



# Homeland Security



## **Evacuation Allowances & Next Steps Guide for Military Personnel updated 16 October 2017**

(Release via social media authorized)

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## **REFERENCES/RESOURCES**

- Joint Travel Regulation (JTR)
- Coast Guard Supplement to the JTR, COMDTINST M4600.17A
- Coast Guard Pay Manual, COMDTINST M7220.29C
- Website: <http://www.dcms.uscg.mil/ppc/travel/evac/>

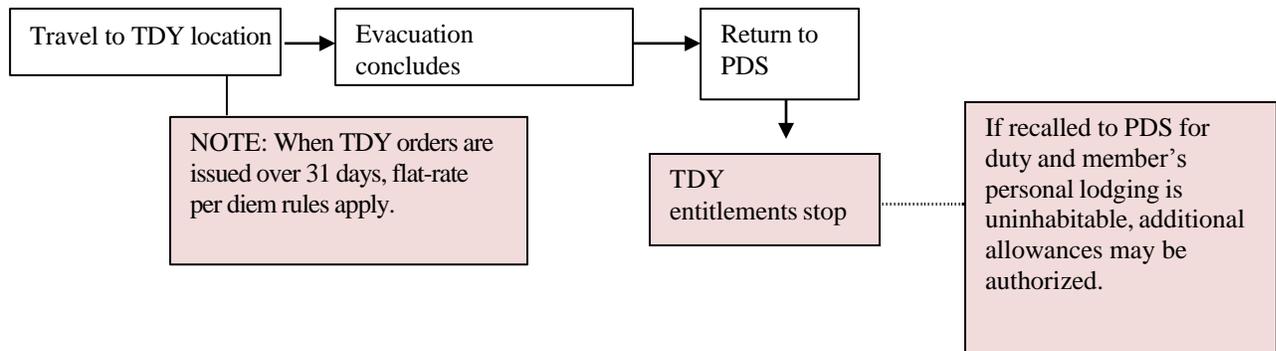
## **BACKGROUND**

- Note: this document is intended to provide simplified guidance, but many scenarios will be more complex or require intervention at the Headquarters level. Exceptions or requests for waiver will be reviewed on an individual case- by-case basis.
- This guide is for entitlements specific for military personnel and their dependents. The “Emergency Guide for Civilians” provides general information for supervisors and civilians affected by emergency situations and associated entitlements. The guide is available at Office of Civilian Human Resources portal link
- Evacuation from a disaster is challenging for affected members and their dependents. To assist, eligibility for evacuation entitlements should be as simple as possible for the member, dependents, and processing points to enact.
- Certain allowances can only be granted under special authorization, e.g., an evacuation from a competent authority has to be authorized before evacuation orders can be issued.
- Safe Haven: A temporary location to where a dependent is authorized to travel to evade imminent threat, with the intent to return to the PDS/residence.
- Designated Place: A location where a dependent will establish a long term residence while the member completes an unaccompanied tour. Financial impacts to the Coast Guard, the member, and their dependents should be carefully considered before making such an election. Although return to PDS may be authorized in some cases, the intent is for the dependents to remain there until further PCS assignment is made.
- Safe Haven Evacuation allowances are not payable to retirees or inactive duty Reserve Component members (not on active duty orders during the evacuation) and their dependents.

