



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

28 August 2023/10:00 AM

MEMORANDUM FOR ALL MACDILL AFB PERSONNEL

FROM: 6 ARW/CC

SUBJECT: CONUS Limited Evacuation Order (LEO) of MacDill AFB and Identified Zones.

1. This is a LEO for MacDill personnel and those residing in these evacuation zones listed in Table 1. LEO termination as evacuations are rescinded will follow.

1. Location	2. County Zones-Status	3. Effective Reimbursable Date by Zone	<i>Table 1</i>
MacDill AFB	Zone A – Ordered 1000L	28 AUG 2023	
Hillsborough	Zone A – Ordered 1000L	28 AUG 2023	
Pinellas	Zone A – Ordered 1000L	28 AUG 2023	
Pasco	Zone A – Ordered 1000L	28 AUG 2023	
Hernando	Zone A – Ordered 1000L	28 AUG 2023	
Manatee	Zone A – Ordered 1000L	28 AUG 2023	
Sarasota	Zone A – Ordered 1000L	28 AUG 2023	

MacDill AFB-assigned personnel residing in the above identified zones are **ordered** to evacuate. Zones to evacuate are mandatory at this time, and reimbursement entitlements are available as detailed below. Evacuees are ordered to move from identified MacDill area residences to available accommodations (which may be Government quarters) outside of evacuated areas up to **350 miles**.

2. My authority to order the LEO is Joint Travel Regulations (JTR), Table 6-2, para. 0601, para. 0602 (uniformed services eligible dependents), and para. 0604 (civilian employees/eligible dependents). This applies to ordered individuals assigned to, residing on, or present on MacDill AFB.

3. Effective period. This order/authorization for MacDill AFB went into effect on 28 AUG 2023 at 1000L with all personnel on MacDill AFB evacuated by 29 AUG 2023 at 1000L. This order remains in effect until revoked by me or designee. Administrative leave for eligible civilian employees is authorized as early as 28 AUG 2023 after 1000L through date ordered to return from evacuation location.

a. Mandatory Evacuees: Uniformed service members/dependents and all APF and NAF civilian employees/dependents whose permanent residence is located in the above evacuation zones. Uniformed service members must be released by their unit commander prior to departing the affected zone. Uniformed service members will be placed in temporary duty (TDY) status. Individuals assigned to the Hurricane Recovery Team 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 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. Ordered Evacuation Area: All evacuee residences within **mandatory/required** evacuation zones (Table 1), which also includes all domiciles on MacDill AFB to include privatized housing, lodging, and dormitories.

c. Safe Haven: Safe Haven locations are identified as areas outside of the Greater Tampa Bay evacuation areas subject to this order (as identified above in Table 1 above). The installation commander has authorized mileage reimbursement up to a 350-mile radius of the evacuated area and other reimbursements described below.

d. Evacuation reason: A hurricane with catastrophic impact, high winds, storm surge, flooding and residual danger that makes the evacuation area dangerous and uninhabitable.

e. Accountability: Individuals will, upon arrival at their Safe Haven/evacuation location, account for themselves and their dependents with their organization and in their service's accountability system, or if not military associated, with their employer. If unable to access a computer at a Safe Haven/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>

Navy Family Accountability & Assessment System: <https://navyfamily.navy.mil>

Army Disaster Personnel Accountability & Assessment System: <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 and authorization. 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 beyond 350 miles. If evacuated dependents travel outside of the designated radius, transportation costs are only reimbursable within the approved 350-mile radius. The standard CONUS per diem & lodging rate applies at that location unless the alternate location is later approved by the authorizing/ordering official (JTR, para. 060205). <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

c. Dependents residing on MacDill AFB are required to evacuate. Dependents off-installation are subject to county mandates. If they do not evacuate, they 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 para. 060202). Transportation and per diem are authorized for allowable travel time (excludes 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 Vehicle (POV) for one round trip from the evacuated residence to the nearest available accommodations and return. The number of POVs is limited to the number of family members of driving age. Departure and return day per diem is paid at 75% of Meals and Incidental Expenses (M&IE). If dependent travels using a POV, the applicable mileage rate is the current TDY rate in accordance with the JTR para. 020210 for an Evacuation.

