

From: CMD-SMB-CGD-SEVEN
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SUBJ: 2019 MAJOR DISASTER EVACUATION AND PERSONNEL ACCOUNTABILITY GUIDANCE FOR THE SEVENTH DISTRICT AOR

- (a) [The Joint Travel Regulations \(JTR\), Chapter 6](#)
- (b) [Federal Travel Regulations \(FTR\), Chapter 301](#)
- (c) Personnel and Pay Procedures, PPCINST M1000.2
- (d) Personnel Accountability System (PAS) Policy, COMDTINST 3006.4 (series)
- (e) ALCGPSC 120/16, Required Use of the Travel Management Center (TMC) for Lodging
- (f) Coast Guard Supplement to the Joint Federal Travel Regulations (CGS-JFTR), Chapter 6
- (g) [PPC Travel's Website - Evacuation Order Guidance](#)
- (h) [Questions and Answers for Civilian Employees Affected by Emergency Situations, CG-121 Publication, November 2016](#)
- (i) PPC Travel Evacuation Order Guidance 2018
- (j) [CG-133 Evacuation Allowance Guidance and FAQs](#)

1. This year's evacuation guidance has several major changes from the previous year's guidance. All unit Commanding Officers and Officers in Charge shall provide training on this guidance to ensure that all Coast Guard (CG) military and civilian employees, as well as their dependents, fully understand evacuation entitlements and accountability procedures. All Coast Guard families must properly plan for a potential evacuation. Members may go to the CG Common Core, or the D7 Finance Portal Page for evacuation information and additional financial guidance; see links at the end of this message. Unit Ombudsmen should be provided a copy of this message.

2. Evacuations are authorized for the singular purpose of removing Coast Guard personnel and their families from an area threatened by unusual or emergency circumstances. Once the circumstances necessitating evacuation are no longer present, the evacuation will end. Entitlements are authorized to pay for travel, meals, and lodging incurred during these evacuations. These entitlements are not intended to offset personal property damage experienced by a natural or manmade disaster. Rather, all Coast Guard personnel are expected to exercise personal responsibility in obtaining appropriate insurance for their individual circumstances.

a. **EVACUATION AUTHORITY.** For CONUS and non-foreign OCONUS locations, only the District Commander or higher CG or DHS authority may direct an evacuation for the purpose of authorizing entitlements. The Evacuation Authority for foreign OCONUS locations is the Department of State (DoS) in consultation with the DoD. Essential military members and civilian employees may be placed on TDY orders by local commands to meet their operational requirements. All members on active duty orders and their dependents including CGHQ, DCMS, LANTAREA, PACAREA, and FORCECOM (except as indicated in paragraph 2.c), and all other CG units located within the D7 AOR are provided support during an incident and will follow the District Commander's evacuation orders. Sector Commanders remain the Incident Commander for their designated AORs during a hurricane evacuation.

b. **FOREIGN OCONUS LOCATIONS.** As per reference (a), paragraph 060101, for permanent party OPBAT members and OCONUS CG Liaison Officers, the ordering authority is the Department of State (DoS) in consultation with DoD. In the absence of DoS in the affected area or cannot be contacted in a timely manner, then the Combatant Commander, the senior commander in country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation. For all other OCONUS locations, the

District Commander may order evacuation of military members and their dependents, for the purpose of authorizing entitlements.

c. DOD INSTALLATIONS. The ordering authority for CG families residing in DOD housing is normally the DOD Installation Commander. CG families in DOD housing shall evacuate when ordered by the Installation Commander.

d. Civilian authorities may issue evacuation orders that may or may not coincide with the District Commander. Coast Guard personnel and dependents should follow direction set forth herein.