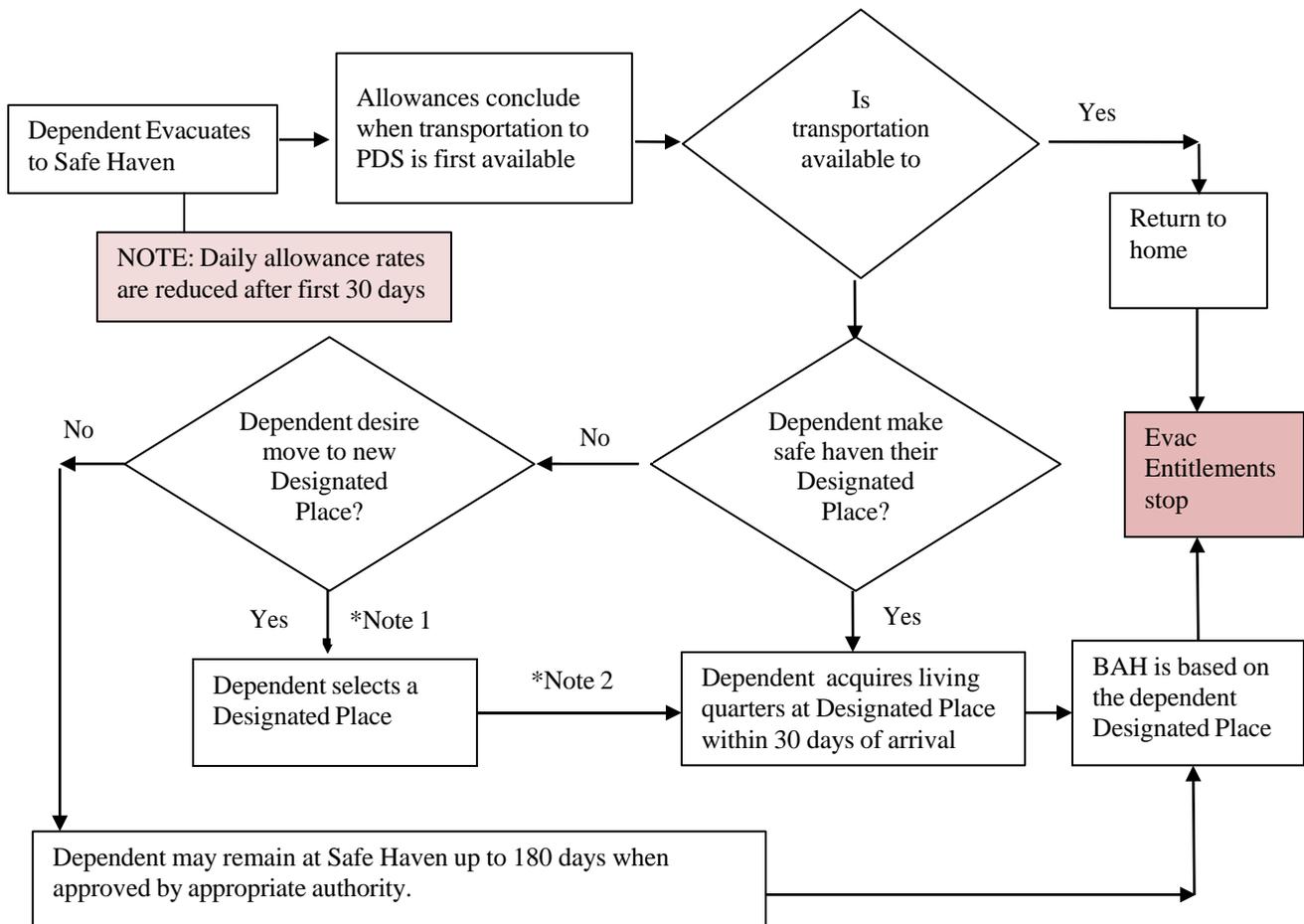
## PROGRAM PROCESS FOR EVACUATION TRAVEL

Given: Evacuation has been directed by appropriate authority.

AD Member/Reserve on AD travels on TDY orders:



Eligible Dependent/Evacuee:



Notes:

1. Requests to move dependents to designated place are approved by CG-1332 via member's command
2. If dependents relocate to designated place, travel and transportation entitlements for later return to member's PDS may be authorized on a case-by-case basis.

## **IMPACT TO STATION ALLOWANCES WHILE AT SAFE HAVEN**

### **BASIC ALLOWANCE FOR HOUSING (BAH)**

BAH will continue to run normally during an evacuation. TDY and/or Evacuation Safe Haven Allowances are paid in addition to regular pay and allowances.

### **OVERSEAS HOUSING ALLOWANCE (OHA)**

OHA will continue to run normally during an evacuation. TDY and/or Evacuation Safe Haven Allowances are paid in addition to regular pay and allowances.

### **COST OF LIVING ALLOWANCE (COLA) & OVERSEAS COLA (OCOLA)**

For members in the CONUS, COLA is unaffected.

