



**Homeland
Security**



NATURAL DISASTER GUIDE

COMDT (CG-133)

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CG-133

CG-133: CAPT Suzanne Brown

Phone: (202) 475-5360

Email: HQS-DG-1st-CG-1332-TRAVEL

REFERENCES/RESOURCES

- Joint Travel Regulation (JTR)
- Coast Guard Supplement to the JTR (CGS-JFTR), COMDTINST M4600.17(series)
- Coast Guard Pay Manual, COMDTINST M7220.29(series)
- PPC Evacuation Travel Website: <http://www.dcms.uscg.mil/ppc/travel/evac/>
- Coast Guard Housing Manual, COMDTINST M11101.13(series)

BACKGROUND

- This natural disaster guide is intended to provide simplified guidance, but many scenarios will be more complex or require intervention at the Headquarters/PSC level. Exceptions or requests for waivers will be reviewed on an individual case-by-case basis.
- This natural disaster 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 emergencies and associated entitlements. The guide is available at the 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.
- An ordered evacuation at Government expense from an affected area has to be authorized by the appropriate evacuation authority contained in the JTR and CGS-JFTR before dependent exaction orders can be issued. Travel expenses incurred before the evacuation order is issued are not reimbursable.

Evacuation Authorities:

CONUS and Non-Foreign OCONUS Locations: Area/District Commander or CG-133.

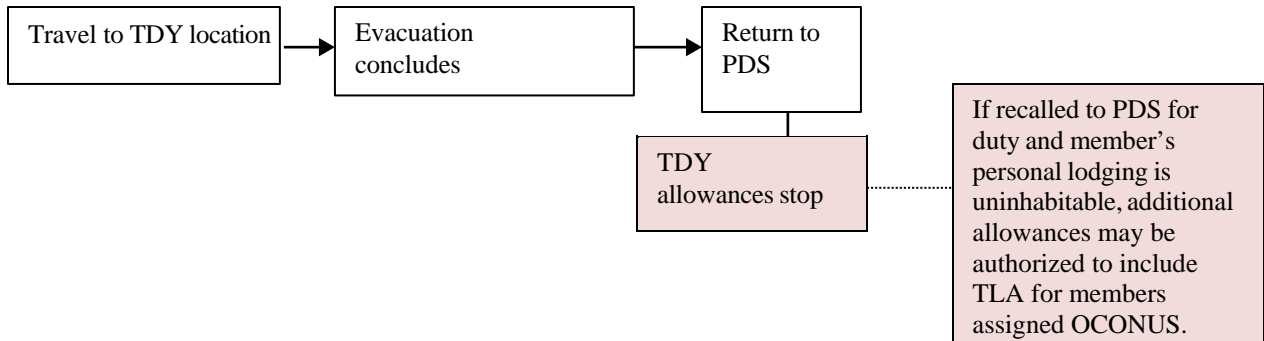
Foreign OCONUS Locations: Department of State (DoS) in consultation with DoD.

- Safe Haven: A temporary location authorized by the evacuation authority to which an eligible dependent is authorized to travel to evade imminent danger, after which there is intent to return to the member’s Permanent Duty Station (PDS)/residence.
- Designated Place: A location authorized by CG-1332 where a dependent will establish a residence while the member completes an unaccompanied tour. Financial impacts to the member, and their dependents should be carefully considered before making such an election. Although return to the member’s PDS may be authorized in some cases, the intent is for the dependents to remain at the designated place until the next PCS transfer for the member is executed.
- Safe haven evacuation allowances are not payable to retirees or Reserve Component (RC) members (i.e., not on active duty orders during the evacuation) or their dependents.

