DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC

6 October 2016

MEMORANDUM FOR ALL JB CHS PERSONNEL

FROM: Commander, Joint Base Charleston

SUBJECT: CHANGE 1 -- CONUS Limited Evacuation Order (LEO) of SC Hurricane Evacuation Zones.

1. This Change 1 to the LEO dated 5 October 2016 supersedes previous versions. Changes are noted in **bold**, underlined. This is a Limited Evacuation Order (LEO) for Joint Base Charleston personnel. Evacuees are authorized/ordered to move from a CONUS residence to the nearest available accommodations (which may be Government quarters).

2. The authority to order this LEO is located in the Joint Travel Regulations (JTR), par. 6080-B (uniformed services eligible dependents) and par. 6580 (civilian employees/eligible dependents).

3. Effective period. This order goes into effect on 5 October 2016 at 1500L and remains in effect until an order to return is released or 5 April 2017 (6 months from evac order date), or when revoked by me or a designee, whichever comes first.

a. Evacuees. Defined as uniformed service members/eligible dependents and all APF and NAF civilian employees/eligible dependents whose permanent residence is located in the evacuation area **or whose permanent residence is located outside an evacuation area but are ordered/authorized by command to evacuate**. A member must be ordered to depart the area in a temporary duty (TDY) or permanent change of station (PCS) status. Individuals assigned to Hurricane Ride Out Teams are not eligible for evacuation under this order. **Personnel who are not designated as members of a ride-out team but who are deemed mission essential or required to remain past 1500L on 5 October 2016 by their commanders to perform mission-related duties will be excused from this evacuation order until they are cleared for release by their commander**.

b. This order does not apply to personnel detailed to SPAWAR Systems Center Atlantic (SSC LANT). SSC LANT personnel should follow guidance from the activity head.

c. Evacuation Area. All evacuee residences within SC Hurricane Evacuation Zones: Southern Coast Zones A and B; Central Coast Zones A-G and I; Northern Coast Zone A-**B** as identified in the SC Hurricane Guide at: http://www.scemd.org/component/content/article/26-guides-and-brochures/142-south-carolina-hurricane-guide.

d. Safe Haven. Safe Haven locations are within a 100 mile minimum and a 500 mile maximum radius of Joint Base Charleston and located out of the projected track, Tropical Storm Warning areas, and Hurricane Warning areas, as identified by the National Hurricane Center.

e. Evacuation Reason. Hurricane Matthew with catastrophic impact, winds, storm surge, and flooding on 7 October 2016 and residual danger that makes the evacuation area dangerous and uninhabitable.

f. Accountability. Individuals will, upon arrival at their Safe Haven (evacuation) location, account for themselves and their dependents in their service's accountability system; or if not military associated, with their employer. If unable to access a computer at an evacuation location, contact the accountability system's number to report status and location. If personnel encounter issues with the use of their service's accountability system (i.e. freezing or other access issues), try launching the system in Google Chrome. If members still encounter issues using this alternate browser, call the numbers listed below.

System	Phone	Web Site
AFPAAS AF Personnel Accountability & Assessment System	1-800-435-9941	https://afpaas.af.mil
NFAAS Navy Family Accountability & Assessment System	1-800-946-9183	https://navyfamily.navy.mil
ADPAAS Army Disaster Personnel Accountability & Assessment System	1-800-833-6622	https://adpaas.army.mil

4. Military/Dependents. Upon receipt of the authorization or order, eligible military dependents are authorized travel and transportation to a CONUS evacuation/safe haven location as specified in the above-listed paragraphs.

a. Orders. This document serves as the official evacuation order. Upon return from evacuation, dependent evacuation orders will be processed on DD Form 1610 for authorized travel reimbursement. If families at the safe haven location do not have travel orders and require emergency evacuation funding, the travel orders may be prepared by the servicing military personnel office at the military installation nearest the safe haven location.

b. Travel to other than safe haven. If evacuated dependents travel to a location other than or outside of the safe haven location, transportation costs are limited to those otherwise incurred in seeking safe haven at the authorized location, and the standard CONUS per diem rate applies at that location unless the alternate location is later approved by the authorizing/ordering official (JTR, par. 6095-D6). The ordering official may encounter circumstances that warrant an amended evacuation order, e.g., to expand the counties that constitute a safe haven or address requests for exceptions to policy on a case-by-case basis in the event of individual medical or other extenuating circumstances.

c. Choice not to evacuate. Dependents that choose not to evacuate are not authorized safe haven allowances.

d. Allowances for eligible evacuated military dependents.

(1) Transportation and Per Diem en route to the Safe Haven Location (JTR par. 6090-I). Transportation and per diem are authorized for allowable travel time (excludes any personal travel time) until they reach safe haven location and return. Alternatively, the JTR authorizes reimbursement on a mileage basis when a dependent uses a Privately Owned Conveyance (POC) for one round trip from the evacuated residence to the nearest available accommodations and return. Departure and return day per diem is paid at 75% of Meals and Incidental Expenses (M&IE). If dependent travels using a POC, the applicable mileage rate is the TDY rate (currently $.56 /mile), JTR par. 2805-C1) for a Limited Evacuation.

(2) Allowances at Safe Haven (JTR, par. 6095) - Lodging & Meals/Incidental Expenses (M&IE).

(a) Lodging. Allowance is paid for commercial quarters and must be documented by a receipt. Tax for lodging in CONUS is a separate reimbursable item. There is no authorized lodging reimbursement if staying with friends and relatives (JTR, pars. 4130-G and 6095-B1).

