

IF NOT IN THE IMPACTED EVACUATION AREA, THIS MESSAGE IS FOR YOUR SITUATIONAL AWARENESS ONLY.

- (a) Sector North Carolina Evacuation Request
- (b) Federal Travel Regulations (FTR)
- (c) 5 CFR §550.400-409
- (d) CG NAFI Manual, COMDTINST M7010.5C, exhibit 6-1 2.b.2
- (e) Joint Travel Regulations (JTR), Chapter 6
- (f) CGS-JFTR, COMDTINST M4600.17 (series)
- (g) Fifth District Evacuation Procedures, CGDFIVEINST 4600.1 (series)
- (h) Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series)
- (i) CG Personnel and Pay Procedures Manual, PPCINST M1000.2 (series),
ch. 2
- (j) ALCGPSC 120/16, Required Use of the Travel management Center (TMC)
for Lodging
- (k) CGD FIVE Portsmouth, VA 030452Z SEP 19 [District (D5)
Financial
Guidance for Hurricane Dorian]

1. This message supersedes previous messages. Per references (a) through (g), Fifth District Commander, as the Evacuation Authority, authorizes the evacuation of all non-essential CG active duty members, reserve members on active duty, civilian employees (including Non-Appropriated Funds (NAF) and Public Health Service, but not contractors), and their dependents assigned to Coast Guard units (i.e. Permanent Duty Station (PDS)) or reside in the areas indicated in paragraph 1.A. Reserve members not on active duty are not authorized evacuation entitlements. All members and employees are required to ensure they meet the requirements of their commands prior to evacuating in a temporary duty (TDY) status.

1.A. EVACUATING AREA(S):
DATE AUTHORIZED:
Virginia Beach, VA (SANDBRIDGE AREA ONLY (Note
1.)

SEPT 2019/1800 Local

Note 1: This area includes the Sandbridge neighborhood streets bounded north by S. Bullup Street and south by Little Island Park, VA.

Personnel can determine their zone by going to <https://www.vaemergency.gov/hurricane-evacuation-zone-lookup/>.

Additionally, any personnel who have dependents with special needs category three or higher are authorized to evacuate no matter the evacuation zone.

For questions concerning special needs/category assignment, contact your local Work Life Family Resource Specials (FRS). FRS contact information is located at

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources>

sources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Special-Needs-Program-SNP/.

Any personnel with circumstances requiring special consideration (i.e. pregnancy, etc.), contact your unit chain of command/administrative personnel or point of contacts (POCs) listed in paragraph 10.

2. SAFE HAVENS: Authorized evacuation safe havens are listed below:
AREA(S):

At least 50 miles from PDS, but not more than 300 miles from impacted areas in paragraph 1.A. Personnel Support Team (PST) will be located in the Greensboro, NC area to provide entitlement support and should be considered as a safe haven option for members and dependents.

If you are unable to find suitable lodging within these area(s), contact POCs listed in paragraph 10.

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 all Coast Guard personnel, and their dependents as well as their ombudsmen within their area of responsibility are

notified of
this evacuation authorization via Alert Warning System (AWS), approved
unit
Hurricane Information Group (Facebook) and any other Coast Guard
authorized
means.

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/considerations) and provide its
members
additional guidance and updates as necessary. Evacuee information
shall be
reported through the chain of command's Coast Guard Personnel
Accountability
and Assessment System (CGPAAS) Commanding Officer's Representative
(COR)
hierarchy to the District Personnel Accountability Team (PAU) daily no
later
than 1800 after the storm passes. 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 District PAU. Additionally, accountability reporting
requirements are set forth in reference (h). Unit CGPAAS CORs and
PSTs, if
established, shall deconflict the list of evacuees prior to reporting
to D5
PAU. All members are REQUIRED to account for self and dependents and
any
other information that is required or may be necessary in the
aftermath of a
disaster.

5. ENTITLEMENTS: The following is not intended to be a comprehensive
listing of entitlements. All personnel are encouraged to review
additional
information in paragraph 10.B.

5.A. The period of time during which travel allowances are granted
begins
on the date evacuation is authorized as listed in paragraph 1.A., and
will
cease when evacuees depart the safe haven location to return to the
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. All reasonable efforts should be made to reach the safe haven. In the event evacuees cannot reach the safe haven, evacuees shall notify the next respective POC in succession listed in paragraph 10. Requests for alternate safe haven locations, movement within the safe haven location, or movement to a new safe haven location may only be authorized or approved through the District Commander. District Commander or his delegate shall carefully review evacuees' circumstances authorizing amendment to safe haven location(s). If the order is amended, evacuees will receive the locality per diem rate for the amended order location in accordance with references (a) through (f).

5.B. ACTIVE DUTY (including reserve members on 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 Plan (COOP) site, Incident Command Post (ICP), etc.). All active duty members, regardless of whether they are evacuating or travelling to an alternate duty location, will be issued TDY or Permanent Change in Station (PCS) orders. 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's locality rate. Any active duty member traveling to a location other than the authorized safe

haven, for the purpose of evacuation, may be placed in a leave status.