OCOLA at the with dependent rate is terminated effective on the dependents' departure date incident to the evacuation. Until return of the dependents to the member's PDS, the member is without dependents for OCOLA.

## **EARLY RETURN OF DEPENDENTS VS DESIGNATED PLACE ELECTION**

### **EARLY RETURN OF DEPENDENTS (ERD)**

An ERD is requested when a OCONUS command sponsored dependent meets one of the situations listed in JTR 5098. Travel and transportation is authorized for the dependent to relocate to a designated place to establish a permanent residence, and return to PDS is not normally authorized.

### **DESIGNATED PLACE ELECTION**

A request to move dependents to a designated place incident to an evacuation authorizes travel and transportation for the dependents to relocate to a designated place. Safe Haven Evacuation allowances are authorized for up to 30 days at the designated place, and return to PDS is authorized when certain conditions are met. If the dependents return to the OCONUS PDS from the safe haven, and later decide to relocate to a designated place, or the evacuation order has expired, the request is processed as an ERD.

## **IMPACT TO STATION ALLOWANCES WHEN DEPENDENTS RELOCATE TO DESIGNATED PLACE**

The election to relocate dependents to a designated place must be made while the evacuation order is still in effect. If dependents evacuated to the safe haven and then returned to the PDS, their evacuation and all associated allowances end.

When dependents are relocated to a designated place, the member's station allowances are paid under the same rules as a member serving an unaccompanied tour. Unlike an ERD (return to PDS is not authorized), if conditions improve and the dependents later decide to return to the member's PDS, there must be 60 days remaining on the member's tour from the dependent's scheduled arrival date before transportation can be approved. Transportation of HHG is authorized from the designated place back to the OCONUS PDS only if the member has 12 months or more left on their current tour of duty.

If dependents relocate at their own expense, their location is not considered a designated place, and the member's station allowances remain unchanged. Later relocation of the dependents to a follow-on assignment will be limited to the cost of relocation from the current PDS.

### **SAFE HAVEN ALLOWANCES AT DESIGNATED PLACE**

- Safe Haven Allowances at the designated place begin on the dependents' arrival date. Allowances end on the day the dependent occupies the new permanent residence, or at day 31, whichever comes first.
- Shipment of one POV to the designated place is authorized. Reimbursement for rental vehicle may be authorized if delivery is delayed beyond scheduled arrival date.
- Shipment of Household Goods (HHG) to the designated place or Nontemporary Storage (NTS) up to 18,000 pounds is authorized.
- Dislocation Allowances (DLA) is authorized. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid incident to an evacuation.

### **BASIC ALLOWANCE FOR HOUSING (BAH)**

BAH with dependents will be paid at the designated place. BAH protection is not authorized (i.e. if the new BAH rate is lower than the PDS rate, mbr may not select a preferred rate).

### **OVERSEAS HOUSING ALLOWANCE (OHA)**

Unaccompanied members must certify that government housing is not available to be eligible for an additional housing allowance. Eligible members will collect Overseas Family Separation Housing (FSH-O), which is paid at the same rate as OHA without dependents. FSH-O is processed in the same way as OHA, and requires a valid housing expense document. Assignment to single government quarters will affect COLA payment.

### **OVERSEAS COST OF LIVING ALLOWANCE (OCOLA)**

OCOLA at the with dependent rate is terminated effective on the dependents' departure date incident to the evacuation. Until return of the dependents to the member's PDS, the member is without dependents for COLA. If a member occupies single government quarters, OCOLA is authorized at the reduced rate.

COLA at the with dependents rate for the designated place location begins on the day after per diem (safe haven allowances) terminates. .

### **FOLLOW-ON ASSIGNMENT**

A member, ordered PCS from a PDS that dependents were evacuated, may be paid PCS allowances for travel from the old PDS to the new PDS via the designated place. Movement of the dependents from the safe haven to the new PDS is also authorized.

### **IMPACT TO STATION ALLOWANCES WHEN PDS RESIDENCE IS UNINHABITABLE**

When the member and/or dependents return to the PDS, safe haven allowances are terminated. The return to PDS ends the travel or evacuation status, and per diem is no longer authorized. Members may relocate dependents to a designated place, request an early return of dependents, or establish a new residence at the PDS. Station allowances remain in effect until PDS or accompanied status changes.

