



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

7 Oct 2024/1430L

MEMORANDUM FOR MACDILL AFB PERSONNEL

FROM: 6 ARW/CC

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

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 LEO termination as evacuations are rescinded will follow.

<b>1. Location</b>	<b>2. County Zones-Status</b>	<b>3. Effective Reimbursable Date by Zone <i>Table 1</i></b>
MacDill AFB	Zone A - Ordered 1230L	7 OCT 2024
Hillsborough	Zones A/B - Ordered 1230L	7 OCT 2024
Pinellas	Zones A/B - Ordered 1230L	7 OCT 2024
Pasco	Zones A/B - Ordered 1230L	7 OCT 2024
Hernando	Zones A/B/C - Ordered 1230L	7 OCT 2024
Manatee	Zones A/B/C - Ordered 1230L (Zones A/B); 1430L (Zone C)	7 OCT 2024
Sarasota	Zones A/B - Ordered 1230L	7 OCT 2024
Citrus	Zones A/B - Ordered 1230L	7 OCT 2024

MacDill AFB-assigned personnel residing in the above identified zones are **ordered** to evacuate. Zones and mobile homes 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 goes into effect on 7 Oct 2024 IAW Table 1, with all personnel evacuated by 8 Oct 2024 at 1600L. This order remains in effect until revoked by me or designee. Administrative leave for eligible civilian employees is authorized as early as 7 Oct 2024 after 1230L through date ordered to return from evacuation location.

a. Mandatory Evacuees: Uniformed service members/dependents and all APF and NAF civilians employees/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 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 the applicable dates/times in Table 1 by their commanders to perform mission related duties will be excused from this evacuation order until they are cleared for release by their commander.

**CHARGE THE STORM...LET'S GO!**

b. Ordered Evacuation Area: All evacuee residences within **mandatory/required** evacuation zones (Table 1) and mobile homes within the affected counties (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. Safe Haven includes any previously identified safe houses outside of the evacuation area.

d. Evacuation reason: A hurricane with catastrophic impact, 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 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. 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 or beyond 350 mile radius, 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. 060205). 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. 060202). 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. The number of POCs 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 POC, the applicable mileage rate is the current TDY rate in accordance with the JTR par. 020210 for a Limited Evacuation.

(2) Allowances at Safe Haven (JTR, par. 060205, Table 6-17 Safe Haven Allowances) - 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, par. 020304 and Table 2-15, Rule 6).

b) Meals and Incidental Expenses (M&IE). JTR par. 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 the combined lodging percentages of all family members' applicable rates (JTR Table 6-17):

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. 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. When a dependent is unable to drive a POC to the Safe Haven location, JTR, par. 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 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. 320206 and table 32-1, rule 5 regarding members who are ordered to duty at distant stations, mobilized or deployed aboard ships for more than 30 days).

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

(1) Escort for Dependent. TDY travel and transportation allowances, (JTR, par. 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, par. 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 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, par. 0604 allowances will only be authorized IAW this or subsequent evacuation orders from the appropriate DoD official or authorized source listed in

JTR that can authorize/order the evacuation, through such means as 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.

Special Allowances (Subsistence Expense) (JTR, par. 0604).

a. 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 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.

b. 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. 020304 and table 2-15).

c. Meals and Incidental Expenses (M&IE). Rates are based on the locality per diem for the Safe Haven location.

d. Applicable Rates (unless lower rate is determined via Secretarial Process IAW JTR).

(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.

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

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

g. Because of the scope, uncertainty and logistical constraints associated with the hurricane, Commanders 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 that 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.

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

9. 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.

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

11. 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).

A handwritten signature in black ink, appearing to be 'E. V. Szczepanik', written in a cursive style.