5.C. CIVILIAN: In accordance with references (b) through (d), civilian employees will only be reimbursed for any direct added expenses (special allowances, including travel expenses and per diem) that were incurred as a result of the evacuation. 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. Civilian employees and their dependents must be aware that there is no authorization for evacuation reimbursement if they do not travel to the authorized safe haven without prior written authorization.

5.D. DEPENDENTS: In accordance with reference (e), dependents of active duty members and reserve members on active duty, evacuating to the safe haven (specified above in paragraph 2) are authorized mileage, lodging and per diem locality rate. Dependents evacuating with their sponsor will travel under their sponsors' travel orders and are authorized transportation allowances the same as that authorized for TDY (privately owned vehicle (POV) transportation is reimbursed at the TDY mileage rate) in accordance with reference (e). Dependents are not required to use ADTRAV to make lodging reservations and cannot use their sponsors Government Travel Charge Card (GTCC). Lodging and meals for dependents shall be procured using personal funds, personal credit card, or issued travel advances. Actual Expense cannot be authorized on a dependent evacuation order. If a dependent rests overnight at least 50 miles from PDS, but not more than 300 miles from impacted areas in paragraph 1.A (i.e. incurs lodging expense), that

location becomes their only approved safe haven for the purposes of entitlements. If a dependent evacuates to a location other than the designated safe haven without authorization or approval by the Evacuation Authority, the standard continental United States (CONUS) per diem rate apply, and reimbursement for transportation is limited to the costs of travel to the safe haven.

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

5.F. Although members will be reimbursed for travel expenses resulting from a CG authorized evacuation, payments may be delayed. Members should be prepared and ensure they have adequate funds to pay for living expenses such as lodging and food in the event reimbursement is delayed. Members should also be prepared to make their own travel and lodging arrangements.

5.G. Finance Center no longer issues checks for advancements or travel reimbursements. CG dependents must sign up for Electronic Funds Transfer at https://www.fincen.uscg.mil/secure/enrollment_form.cfm and submit the form to FIN-SMB-VdrMaintTeam@uscg.mil in order to receive evacuation reimbursement.

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. 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 (including reserve members on active duty orders) and civilian

employees 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. Members and employees who do not currently hold a GTCC are not required to use ADTRAV.

8. COST ACCOUNTING AND ORDERS: Orders for members, employees, and dependents can be prepared before, during, and after storm passage by each

sponsor's PDS administrative office, or PST as needed. Units should consult

their financial chain of command for guidance on the issuance of travel

order numbers (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. The PDS or DCMS supporting entity

of each evacuee is responsible for obligating TONOs on the line of accounting (LOA) of that unit. Units should use CGPORTAL CG Common Core

e-Contingency site for the Evacuation TONO issuance process:

https://cg.portal.uscg.mil/communities/cgcc/SitePages/E_CONTINGENCY_D5.aspx.

In accordance with reference (g) and (k), all TONOs, regardless of unit of

origin, will utilize the following:

- Line of Account (LOA): units
- Cost Center: 79839
- FPD PROJECT CODE: DORIAN
- Object class: 2108

9. ADDITIONAL INFORMATION:

9.A. If an Order to Account (OTA) is issued through 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.

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 5 Area Command.

9.D. TERMINATION: Sector shall request termination for evacuees to return home once the evacuated areas have been assessed and declared safe.

9.D.1. Per references (a) through (g), evacuation entitlements will cease when the District Commander authorizes a termination order or the evacuees depart the safe haven, whichever occurs first. Evacuees should contact their insurance company or FEMA for reimbursement entitlements after departing the safe haven.

9.D.2. Safe haven evacuation entitlements cannot extend beyond the earliest of the following:

- The established 180-consecutive day period, unless extended by the District Commander.
- Date on which a dependent departs the safe haven for the PDS or designated place, or converts the safe haven to a designated place;
- Expiration date established by the District Commander.

9.D.3. Evacuees should not return to residences in the affected area until the evacuation is terminated.

10. The following POCs will be available to assist evacuees as of 05SEP19:

10.A. POC LOCATION	PHONE	EMAIL
PST-01	(202) 795-6670	
D05-SMB-PST-HurricaneDorian@uscg.mil	(202) 795-6672	Greensboro, NC
	(202) 795-6673	
	(202) 795-6674	

10.B. Ombudsman will continually check and can ask questions at the D5 Mid-Atlantic Area Hurricane Information Facebook Group at:
<https://www.facebook.com/groups/1806581782698354/>.

Additional information may be found at:

10.B.1. District 5

- D5 Hurricane Resources (Internet)

<https://www.atlanticarea.uscg.mil/Our-Organization/District-5/Hurricane-Resources/>

- D5 2019 Hurricane Season (CGPORTAL)

<https://cg.portal.uscg.mil/units/d5/dx/dxc/2019%20Hurricane%20Season/Forms/AllItems.aspx>

10.B.2. CG-13

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<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Reserve-and-Military-Personnel-CG-13/Military-Personnel/>

10.B.3. PPC

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

10.C. Various Support Teams may be made available to assist Coast Guard

members and their dependents with the following:

Personnel Support Teams (PSTs):

- Evacuation entitlement questions

- Travel orders and travel claims processing

11. RADM Keith Smith, Fifth District Commander, sends.

12. Internet release authorized.

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