

D7 AOR
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2

SUBJ: 2017 HURRICANE EVACUATION POLICY, SAFE HAVEN INFORMATION AND
FINANCIAL GUIDANCE FOR D7
AOR.

1. During Hurricane Matthew in the fall of 2016, over 3,000 members and their dependents were successfully evacuated from the southeast of the United States. Following these processes and guidance will ensure the smooth and safe evacuation of you and your dependents should the need arise again. This message sets forth the 2017 Hurricane Evacuation Policy, financial guidance, and the pre-designated safe haven sites within the D7 AOR. Additionally, this message promulgates hurricane evacuation entitlement guidance for CG military on active duty orders, their dependents, and civilian employees, and outlines the function of the Personnel Support Team (PST). Unit Commanders shall ensure all members and dependents fully understand this policy, their responsibilities and evacuation entitlements. All Coast Guard families must properly plan for an evacuation and execute the plan. For the most up to date information and to stay informed during an evacuation, members may go to CG Base Miami Beach's (BMB) website for Personnel Support Team (PST) and evacuation information as well as the CG Common Core (CGCC), D7 finance portal page for additional financial guidance, see links at the end of this message. Unit Commanders should hold training to ensure that all members and dependents fully understand these entitlements. Ombudsmen should be provided a copy of this message.

2. Evacuation policy and procedures:

a. Ordering authority. Only the District Commander or higher CG or DHS authority may order evacuation of dependents for the purpose of authorizing entitlements. Military members and civilian employees may be placed on TDY orders. All members on active duty orders and their dependents including CGHQ, DCMS, LANTAREA, PACAREA, FORESCOM, JIATF-S, 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.

(1) OCONUS. For permanent party OPBAT members and OCONUS CG Liaison Officers, the ordering authority is the State Department. In the absence of State Department presence, the senior military commander in country serves as the ordering authority. The District Commander, in the absence of a State Department order, may order the evacuation of dependents. For all other OCONUS locations, the District Commander may order evacuation of military members and their dependents, for the purpose of authorizing entitlements.

(2) 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. For evacuation entitlements, the District Commander will send a message authorizing entitlements for CG families, to be effective upon the DOD order to evacuate.

(3) Evacuation orders issued by states and counties may not always seem reasonable or make sense, but should be followed. The following links can assist you in preparing for the upcoming Hurricane season. <https://www.ready.gov/hurricanes>
<http://www.nws.noaa.gov/om/hurricane/index.shtml>

b. Evacuation authorization order procedures.

(1) Sector Commanders and Air Station Commanding Officers shall notify the D7 Area Command

(AC) IMT of any mandatory civil or DOD evacuation order affecting their AORs.

(2) The District Commander authorizes an evacuation for specified geographic areas or evacuation zones and the D7 AC sends an evacuation authorization message.

A Sector Commander

or AIRSTA CO may request to evacuate based on local experience and as conditions dictate.

However, this must be authorized by the District Commander for entitlement purposes, and an

evacuation authorization must be generated by the D7 AC IMT. 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.

3. Pre-designated safe haven sites:

AOR Safe haven

Greater Miami Orlando/Kissimmee, FL

Key West Orlando/Kissimmee, FL

St. Petersburg Orlando/Kissimmee, FL

JAX/Mayport Atlanta, GA

3

(units north of and including STA Ponce de Leon Inlet)

JAX/Mayport Orlando/Kissimee, FL

(units south of STA Ponce de Leon Inlet)

Savannah Atlanta, GA

Charleston Atlanta, GA

Georgetown, SC Greenville, SC

Note 1: The U.S. Virgin Islands will evacuate to Puerto Rico. Sector San Juan and Air

Station Borinquen do not evacuate.

4. Evacuation safe havens and entitlements:

a. The evacuation authorization order issued by the District Commander will specify the areas

to be evacuated as well as the designated safe haven. CG active duty, reserves on active

duty, civilian employees, and all dependents are encouraged to make their hotel reservations

prior to arrival at the safe haven site. Personnel should be prepared to incur several days

worth of lodging and meals without reimbursement from evacuation

entitlements. Dependents

should ensure that they have enough cash/personal credit cards available to secure several

days worth of lodging. Once an evacuation order has been issued by the District Commander,

members with Government Travel Charge Cards (GTCC) may use them to secure lodging. Dependent

expenses: Members SHALL NOT use their GTCC for dependent expenses.