3. Early planning and robust communications are essential to execute an orderly and effective evacuation. Any unit within the Seventh District AOR anticipating circumstances, which could necessitate an evacuation of their personnel, must initiate communications with the D7 Resource Management Division (dm), Seventh District Command Center, or Area Command as soon as possible. Once the District Commander has authorized an evacuation, an authorization message will be sent via OIX. It is imperative that all units within the Seventh District AOR monitor OIX message traffic carefully, especially during hurricane season. Unit Commanding Officers and Officers in Charge shall notify the Seventh District Command Center or Area Command immediately of any mandatory civil or DoD evacuation orders affecting their AOR. In all cases, the evacuation order and entitlements only apply to those families who reside within the geographic areas or evacuation zones specified in the evacuation order. The following link can assist you in preparing for the upcoming Hurricane season.

<http://www.nws.noaa.gov/om/hurricane/index.shtml>

4. EVACUATION ENTITLEMENTS. The following is not intended to be a comprehensive listing of entitlements. All personnel are encouraged to review the Natural Disaster Allowances Guide and Evacuation Allowance FAQ's, as well as current messages on PPC's travel website (<https://www.dcms.uscg.mil/ppc/travel/>).

a. SAFE HAVENS. A safe haven may be designated as either a specific location (city, parish, state, etc.), or a mileage range (e.g. more than 50 miles but no more than 300 miles from City, ST). The evacuation authorization issued by the District Commander will specify the areas to be evacuated as well as the designated safe haven locations.

b. DURATION. The period of time during which travel allowances are granted will begin on the date evacuation is authorized, and will terminate on the date as per reference (a), paragraphs 060107, when evacuees depart the safe haven location to return to the Permanent Duty Station (PDS), or when the District Commander issues a termination order, whichever comes first. All evacuees must be aware that if they choose to evacuate their homes outside of the time period in which the evacuation was authorized, they will not be authorized evacuation entitlements.

c. ACTIVE DUTY. At the discretion of the Evacuation Authority/Command, active duty members may be placed on temporary duty (TDY) orders, or be directed to an alternate duty location (e.g. Continuity of Operations Site, Incident Command Post, etc.). Active duty members are not in an evacuation status and are not authorized evacuation allowances. All active duty members (including reserve members on active duty), will be issued temporary duty travel (TDY) orders and are entitled to mileage, and the locality per diem for the TDY location. These orders may be prepared before, during, and after storm passage by each unit's personnel and administrative office. *Active duty members traveling to locations other than the authorized safe haven, or outside of the authorized mileage (4.A) are NOT entitled to reimbursement for travel expenses. These members should be placed in a leave status.*

d. CIVILIAN. Per references (h) and (i), civilian employees and their dependents are entitled to certain benefits when an evacuation authorization is issued. Civilian employees will only be reimbursed for the cost associated with evacuation, mileage, lodging and per diem of the safe haven location. *Civilian employees must be aware that if they do not travel to the authorized safe haven, but travel elsewhere without prior written authorization for an alternate safe haven location, claims will not be paid.* If an employee's primary place of work is not habitable, employees may be placed on TDY orders to report to an alternate duty location other than their safe haven. An evacuation authorization does not constitute or imply the authority to grant administrative absences for civilian employees. Employees must report to work as directed by their command.

e. DEPENDENTS. Dependents of active duty members, reserve members on active duty orders, and civilian employees, may either evacuate to the safe haven or evacuate to a location of their choice outside of the evacuated area. Dependents are authorized mileage, lodging and per diem based on the safe haven location(s) rate, or the standard per diem rate if traveling to an alternate location. Dependents cannot use their sponsor's Government Travel Charge Card (GTCC). If the designated safe haven is authorized as a mileage range, versus a specific location, a dependent's authorized safe haven becomes the first locality in which they obtain lodging. If a dependent continues travel to another location, there is no authority to pay additional transportation and the per diem rate remains at the initial locality rate.

f. Travel from one authorized safe haven to another may only be authorized by the District Commander or his delegate.

g. USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC). Use of the GTCC is required under an evacuation authorization. Only the actual card holder is authorized to use the GTCC and only for their authorized reimbursable expenses. The card *shall not* be used for dependent expenses. Personnel should contact their unit's GTCC coordinator prior to departure to ensure they have sufficient credit limit.