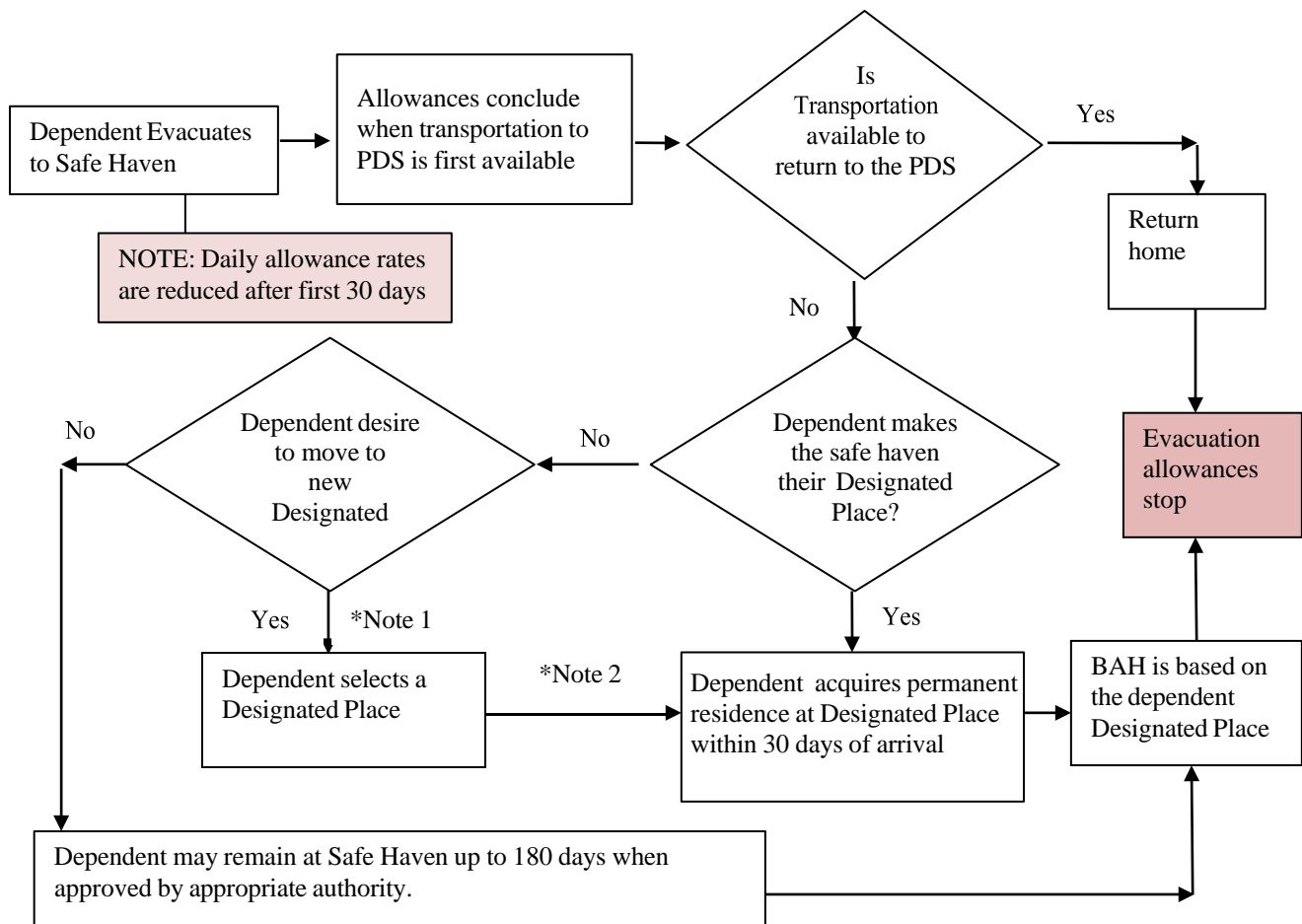
EVACUATION TRAVEL PROCESS

Order: Evacuation has been directed by appropriate authority.

AD Member/RC Member on AD travels on TDY orders:



Eligible Dependent on Evacuation orders:



Notes:

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

DEPENDENT EVACUATION ALLOWANCES WHILE AT A SAFE HAVEN

Eligible Dependents. An all-inclusive list of dependents eligible to receive evacuation allowances at an authorized safe haven location is contained in the JTR, Table 6-13 (below is a summary of the most common dependents eligible):

- Resides in the vicinity of the member's PDS.
- Temporarily absent from the member's PDS.
- Traveling to the member's PDS to include a dependent student who would have traveled to the evacuated OCONUS PDS.
- Remained at a former PDS or moved at Government expense to a designated place other than the member's current PDS, the requirement to be command-sponsored would not apply.