Transportation tickets

for dependents must be charged to the Centrally Billed Account (CBA).

Lodging and meals

other than for the actual cardholder shall be procured using authorized travel advances.

Commands should review their dependent evacuation procedures to ensure they are aligned with

this policy. Use of travel advances and personal credit cards or the debit card program

contained in chapter 3 of Government Travel Charge Card (GTCC) Program Policies and

Procedures, COMDTINST M4600.18 should be employed to facilitate the timely and safe

evacuation of dependents during emergency situations. The list of the current 8 commands

with debit card accounts is available at the Personnel Service Center's Business (PSC-BOPS)

website under the debit card tab.

b. Pre-designated safe haven sites are not mandatory, but highly encouraged. The decision to

mandate active military personnel to utilize pre-designated safe haven sites rests with

Sector Commanders or Air Station CO's. For personnel accountability, reconstitution, and support to CG members and their families, there are distinct advantages to ensuring all

military personnel are evacuated to pre-designated safe havens.

c. Unless directed otherwise, military members may elect to evacuate to a non-designated safe haven area (i.e., family, friends), but will be reimbursed only to the extent of round-trip travel from home to a designated safe haven area and per diem allowances. Similarly, food and lodging costs will be reimbursed not to exceed the published per diem rate for the

designated safe haven site for the time the evacuation order is in effect. Costs incurred

beyond those mentioned above will not be reimbursed. Member/employee TDY orders must reflect

a TDY site. The travel claim will be returned by PPC (tv1) when the member travels to an

alternate location not within the vicinity (50 miles) of the TDY site.

Travel cannot be paid

if the member traveled to a location not listed on the orders. If the order is amended, the

member will receive the locality per diem rate for the amended order location.

d. Voluntary evacuation: while the District Commander's evacuation order will normally be

issued only after mandatory evacuation areas are established, dependents and non-essential CG

employees may choose to evacuate sooner. If the District Commander subsequently issues a

mandatory evacuation order, expenses will only be reimbursed for the period of time that a

mandatory CG evacuation order is in effect for the area in which their home is located.

5. Financial accounting for evacuation entitlements:

a. Entitlements begin when evacuation orders are issued and will cease when evacuees return

to habitable dwellings at, or near, their duty station and when the District Commander issues

a termination order. "Habitable dwelling" is defined as no major damage to structure,

basement, foundation, roof, and no flooding or previous flooding, no collapsed walls or walls

penetrated by large objects, and the following utilities in good working order: electricity,

potable water, and heating source in winter months. Affected members and their dependents

should check in with the PST to obtain travel orders which will authorize reimbursement for

travel entitlements as authorized in the evacuation order. Affected members who evacuate to

an alternate location should also check in with the PST. Location and time of arrival for

4

the PST will be released when an evacuation order is given and included in the evacuation

message along with an initial list of hotels with room availability.

Information and contact

numbers for evacuees will be available at the BMB website. In most cases, evacuation orders

are issued at the designated safe haven by the PST, and provided directly to the evacuees to

expedite travel claim submission. Evacuation orders for dependents are typically prepared by

the BMB PST and all other TDY orders can be prepared before, during, and after storm passage

by designated POCs located at each unit. Please refer to the D7 IMT Finance Job-Aid as well

as the POCs tab within the D7 IMT Finance Tracker excel spreadsheet for more information.

b. In all situations, evacuees will be required to provide detailed receipts for lodging in

order to receive lodging expenses reimbursement. In the case that evacuees do not report to

the safe haven and instead choose an alternate location, it is incumbent upon them to check

in with the PST for assistance with the CG Personnel Accountability and Assessment System

(CGPAAS) and their travel orders. If a spouse and/or dependents do not travel to the

authorized safe haven, but travel elsewhere without prior written authorization for an

alternate safe haven location, the standard CONUS per diem rate applies, even if travel is