h. MANDATORY USE OF THE TRAVEL MANAGEMENT CENTER (TMC). All active duty members and civilian employees who are GTCC holders shall obtain lodging through the TMC, ADTRAV, at (855) 576-4781. If ADTRAV is unable to reserve lodging, an email stating the non-availability of lodging will be required at the time the member or employee submits their travel settlement. Once ADTRAV has exhausted berthing options, then evacuee may contact a hotel directly. ADTRAV may charge dependent transportation tickets to the centrally billed account (CBA) using the travel order.

i. COST ACCOUNTING AND ORDERS. Orders for members, employees, and dependents can be prepared before, during, and after the event by each units' personnel and administrative office. Units should consult their financial chain of command for guidance on the issuance of TONOs. Units not under the District's operational control, but falling within its geographic area of operations, should contact their program sponsors for financial guidance. All TONOs, regardless of unit of origin, will utilize the Cost Center and Project Code published in the evacuation message. Specific financial guidance for each storm shall be promulgated by the D7 Area Command Finance Section Chief (FSC) under SEPCOR based on storm trajectory and projected affected areas.

5. PERSONNEL ACCOUNTABILITY AND PROCEDURES:

a. After storm passage, Coast Guard personnel and their dependents may themselves be victims requiring humanitarian, financial, legal, and/or personal assistance. Therefore, quickly obtaining 100 percent accountability for all Coast Guard personnel including active duty, selected reserves (SELRES), civilian, auxiliary, and their dependents following a significant event is critical. Personnel accountability in this context applies to all members of the Coast Guard and their dependents who are present within the

geographically affected area (e.g. members on leave, attending training, post graduate school, etc). Commanding Officers and Officers in Charge are responsible for the accountability of their personnel through the use of the Coast Guard Personnel Accountability and Assessment System (CGPAAS). Units requesting the issuance of an Order to Account (OTA) should contact D7 Resource Management Division (dm), Seventh District Command Center, or Area Command. Subsequent to the OTA being issued, units' Commanding Officer Representatives (CORs) will be responsible for updating CGPAAS and tracking accountability of their unit personnel.

b. During an evacuation, all evacuees, regardless of where they chose to evacuate to, must check in with their unit's accountability team and report any change in status or additional needs. Units shall ensure that all evacuees are provided numbers for their unit's accountability team in advance of evacuation movements. Each unit shall track evacuee information (at a minimum, location, phone number while evacuated, personal email address, future intentions, and any special needs) and provide its members additional guidance and updates as necessary. Evacuee information shall be reported through the chain of command's CGPAAS COR hierarchy to the District Accountability Team daily. Units not under the District's operational control, but falling within its geographic area of operations, shall report the status of their evacuees through their chain of command's CGPAAS COR hierarchy to the District Accountability Team. Further accountability requirements are set forth in reference (d).

c. If an Order to Account (OTA) is issued through CGPAAS, all personnel, regardless of evacuation status or unit assigned, shall report their status, and that of their dependents, without delay. Any personnel who are evacuated or otherwise displaced, shall log into CGPAAS, <https://cgpaas.uscg.mil>, and report their displaced location. This can be completed through any Internet enabled device (smart phone, tablet, etc.).

d. **IMPACT ASSESSMENTS:** Each unit should begin assessing the impact to their personnel as soon as practicable and report this information to their chain of command.

6. **COMMUNICATIONS:** In order to avoid redundant and potentially conflicting alerts, Sectors and other major commands are encouraged to coordinate all Alert Warning System (AWS) messages with their District staffs or Area Command.

7. **ADDITIONAL INFORMATION:**

- a. CGCC D7 Finance: <http://cglink.uscg.mil/1767f61a>
- b. D7 Personnel Accountability Unit (PAU) Leader: PERS2 Barbie Ogo (305) 415-6705
- c. D7 Resources: CDR Thomas Gill (305) 415-6702
- d. D7 Finance: LCDR Edwin Ortiz (305) 415-6710
- e. D7 Area Command (AC) IMT: (305) 415-7097 or (800) 582-5943

8. Internet release is authorized.

9. RADM P. J. Brown, Seventh District Commander, sends.