Note: Dependents who reside at a location other than within the vicinity of a former PDS or an authorized designated place would not be authorized transportation or evacuation allowances.

A dependent at, temporarily away, or en route to the member's OCONUS PDS, who is not command sponsored is authorized transportation only and is not authorized per diem while traveling or safe haven allowance. Transportation to the PDS after the evacuation can only be authorized by CG-1332.

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

If an evacuated dependent travels to a location other than the authorized safe haven without authorization or approval by the evacuation authority, the Standard CONUS per diem rate would apply, even OCONUS and reimbursement for transportation is limited to the costs of travel to the authorized safe haven.

A local travel allowance of \$25 per day for each family, regardless of the number of dependents is authorized when a POV was not driven to the safe haven.

Transportation of unaccompanied baggage and HHG items authorized as needed for the dependent's comfort and well-being at the safe haven are authorized. POV transportation at Government expense to a safe haven is not authorized. DLA is not authorized for travel to a safe haven location.

A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation allowance to the personal location. Safe haven allowances at the same rate as though the dependent had remained at the safe haven may be authorized.

Safe haven allowances terminate for a dependent when the evacuation order is cancelled and transportation to the PDS is first made available, on the 181st day, or NLT 30 days following dependent arrival at a designated place, whichever comes first.

Additional evacuation information to include evacuation order examples and travel voucher assistance is available on PPC Evacuation Travel Website: <http://www.dcms.uscg.mil/ppc/travel/evac/>

IMPACT ON STATION ALLOWANCES WHILE AT SAFE HAVEN

BASIC ALLOWANCE FOR HOUSING (BAH)

The applicable BAH rate continues during an evacuation. This also includes personnel residing in Public Private Venture (PPV) housing.

OVERSEAS HOUSING ALLOWANCE (OHA)

The applicable OHA rate continues during an evacuation, so long as members continue to make their housing payments for their residences.

OCONUS COST OF LIVING ALLOWANCE (OCONUS COLA)

OCONUS COLA at the with-dependent rate is terminated effective on the dependents' departure date incident to the evacuation. The member is authorized OCONUS COLA at the without-dependent rate up until the dependents return at Government expense to the member's OCONUS PDS. If a member occupies government quarters where an appropriated fund dining facility is available, OCONUS COLA is authorized at the reduced rate.

CONUS COST OF LIVING ALLOWANCE (CONUS COLA)

For members in the CONUS, CONUS COLA will remain unaffected.

DESIGNATED PLACE ELECTION

Requests to move dependents to a designated place due to an evacuation are sent to CG-1332 via member's command.

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 terminate.

SAFE HAVEN ALLOWANCES WHEN DEPENDENTS RELOCATE TO A DESIGNATED PLACE

Safe haven allowances at the designated place begin on the dependents' arrival date. A local travel allowance of \$25 per day for each family, regardless of the number of dependents is authorized when the dependent has not taken delivery of a POV transported to the designated place or did not drive a POV. Safe haven allowances to include the local travel allowance terminate on the day the dependent occupies the new permanent residence, or at day 31, whichever comes first.

HHG/POV TRANSPORTATION WHEN DEPENDENTS RELOCATE TO A DESIGNATED PLACE

A request to move dependents to a designated place incident to an evacuation authorizes travel and transportation allowances for the dependents to relocate to a designated place. Return travel from the designated place to the member's PDS may be authorized by CG-1332 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, the request should be processed as an Early Return of Dependents (ERD) for a specific reason(s) contained in the JTR, par. 050804 and CGS-JFTR, par. 5144.

HHG/POV TRANSPORTATION TO DESIGNATED PLACE

Shipment of HHG to the designated place or Non-Temporary Storage (NTS) up to 18,000 pounds is authorized in accordance with the JTR, par. 0603.

