



# NAVAL POSTGRADUATE SCHOOL EVAC FAQ

## Reimbursement of Costs During Mandatory Fire Evacuation

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### Who is authorized?

*Civilian Employees, Service members, and their dependents subject to mandatory evacuation orders related to California wildfires beginning 18 August 2020.*

### What about dependents?

*Yes, as defined by 31 USC §401 and JTR Appendix A definition of a Dependent*

### What is reimbursable?

*Per Diem and transportation to/from the prescribed Safe Haven location of Monterey, CA.*

### Are their limits?

*Yes - Children under 12 receive 50% of Per Diem*

### Who are the key points of contact?

*LTJG Chris Miller, Mike Ward, and Vincent Carr*

### How do I submit a claim?

*The Travel Office will coordinate with you on an individual basis to issue orders for both the Service member/employee and a dependent evacuation order that covers all eligible dependents.*

### Can I use my Travel Card?

*Yes. As you will be issued TDY orders (entered into DTS for you by the Travel Office), this is considered official travel and use of the travel card is necessary (if possible).*

### Where can I stay?

*You may choose to stay with friends/family, camp site, RV park, hotel, or leased housing. Reimbursement is done on an actual basis NTE the per diem rate for Monterey, CA (Until 8/31: Lodging=\$223/nt, M&IE=\$76/day - After 8/31: Lodging=\$161/nt, M&IE=\$76/day)*

### How long can I stay?

*The earliest of your actual return to your residence, 48 hours after mandatory evacuation order is lifted for your habitable residence, or 20 September.*



**What you can do to support/expedite processing?**

*Please contact the Travel Office with your name, address, date you returned to your residence, and the names, DOB, and category (Spouse/Son/Daughter) of each dependent affected by the mandatory evacuation. This is sensitive information so it should be sent securely (i.e. encrypted mail) to [vacarr@nps.edu](mailto:vacarr@nps.edu).*

**What is Weather and Safety Leave and how do I apply for it?**

*Under 5 CFR 6329c, Weather and Safety Leave may be granted to employees without loss or reduction of pay, if an employee, or group of employees, is prevented from safely traveling to or performing work at an approved location. As a result of the mandatory evacuation orders due to fires in the county, if employees are unable to telework due to the nature of the work that they perform and/or due to their approved alternate work location is no longer available due to the evacuation order. Others may be able to telework to some degree, but not enough to substantiate a full-time telework schedule. In those instances, HRO will work with you and your supervisors to determine the appropriateness of Weather and Safety Leave and to what degree it should be exercised.*

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**Evacuation Travel Voucher Assistance**

**I. Evacuation, what is it?**

Evacuation is defined in the Joint Travel Regulation Chapter 6, Parts A (OCONUS) and B (CONUS). Evacuation must be caused by unusual or emergency circumstances such as war, riots, civil uprising or unrest, adverse political conditions, denial or revocation by a host government of permission to remain, national or natural disasters, epidemics, or similar conditions of comparable magnitude.

The order to commence an emergency evacuation will be issued by the appropriate Navy Regional Commander. This official determines whether a limited or full evacuation is required. Once the Regional Commander has issued the order to evacuate, it is the Individual Commanding Officer’s responsibility to issue Evacuation Authorizations (orders) to dependents of active duty military members and of its civilian employees. The Individual Commanding Officers will also issue Temporary Duty (TDY) orders to its active duty military members and its civilian employees.

1. **Full** evacuation defined – the authorized/ordered movement or departure of dependents from one area to another (both areas may be in the same city or each may be in a different city). Primarily used where geographic areas expect or suffer extraordinary storm damage.
2. **Limited** evacuation defined – the authorized/ordered movement of member’s dependents from their residences to the nearest available accommodations which may be government quarters). Used primarily for the temporary avoidance of severe weather (hurricanes, floods, ice storms, etc.).  
INCONUS Settlement: U6051-E Defined, U6053-I Transportation, U6054-D Per Diem

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## II. Safe Haven

In response to wildfires spreading throughout Monterey and surrounding counties, all NPS personnel and their dependents who reside in areas subject to mandatory evacuation orders issued by state or local officials in counties of Monterey, San Benito, San Luis Obispo, or Santa Cruz are ordered to evacuate and proceed to within 50 miles of Monterey, CA, the designated remote safe haven, or up to 100 miles from home if not located in Monterey County.