## **ESTABLISHING A NEW RESIDENCE**

### **MOVEMENT OF HOUSEHOLD GOODS (HHG)**

A member is authorized a short distance HHG move or Non-temporary Storage (NTS) at government expense when directed by Competent Authority to vacate the residence (either government or private sector) when the Commanding Officer has determined the residence does not meet Service health/sanitation standards, or places the housing area/complex off limits. Weight limits are not imposed on short distance moves or NTS.

### **TEMPORARY LODGING EXPENSE (TLE)**

TLE is authorized only in connection with a PCS move.

### **TEMPORARY LODGING ALLOWANCE (TLA)**

TLA is not authorized incident to an evacuation.

### **DISLOCATION ALLOWANCE (DLA)**

A DLA is payable to a member authorized a short distance HHG move at government expense. In these instances, the prohibition of two DLA payments in a fiscal year does not apply.

DLA is not payable at the safe haven location. If a member is displaced from their private sector residence while repairs are being made, and later returns to the same residence, the household has not been disestablished, so DLA is not authorized.

## ISSUES ON DECK

- Members may be required to report for duty at PDS before their primary residence is habitable, and dependents remain at safe haven/designated place.
- Travel and expenses incurred before the evacuation order is issued are not reimbursable.
- Safe Haven allowances and TDY per diem is payable in addition to member's current BAH, COLA and BAS entitlements.
- Safe Haven allowances for evacuees expire upon cancellation of evacuation order and transportation to the PDS is made available, or on the 181<sup>st</sup> day, whichever comes first.

<b>JTR Table 6-17. Safe Haven Allowances</b>		
<b>Duration at Safe Haven</b>	<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
<b>First 30 Days</b>	A maximum of 100 percent of the locality per diem rate for the area.	A maximum of 50 percent of the locality per diem rate for the area.
<b>31-180 Days</b>	Up to 60 percent of the locality per diem rate for the area.	Up to 30 percent of the locality per diem rate for the area.

## ISSUES ON THE HORIZON

- In the event that the reduced safe haven evacuation allowance specified is insufficient to cover the lodging, meals, and incidental expenses for a specific individual, then the dependent may request an increased rate via the member's command.
- If rental rates and living expenses in the affected area are expected to be impacted, an accelerated data collection for BAH and COLA rates in the affected MHAs can be initiated. Members who experience price gouging or inflation of rental rates should alert their command, so data can be provided to the PDTATAC.
- Members should coordinate closely with their local P&A for a full breakdown of the impact to pay & entitlements incident to relocation of dependents.
- CG will provide information on resources to aid affected members who may need housing relief, financial assistance, or recovery counseling.

## DEFINITIONS & ACRONYMS

**BAS (service members only)** Basic Allowance for Subsistence

**CONUS** The 48 contiguous United States and the District of Columbia.

**Designated Place** A place in a CONUS/non-foreign OCONUS area at which dependents intend to establish a bona fide residence until further dependent transportation is authorized at government expense. Incident to evacuation is not considered an ERD.

**ERD** Early Return of Dependent: Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

**HHG** Household goods. Items associated with the home and all personal effects belonging to a member and dependents.

**JTR** Joint Travel Regulations: implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense civilian travelers.

**NTS** Nontemporary storage. Long-term HHG storage in lieu of transportation.

**OCONUS** Any other location outside the CONUS.

**PDTATAC** Per Diem, Travel, and Transportation Allowance Committee: Representing each military service branch, the members maintain, amend, and publish the policies in the Joint Travel Regulations.

**PCS** Permanent change of station: The assignment of a member to a different unit under a competent travel order that does not specify the duty as temporary.

**PDS** The member's permanent duty station location, including home port for computation of transportation and station allowances.

**POV** Privately owned vehicle

**Reduced Per Diem** AKA Flat-rate per diem: A per diem rate, lower than locality per diem, that is authorized when there are known reductions in lodging and meal costs that can be determined in advance.

**Safe Haven** A temporary location to where a dependent is authorized to travel to evade imminent threat.

**TDY (service members only)** Duty at one or more locations, performed away from the PDS.