Shipment of one POV to the designated place may be authorized by:

- The order issuing authority for a dependent evacuated from an OCONUS PDS.
- CG-1332 for a dependent evacuated from a CONUS PDS when a dependent cannot drive a POV to the designated place.

When a POV has been transported to the designated place from an OCONUS PDS at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member's PCS order. Shipment of a second POV from the evacuated OCONUS locations is not authorized.

DISLOCATION ALLOWANCE (DLA)

Dislocation Allowance (DLA) is authorized if HHG were transported to the designated place. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid incident to an evacuation.

IMPACT ON STATION ALLOWANCES WHEN DEPENDENTS RELOCATE TO A DESIGNATED PLACE

When dependents relocate to a designated place, the member's station allowances are authorized as a member serving on an unaccompanied tour. Unlike an ERD (where return to PDS is not normally authorized), if conditions improve and the dependents later decide to return to the member's OCONUS PDS, there must be 60 or more days remaining on the member's tour of duty 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 remaining on their current tour.

If dependents relocate at their own expense to a place other than the member's OCONUS PDS, 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 PCS assignment will be limited to the cost of relocation from the current PDS. If dependents return to the member's OCONUS PDS at their own expense from a designated place and remain there for more than 90 days, dependent station allowances for the designated place are terminated and with-dependent housing allowances (*not to include OCONUS COLA except noted below) for the member's OCONUS PDS are started on the 91st day. In this circumstance, dependents are not command-sponsored.

*For OCONUS COLA, the requirement to be command sponsored does not apply to a member whose PDS is in a non-foreign OCONUS area if the dependents who join the member are bona fide residents of the respective non-foreign OCONUS area or civilian employees of the U.S. stationed in the non-foreign OCONUS area.

BASIC ALLOWANCE FOR HOUSING (BAH)

BAH with-dependents will be paid at the rate applicable for the designated place. BAH rate protection is not authorized for the member's PDS in cases of dependent evacuation (if the new designated place BAH rate is lower than the PDS rate, member may not select a preferred rate).

FAMILY SEPARATION HOUSING (FSH) ALLOWANCE FOLLOWING DEPENDENT EVACUATION

Unaccompanied members at an OCONUS PDS following dependent evacuation will normally be assigned to available government quarters without UPH fees being charged. Local housing authorities must certify that government quarters are not available for unaccompanied members to be eligible for an additional housing allowance at their OCONUS PDS. If eligible, unaccompanied members are authorized FSH-O, it is paid at the same rate as OHA without-dependents. FSH-O is processed in the same way as OHA, and requires valid housing expense documentation. In cases of a dependent evacuation from Hawaii or Alaska, FSH-B is authorized if government quarters are certified as not available and is payable at the BAH without-dependent rate applicable for the PDS.

OCONUS COST OF LIVING ALLOWANCE (OCONUS COLA)

OCONUS COLA at the with-dependent rate is terminated effective on the dependents' departure date incident to the evacuation. The member is authorized OCONUS COLA at the without-dependent rate up until the dependents return at Government expense to the member's OCONUS PDS. If a member occupies government quarters where an appropriated fund dining facility is available, OCONUS COLA is authorized at the reduced rate.

CONUS COST OF LIVING ALLOWANCE (CONUS COLA)

CONUS COLA at the with dependents rate for the designated place location begins on the day after per diem (safe haven allowances) terminates. CONUS COLA at the member's PDS would terminate the day prior to the start date of CONUS COLA for the designate place.

FOLLOW-ON PCS ASSIGNMENT

A member executing a PCS order from a PDS from which dependents were evacuated may be authorized PCS allowances for travel from the old PDS to the new PDS via the designated place if the dependents are relocating to the member's new PDS. Movement of the dependents from the safe haven to the new PDS is also authorized.

IDENTIFYING HOUSING IN AN AFFECTED DISASTER AREA

DISASTERS

During a disaster that affects a large area (e.g., hurricanes, tornadoes, floods, and terrorist attacks) the inclination to acquire any available leases before heavy market demand makes them unaffordable or unavailable may not be the best solution. Looking for quarters in the middle of a disaster area before disaster relief programs take hold may not be cost effective and may not provide the appropriate long-term solution. The focus should be to negotiate the return of members to existing homes when possible, even if the short-term solution (e.g., Federal Emergency Management Agency (FEMA) trailers or contract berthing) is less than ideal. If members residing on the economy request assignment to Coast Guard leased or owned quarters, they should be screened using existing criteria.