EDWARD V. SZCZEPANIK, Colonel, USAF  
Commander

Attachment:  
Evacuation Allowance and Entitlement Info Sheet



## Hurricane Evacuation Allowances & Entitlements

**Eligibility:** All military, DoD civilians, and their dependents of sponsors who are ordered to evacuate by the 6 ARW Commander are entitled to reimbursement for actual travel performed (see the Joint Travel Regulation at: [www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf)). Following an official evacuation order, reimbursement for actual travel performed is paid to:

- 1. All Service Members (Army, Navy, Marine, Coast Guard, and Air Force) and DoD Civil Service Employees.**
- 2. Service Member's Dependents that are registered in DEERS.**
  - Member's spouse
  - Dependent children under 21 years-old
  - Children over 21 years-old that are full-time students or incapable of self-support
  - Parents who are over 51% dependent on the service member for support
- 3. Civil Service Employee Dependents**
  - Employee's spouse (if not receiving similar allowances from the government)
  - Unmarried children under 21 years-old or unmarried children incapable of self-support

**Travel Advances:** The Government Travel Card (GTC) is the legal means for personnel to fund all travel expenses. Travel advances are only authorized to a member who is listed on their Commander's or Director's travel advance exception memorandum, stating the member is not qualified to have a GTC. In addition, if member is deployed/TDY, dependent(s) is authorized to request a travel advance. The 6 CPTS will process travel advances based on the exception memorandum upon issuance of an official evacuation order.

**Travel Reimbursements:** These include mileage expenses for one round trip to a Safe Haven (*not exceeding stated distance, if specified in the evacuation order*), meals and incidental expenses (M&IE), and lodging not to exceed 100% of the locality rate per the JTR. Any expense exceeding the reimbursable amount authorized is the responsibility of the individual who incurs the expense. **SAVE YOUR RECEIPTS** for filing vouchers! Non-reimbursable expenses include, but are not limited to, pet transportation/care, home preparation, automobile repair/maintenance, ATM fees, and lodging while staying with friends or family. **Note: Lost Receipt forms will not be accepted.**

Per diem rates can be found at <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>.

**Final Settlement Vouchers:** When authorized to return to MacDill AFB, USAF personnel without dependents can file their vouchers via DTS. All other military members, DoD Civilians, and their dependents assigned to MacDill AFB will file their vouchers with the 6 CPTS. 6 CPTS will conduct mass briefings upon termination of the evacuation order. Details for these briefings will be disseminated as available to all members/dependents.



# Hurricane Evacuation Allowances & Entitlements

## Military / Dependent Entitlements

Military members **must be on orders** to receive entitlements.

- No entitlements are given for members (or their dependents) in leave status

### Entitlements:

- Transportation: One round trip TDY using current mileage rate to/from approved areas
- Lodging Rate: Based on commercial quarters within designated areas (**receipts required**) (refer to JTR 0602)
  - “Nearest” available accommodation” may include government installation
- Meals and Incidentals JTR 0602
  - 12 and over
    - o Day 1-30 =100%
    - o Day 31-180 = 60%
  - Under 12
    - o Day 1-30 = 50%
    - o Day 31-180 = 30%

**NOTE:** Only applicable to dependents that chose to evacuate. Military members must evacuate if ordered to do so

## Civilian / Dependent Entitlements

Civilians are authorized travel, lodging, and M&IE if ordered to evacuate by 6 ARW/CC (JTR 0601)

- No allowances are provided for telework status
- If local authorities order evacuation **prior to** 6 ARW/CC, no entitlements are authorized

### Entitlements:

- Transportation – One round trip TDY using current mileage rate to/from approved areas
- Local Travel – Not authorized
- Lodging Rate – Based on commercial quarters within designated areas (**receipts required**) JTR 0602
  - “Nearest” available accommodation” may include government installation
- Meals and Incidentals JTR 0602
- 12 and over
  - o Day 1-30 =100%
  - o Day 31-180 = 60%
- Under 12
  - o Day 1-30 = 50%
  - o Day 31-180 = 30%

**NOTE:** Only applicable to civilians/dependents that evacuate with evacuation order

### Contact Information

POC: 6 CPTS Evacuation Customer Service  
 Email: 6CPTS.Evacuation.CustomerService@us.af.mil  
 DSN: 968-5377/ Comm: (813) 828-5377  
 Office Address: 2610 Pink Flamingo Ave, MacDill AFB FL 33621

- No lodging reimbursement is allowed for staying with friends and relatives (JTR 0602)
- Departure and return day per diem is paid at 75%