OCONUS.

c. Safe havens are not pre-designated for OCONUS units with the exception of the U.S. Virgin

Islands which normally evacuates to Puerto Rico. If an evacuation order is authorized for

OCONUS command and CONUS is listed as the safe haven (versus a specific locality), members

will be paid the published per diem rate for the location they are evacuated to. In most

cases, the evacuation destination is pre-determined based on C-130 mission assignment or

soonest available commercial air transportation. Again, evacuees will be required to provide

detailed receipts for lodging in order to receive lodging expenses reimbursement.

d. Evacuation orders will annotate specific accounting data to utilize for each individual

storm for evacuation entitlements only.

e. 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. The District will fund all evacuation/TDY orders when all of the conditions outlined in paragraph 2 have been met. The District will also fund costs to re-deploy aviation and small boat assets and crews for hurricane response, rescue and recovery operations and reconstitution of field commands. All other hurricane related costs, including repairs, rebuild, storm damage recovery, advance movement of assets before a storm, hurricane supplies, equipment, and services not covered by the CEU or other funding sources, require FSC approval for reimbursement. Please refer to the D7 IMT Finance Job-Aid as well as the procurements tab within the D7 IMT Finance Tracker excel spreadsheet for more information.

f. After storm passage, all CG personnel shall report their status to their command via CGPAAS. The PST can assist members to report their status. Members should also contact their local chain of command for their recall status.

g. CG active duty personnel, CG reserves on active duty, and CG civilian employees will be issued TDY orders to cover authorized evacuation entitlements. These orders should be prepared by the D7 PST at the safe haven. It is imperative that evacuated personnel contact the PST once they have arrived at their safe haven, and check in daily by 1100 for updates. Travel claims shall be filed as soon as practicable. If the damage is significant, the PST will be deployed to the affected area and will assist authorized evacuees with their TDY claim.

6. Pets are not normally allowed on Coast Guard aircraft, in community shelters, most hotels or DOD installations. Members must make alternate plans for their pets. Pet friendly hotels fill quickly. You are encouraged to make your plan now, know what is available should you need to evacuate, and make reservations in advance of your arrival.

7. Evacuations may be ordered before and in rare circumstances, after a hurricane. Poststorm evacuations may be ordered when conditions are such that people cannot return to safe and habitable dwellings in a reasonable period of time.

8. Personnel Support Team (PST): The PST will provide a wide range of personnel support

services for personnel displaced by an emergency evacuation order issued by the D7 District Commander. The PST provides the following services at the safe haven facility: starts travel entitlement process and issues TDY orders, coordinates employee assistance programs, provides personnel accountability assistance using CGPAAS, provides daily informational briefs, and in

5

exceptional cases issues debit cards and assists with locating lodging. The PST has established relationships with the Visitor's Bureau and local hotels near the designated safe haven and maintains a listing of hotels with availability. An initial list of hotels with availability will be included in the evacuation order. When deployed to the affected area, the PST can provide travel claim submissions, Coast Guard Mutual Assistance applications, and Work-Life support. Depending on severity of damage, additional personnel may be sent to assess damages to government owned/leased housing, assist with relocating displaced families from government housing, and assist with household good damage claims for members in government housing.

9. Site information:

CGCC D7 Finance: <http://cglink.uscg.mil/32340517> BMB Hurricane and PST information:

<http://www.uscg.mil/BaseMiamiBeach/Hurricane.asp>

CGPAAS website: <https://cgpaas.uscg.mil>

Personnel Service Center (PSC-BOPS): <http://www.uscg.mil/psc/bops/govtrvl/>

10. POC information:

D7 Personnel Accountability Unit (PAU) Leader: CW02 Barbie Ogo (305) 415-6705

D7 Resources: CDR Erik Jensen (305) 415-6702

D7 Finance: LCDR Efren Lopez (305) 415-6717

D7 Area Command (AC) IMT: (305) 415-7097 or (800) 582-5943 D7/BMB

Logistics: LCDR Bill

Wickline (305) 535-4414 Personnel Support Team (PST): (305) 440-9729 11.

Internet release