LEASED HOUSING

If the premises are destroyed by fire or by other casualty, the lease will immediately terminate. Working in concert with other emergency relief agencies, (e.g., FEMA, Red Cross, CGMA) the Local Housing Officer (LHO) can assist in locating temporary lodging until a new lease can be acquired. Follow the existing procedures for individual cost or eligibility waivers for a replacement lease.

If the premises are partially destroyed so that they are uninhabitable, the Coast Guard may terminate the lease by giving the lessor written notice within 15 days after the partial destruction. The determination to terminate the lease is made by the Leased Housing Contracting Officer (LHCO) and can be determined either by on-site assessment or by considering damage reports, repair timelines, and LHO and local command recommendations. The LHO can assist in obtaining temporary lodging until a new lease can be acquired.

If the premises are partially destroyed but repairs can be performed in a mutually agreeable amount of time, the LHO will assist in locating temporary lodging until the family can return to the lease.

GOVERNMENT OWNED HOUSING

Coast Guard Owned. Damage assessment will be made by appropriate Civil Engineering Unit (CEU) representatives or by the Damage Assessment Team (DAT). Working in concert with other emergency relief organizations, (e.g., FEMA, Red Cross), the LHO can assist in locating temporary lodging until repairs are complete and the family can return to the house. If CEU determines the house to be permanently uninhabitable, the LHO should assist the member in relocating to another available government owned house, the economy, or, if eligible, a government lease.

DoD Owned. Follow policy established by DoD as it applies to their personnel residing in government owned housing. In most cases, DoD will provide temporary lodging until housing can be repaired. If return to DoD housing is not possible, the LHO should assist the member in relocating to another available government owned unit, the economy, or, if eligible, a government lease.

MEMBERS RESIDING ON THE ECONOMY

The Coast Guard has no standing to assess real property damage to a private residence. Sources of recovery are private insurance, other disaster relief agencies and provisions in the private lease agreement. The intent is to maximize awareness of the options presented above to allow personal housing/relocation decision making as adequate community based housing after a natural disaster is often limited and hyper-expensive. In addition, the designation of a Critical Housing Area (CHA) for a disaster location adds an option for incoming personnel to request BAH and COLA for the location of their dependents.

ESTABLISHING A NEW RESIDENCE NOT IN CONNECTION WITH A PCS ORDER

LOCAL MOVEMENT OF HOUSEHOLD GOODS (HHG)

Members are authorized a locally-funded short distance HHG move or Non-Temporary Storage (NTS) at government expense when directed by competent 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. Weight limits are not imposed on short distance moves or NTS. This includes declaring housing inadequate as stipulated in the Coast Guard Housing Manual.

TEMPORARY LODGING EXPENSE (TLE)

TLE is a PCS allowance and is not authorized incident to an evacuation or for a local short distance HHG move.

TEMPORARY LODGING ALLOWANCE (TLA)

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.

DISLOCATION ALLOWANCE (DLA)

The applicable DLA (full or partial) is payable to a member authorized a local short distance HHG move at the government expense, not in connection with a PCS order. This DLA payment would be in addition to a DLA payment received for relocating dependents to a designated place.

Applicable DLA Payment:

To or From Family Type Government Quarters = Partial DLA.

Private Sector Housing to another Private Sector Housing = Full DLA with or without.

From Privatized Housing to Privatized Housing = No DLA.

From/To Privatized Housing To/From Private-Sector Housing = No DLA

If a member is displaced from their private sector residence while repairs are being made, and after repairs are completed returns to the same residence, the household has not been disestablished, and DLA is not authorized.

MOVE-IN HOUSING ALLOWANCE (MIHA)

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.

Members should closely monitor their Statements of Semi-Monthly Income ('payslips') for any impact to pay and allowances incident to the relocation of dependents.