



DEPARTMENT OF THE AIR FORCE  
6TH AIR MOBILITY WING (AMC)  
MACDILL AIR FORCE BASE, FLORIDA



8 Sep 2017

MEMORANDUM FOR MACDILL AFB PERSONNEL

FROM: 6 AMW/CC

SUBJECT: CONUS Limited Evacuation Order (LEO) of MacDill AFB, FL

1. This is a Limited Evacuation Order (LEO) for MacDill Air Force Base. Evacuees are authorized/ordered to move from a CONUS residence to the nearest available accommodations (which may be Government quarters) outside of evacuated areas.

2. My authority to order the LEO is Joint Travel Regulations (JTR), par. 6080-B (uniformed services eligible dependents) and par. 6580 (civilian employees/eligible dependents). This order applies to all individuals assigned to, residing on, or present on MacDill AFB.

3. Effective period. This order goes into effect on 8 Sep 2017 at 1200L and remains in effect until an order to return is released or 6 Mar 2018, which is no later than 180 days after the effective date, or when revoked by me or designee, whichever comes first. Administrative leave for eligible civilian employees is authorized for 8 Sep 2017 after 1200L and for 11 Sep 2017.

a. Evacuees: Uniformed service members/eligible dependents and all APF and NAF civilian employees/eligible dependents whose permanent residence is located in the evacuation area. A uniformed service member must be ordered to depart the area in a temporary duty (TDY) or permanent change of station (PCS) status. Individuals assigned to the Hurricane Ride Out and Recovery Teams, if activated, 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 1200L 8 Sep 2017 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. Evacuation Area: All evacuee residences within Evacuation Zone A for the Greater Tampa Bay area. Residences include all domiciles on MacDill AFB to include privatized housing, billeting/lodging, dormitories, Fam Camp, etc.

c. Safe Haven: Safe haven locations are outside of mandatory evacuation Zone A for the Greater Tampa Bay area and up to a 1,000-mile radius of MacDill AFB. Safe Haven includes any previously identified safe houses outside of the evacuation area.

d. Evacuation reason: Hurricane Irma with catastrophic impact, flooding and residual danger that makes the evacuation area dangerous and uninhabitable.

MISSION FOCUSED...VALUED AIRMEN

e. 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. Contact information below:

AF Personnel Accountability & Assessment System 1-800-435-9941  
<https://afpaas.af.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 who 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 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 \$.53/mile, JTR par. 020210 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:

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

ii. 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).

e. 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 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. If the installation commander authorizes shipment/storage of HHG, the moves must be funded through location installation support funds (O&M) and may not be charged to evacuation funding appropriations. The order authorizing the move/storage will be IAW the applicable local procedures. 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).

f. 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 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. 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)).

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

ii. 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.

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

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

6. Fund Citation for Orders and Reimbursement:

a. USAF Active Duty Officer Dependent Travel and Per Diem:

5773500 327 5710.0D 525725

5773500 327 5710.0K 525725

b. USAF Active Duty Enlisted Dependent Travel and Per Diem:

5773500 327 5810.0D 525725

5773500 327 5810.0D 525725

c. USAF Active Duty Ordered to TDY Status:

5773400 307 65TP 309010 02 40900 387700 ESP: 5D

d. USAF Civilian Employee and Dependent Travel and Per Diem: fund citation will be provided by local Civilian Personnel Office

e. For non-USAF personnel. The fund citation will be provided by their owning service.

f. Note: Local CPTS established ESP 5D for this event

7. MacDill 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.

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 or closest 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.

11. Variations authorized

12. My point of contact is Capt Paul Weatheroy, 6 CPTS/FMA, 813-828-4092.

A handwritten signature in black ink, appearing to read 'April D. Vogel', with a large loop at the top and a horizontal stroke at the bottom.

APRIL D. VOGEL, Colonel, USAF  
Commander

Attachment: Evacuation Allowance and Entitlement Info Sheet