(b) Meals and Incidental Expenses (M&IE). JTR par. 6095-D provides for a safe haven evacuation allowance rate that is based on the locality per diem for the safe haven location.

(c) Applicable Rates.

1 First 30 days: Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.

2 Days 31-180: Dependents age 12 or older receive up to 60% of locality rate. Dependents under age 12 receive up to 30% of the locality rate.

(3) Local Travel. Local travel allowances are authorized to be paid when a military dependent is receiving safe haven allowances and does not have a POC at the safe haven or the designated place. When a dependent is unable to drive a POC to the safe haven location, JTR, par. 6120 authorizes a flat transportation allowance of $25/day (regardless of the number of dependents) to cover expenses an evacuated dependent incurs for required local travel. No receipts are required.

(4) Advance military pay is authorized only when the evacuated area is specifically designated by the Secretary of Defense as an advance pay eligible location (DoDFMR 7000.14-R, Vol 7a, Ch. 32, par. 320106 and table 32-1, rule 5).

(a) Household Goods (HHG) Transportation (JTR par. 6100-B1; AFI 24-501, par. 8.1). When a dependent is directed to move to a safe haven, the member is authorized: 1) transportation of Unaccompanied Baggage for the dependents as needed for the dependent's

comfort and well-being at the safe haven. Origin may be member's CONUS PDS and/or from Non-Temporary Storage (NTS) to the safe haven.

(b) Dependents may ship up to 350 lbs. of unaccompanied baggage per dependent age 12 or older and 175 lbs. per child under age 12 up to a total of 1,000 lbs. for the member's family. (JTR, par. 6100).

e. Military Member (TDY status, PCS status or Escort status) Allowances.

(1) Escort for Dependent. TDY travel and transportation allowances, (JTR, par. 6090-G2), are authorized for a member who travels under an official order or travel authorization as an escort for an evacuated dependent who is incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances. Allowances cover travel between the member's PDS and the safe haven or designated place. Refer to JTR, par. 6090-G2b and c for allowances authorized for non-member escorts.

(2) Member TDY at time of evacuation. Authorizing Officials (e.g., Commanders) may extend the TDY orders of members who are TDY away from the PDS at the time of evacuation.

(3) Member on leave away from PDS. If the commander of a member on leave away from the PDS determines that member should not return to the PDS at the end of the leave period, that commander may, if appropriate, order the member into a TDY status at the leave point. TDY is chargeable to unit funds using the ESP code established for the evacuation.

5. Civilian Employee (and their dependents) Special Allowances during evacuation. Civilian employees may be eligible for reimbursement of costs incurred for travel, lodging, and per diem if they received an order from an eligible authorizing official IAW the JTR, Chapter 6, Part B. Allowances will only be authorized IAW this or subsequent evacuation orders from the appropriate DoD official or other listed in JTR authorizes/orders the evacuation, such as through a vocal order (VoCo) order. Local civil authorities cannot obligate the expenditure of DoD funds. NOTE: If dependents remain in the home and choose not to evacuate, special allowances for subsistence are not authorized.

a. SSC LANT personnel should refer to the SSC LANT Hotline, Webpage, and Facebook page for more information and follow guidance from their Commanding Officer.

b. Special Allowances (Subsistence Expense) (JTR, par. 6580, Sec. 550.405)

(1) Travel expenses and per diem authorized for an evacuated employee and dependents are those prescribed for TDY travel in the JTR (dependent under age 12 receives 50%), whether or not the employee or dependents would actually be covered or subject to the JTR. Per diem for an employee and dependents is payable starting on the date of departure from the evacuated area through the arrival date at the safe haven, including any en route delay that is beyond the evacuee's control that may result from evacuation travel arrangements. Subsistence expenses are determined based on the applicable per diem rate (lodging and meals) for the safe haven location.

(2) Lodging. Allowance is paid for commercial quarters and must be documented by a receipt. Lodging allowances are not authorized if staying with friends and relatives unless the traveler can substantiate additional lodging cost the host incurs (JTR, par. 4130-G2).

(3) Meals and Incidental Expenses (M&IE). Rates are based on the locality per diem for the safe haven location.

(4) Applicable Rates (unless lower rate is determined via Secretarial Process IAW JTR, par. 6580, Sec. 550.405 (b) (3)).

(a) 1st 30 days: Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.

(b) Days 31-180: Dependents age 12 or older receive up to 60% of locality rate. Dependents under age 12 receive up to 30% of the locality rate.

(c) Local Travel. There is no authority to pay a local travel allowance to civilian employees/dependents.

(d) Continuation of Salary. Regular salary continues throughout the evacuation IAW 5 U.S.C. 5523.

6. Joint Base Charleston civilian personnel will be placed on administrative leave concurrent with the execution of this order and must travel to a safe haven location IAW this order.

7. Fund Citation for Orders and Reimbursement for USAF personnel will be provided by 628 ABW/CPTS, for non-USAF personnel will be provided by the owning service.

8. Use of Government Travel Card is authorized.

9. Personnel without a Government Travel Card in need of an advance travel payment should coordinate with their servicing finance office.

10. Failure to comply with this order is a violation of Article 92, UCMJ, for military members. DoD civilians in violation of this order may be subject to administrative discipline under applicable service regulations.

11. My point of contact is Mr. James Hurley, 628 MSG/DD/843-963-7839, and Ms. Sarah Winberry/628 MSG/CES/CEX/843-963-1705.

ROBERT K. LYMAN, Colonel, USAF
Commander