) based on the Commanding Officer determination that the residence no longer meets Service health/sanitation standards and unfit to occupy, or places the housing area/complex off limits, they may be authorized a locally-funded short distance HHG move to a new permanent residence or Non-Temporary Storage at government expense. Weight limits are not imposed on short distance moves or NTS. Storage in Transit (SIT) is not authorized for these types of local moves. This includes declaring housing inadequate as stipulated in the Coast Guard Housing Manual.

I returned to my CONUS PDS and my home is uninhabitable can I receive Temporary Lodging Expense (TLE)?

No, TLE is a PCS allowance and is not authorized incident to an evacuation or for a local short distance HHG move.

I returned to my OCONUS PDS and my home is uninhabitable can I receive Temporary Lodging Allowance (TLA)?

Yes, TLA for the member may be authorized by the OCONUS TLA Authority, if it is determined that for reasons beyond the member's control, it is necessary for a member to occupy temporary lodging, once established in permanent Government quarters/private sector housing/privatized housing. TLA terminates when the OCONUS TLA Authority determines that TLA is no longer necessary. TLA is not authorized for dependents incident to an evacuation.

I returned to my OCONUS PDS and my home is uninhabitable can I receive Move-In Housing Allowance (MIHA) if I'm authorized a Government funded local move?

Yes, MIHA exists to defray the move in costs associated with occupying private sector leased/owned Housing covered under the OHA program. To be authorized a MIHA, a Service member must be eligible for OHA. An eligible Service member is authorized MIHA for one

dwelling during a tour at a PDS unless a Government funded local move occurs and the Service member occupies another dwelling covered by OHA. MIHA is not payable to a Service member occupying Government or Government leased housing, or moving from Government quarters to private sector housing.