## III. Evacuation Allowances

Per diem is payable to offset the extra cost of lodging, meals and incidental expenses incurred during a period of evacuation. Members – ordered to evacuate are paid at regular TDY entitlements.

### Dependents

- Dependents are authorized (1) round trip from the evacuation site to the designated safe haven and return. Mileage will only be paid up to NTE the distance from the evacuation site to the designated safe haven and back as determined by the Defense Table of Distance. Mileage is reimbursed to only the owner/operator and not passengers.
- Dependents who are in the absence of a POV at the safe haven, dependents are authorized local travel allowances paid at a rate of \$25.00 per day, per family, to help offset the expenses incurred for required local travel between the dependents' place of lodging at the safe haven and medical/dental appointments, finance office, family support service center, commissary, pharmacy, post office and similar destinations in the local area. This allowance is to help offset travel expenses if any and not a daily allowance. This allowance cannot be paid for reimbursements for expenses incurred by renting a motor vehicle.
- Per Diem begins on the date dependents arrive at the safe haven.
- First 30 Days. Dependents age 12 and over are given per diem and M&IE at the rate of 100% for the first 30 days. Dependents under the age of 12 are given per diem and M&IE at the rate of 50% for the first 30 days.
- After the first 30 days. Beginning on the 31st day, dependents 12 and over are given per diem and M&IE at the rate of 60% and dependents 12 and under are given per diem and M&IE at the rate of 30%.
- Entitlements completely stop after 180 days. If dependents are ordered to move to another safe haven, the 180 day clock will restart. If dependents choose to move to another safe haven, the 180 clock remains in effect and entitlements are paid up to NTE the rate of the designated safe haven.

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## IV. Miscellaneous Expenses

- Dependents are authorized reimbursable transportation expenses while enroute to Safe Haven or returning to PDS only.
- Typically this would only mean tolls
- Dependents are only entitled to other reimbursable expenses as required and approved by the Order Issuing Authority on the orders/authorization.
- Typically this would mean the sponsor's command authorizes health/location phone calls to ensure the location and health of evacuees.
- Any other reimbursable expense would have to be approved by Pers-130.
- Laundry, communication fees, phone calls, parking, etc.

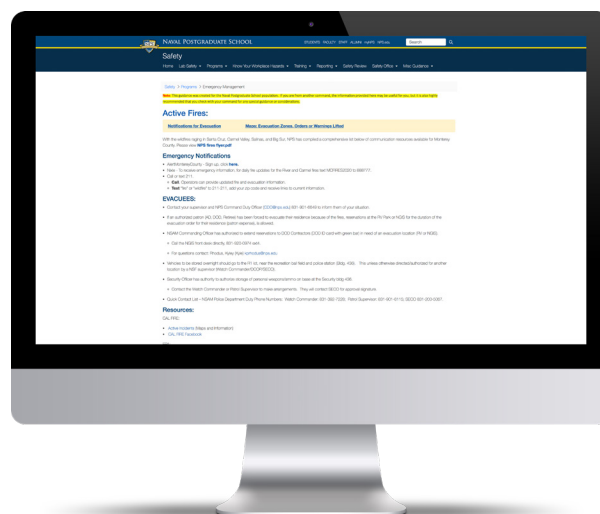
**For the following allowances, please refer to:** Joint Travel Regulation Chapter 6

- Escort Allowances, House Hold Goods, Personally Owned Vehicle, Housing, Family Separation Allowance and Dislocation Allowance.

## V. Required Forms

- **DD form 1610** (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL)  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1610.pdf>
- **DD form 1351-2** (TRAVEL VOUCHER OR SUBVOUCHER)  
<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>
- **SF 1199A** (Direct Deposit Sign-Up form)  
[Direct Deposit Sign-up Form SF 1199A](#)

## Updates



[nps.edu/web/safety/emergency-management](https://nps.edu/web/safety/emergency-management)