(2) Allowances at Safe Haven (JTR, par. 060205, Table 6-17 Safe Haven Allowances) - Lodging & Meals/Incidental Expenses (M&IE). <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

a) Lodging allowance is paid for commercial quarters and must be documented by a receipt. Tax for lodging in CONUS is a separate reimbursement. Reimbursement cannot exceed the actual cost of lodging. There is no authorized lodging reimbursement if staying with friends/relatives (JTR para. 020303; Table 2-15, Rule 6).

b) Meals and Incidental Expenses (M&IE). JTR para. 060205 provides for a Safe Haven evacuation allowance rate that is based on the locality per diem for the Safe Haven location.

c) Lodging will be limited to combined lodging percentages of all evacuating dependents' applicable rates:

- 1 1st 30 days: Dependents age 12 and over receive up to 100% of locality rate. Dependents under 12 receive up to 50% of locality rate.
- 2 Days 31-180: Dependents age 12 and over receive up to 60% of locality rate. Dependents under 12 receive up to 30% of the locality rate.

(3) Local travel allowances are authorized to be paid when a military dependent is receiving Safe Haven allowances and does not have a POV at the Safe Haven. When a dependent is unable to drive a POV to the Safe Haven location, JTR para. 060205 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 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, Table 32-1, Rule 5).

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

(1) Escort for Dependent. TDY travel and transportation allowances, (JTR, para. 060203), 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, para. 060203 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 location. 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, para. 0604. Allowances will only be authorized IAW this or subsequent evacuation orders from the appropriate DoD official or authorized source listed in the JTR that can authorize/order the evacuation. Local civil authorities cannot obligate the expenditure of DoD funds. If dependents remain in the home and do not evacuate, special allowances for subsistence are not authorized.

a. Special Allowances (Subsistence Expense) (JTR para. 0604).

(1) Travel expenses and per diem authorized for an evacuated employee and dependents are those prescribed for TDY travel in the JTR (dependent under 12 receives 50%), whether or not the employee or dependents would 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 applicable per diem rate (see para. 12 below) (lodging and meals) for Safe Haven locations.

(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 costs the host incurs (JTR, para. 020304 and Table 2-15).

(3) Meals and Incidental Expenses (M&IE). Rates are based on the Safe Haven location's per diem.

(4) Applicable Rates for evacuating dependents (unless lower rate is determined by JTR Secretarial Process).

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

(b) Days 31-180: Dependents age 12 and over receive up to 60% of locality rate. Dependents under 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 or dependents.

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

(7) Because of the scope, uncertainty and logistical constraints associated with the hurricane, Commanders are authorized to afford their civilians wishing to evacuate voluntarily, up to two days of administrative leave in support of their travel plans outside the local area. This entitlement does not apply to civilians remaining in the local area nor those who seek shelter within the local area. Commanders should exercise good judgment and treat

each request on a case by case basis, understanding there will be instances where partial administrative leave may be granted or not granted at all.

6. 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.

7. Use of Government Travel Card is authorized. Personnel without a Government Travel Card in need of an advance travel payment should coordinate with their servicing or closest finance office.


8. 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. Individuals who ignore this order are subject to physical removal from MacDill AFB by all means necessary. Further, violation of this order renders the violator a continuing threat to the security and good order and discipline of MacDill AFB. Therefore, in addition to physical removal, violation of this order subjects the violator to barment from the installation and potential prosecution under Title 10, United States Code, Section 1382, and other laws.

9. Pets. All evacuees are responsible for ensuring all household pets, companion animals, and service animals (except those service animals assigned to ride-out team personnel, such as military working dogs), or any other animal boarded or kept on the installation, are likewise evacuated from the installation.

10. Variations authorized. Unconventional lodging is authorized not to exceed locality entitlement.

11. Per diem and lodging rates: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

12. Please direct questions regarding Hurricane Evacuation voucher processing to 813-828-5377, or [6CPTS.Evacuation.CustomerService@us.af.mil](mailto:6CPTS.Evacuation.CustomerService@us.af.mil).

  
ADAM D. BINGHAM, Colonel, USAF  
Commander

TEAM MacDill —  
BE SAFE... LET'S GO!  
V/R,  
