



DEPARTMENT OF THE AIR FORCE

8 October 2018

MEMORANDUM FOR ALL TYNDALL AIR FORCE BASE PERSONNEL

FROM: 325 FW/CC

SUBJECT: CONUS Evacuation Order (EO) for All Individuals Assigned to Tyndall Air Force Base for All Individuals

1. This is a Evacuation Order (EO) for Tyndall AFB personnel. Evacuees are ordered and/or authorized to move from a CONUS residence to the nearest available accommodations (which may be Government quarters).
2. See below (paragraphs 11-12) for additional evacuation order guidance for all individuals present on Tyndall AFB property.
3. The authority to order this EO is located in the Joint Travel Regulations (JTR), par. 0601, Table 6-2 and par. 0602 (uniformed services eligible dependents) and par. 0604 (civilian employees/eligible dependents).
4. Effective period. This order goes into effect on 8 October at 1630 CST and remains in effect until an order to return is released or 8 April 2019 (6 months from evac order date), or when revoked by me or designee, whichever comes first.
 - a. Evacuees. Defined as uniformed service members/eligible dependents and all APF and NAF civilian employees/eligible dependents whose permanent residence is located in the evacuation area or whose permanent residence is located outside an evacuation area but are ordered by command to evacuate. A member must be ordered to depart the area in a temporary duty (TDY) or permanent change of station (PCS) status. Individuals assigned to Hurricane Ride Out Teams 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 1500 CST on 9 October 2018 by their commanders to perform mission-related duties (and their dependents) will be excused from this evacuation order until they are cleared for release by their commander.
 - b. This order applies to all individuals assigned to, residing, or present on Tyndall AFB. This specifically includes military or civilian employees who are assigned to Tyndall AFB but who reside off Tyndall AFB in the civilian community. The commander or head of a defense activity in the grade of O-6 or above or the civilian equivalent under DODI 1400.25-V610, Enclosure 3, Sec 2(a)(2), or an official authorized under JTR para. 0602 or 0604, may issue additional orders/guidance to his or her personnel related to procedures for orderly evacuation and reimbursement of allowances. Such additional orders/guidance shall be coordinate with the Tyndall AFB Commander and the Tyndall AFB Emergency Operations Center Director before

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issuance. Such coordination, at a minimum, shall include a by-name list of all personnel not departing an "Evacuation Area" as defined in paragraph 4(c) of this order, details of their location (address), and their contact information (telephone number). Such additional orders/guidance will be in writing and included as an Annex thereto.

c. Evacuation Area. All evacuee residences within Bay County zones A, B, and C as described by Bay County Emergency Mangement.

See para. 4(a) for those evacuees whose permanent residence is location outside an evacuation area.

d. Safe Haven. Safe Haven locations are within a 100 mile minimum and a 500 mile maximum radius of Tyndall AFB and located out of the National Hurricane Center's projected track (and cone of uncertainty), Tropical Storm Warning areas, and Hurricane Warning areas, as identified by the National Hurricane Center. If an evacuee cannot find reasonably available Safe Haven location within a 500 mile radius, they may travel and remain at a location that is approved by the evacuee's squadron commander or designee.

e. Evacuation Reason. Hurricane Michael with catastrophic impact, winds, storm surge, and flooding is expected to reach Tyndall AFB on or about 10 October 2018 and residual danger that makes the evacuation area dangerous and uninhabitable will remain for some time.

f. Accountability. Individuals shall, upon arrival at their Safe Haven (evacuation) location, account for themselves and their dependents in their service's accountability system. If unable to access a computer at an evacuation location, inform your chain of command via whatever means available. If personnel encounter issues with the use of their service's accountability system (e.g. freezing or other access issues), try launching the system in Google Chrome.

System	Web Site
AFPAAS AF Personnel Accountability & Assessment System	https://afpaas.af.mil
NFAAS Navy Family Accountability & Assessment System	https://navyfamily.navy.mil
ADPAAS Army Disaster Personnel Accountability & Assessment System	https://adpaas.army.mil

5. 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 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, 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. 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 that 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 the 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. These allowances are the same allowances as those authorized for a PCS. 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. 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 TDY rate (currently \$.545 /mile), JTR par. 020210) for an Evacuation.

(2) Allowances at Safe Haven (JTR, par. 060205) - Lodging & Meals/Incidental Expenses (M&IE).

(a) Lodging. Allowance is paid for commercial quarters and must be documented by a receipt. Receipts are mandatory. Tax for lodging in CONUS is a separate reimbursable item. There is no authorized lodging reimbursement if staying with friends and relatives (JTR, para. 060205-B.2(3)).

(b) Meals and Incidental Expenses (M&IE). JTR par. 060205-B provides for a safe haven evacuation allowance rate that is based on the locality per diem for the safe haven location.

(c) Subject to the Applicable Rates below, allowances for Lodging/M&IE are paid for each eligible evacuee. For example, if a family of four (member, spouse, dependent child aged 14, dependent child aged 8) evacuate to an area with a per diem rate of \$50 and a maximum lodging rate of \$100 per day, reimbursement would be as follows:

(i) Per Diem MI&E total = \$175, which is \$50 for the Member, \$50 for the Spouse; \$50 for the 14 year old, and \$25 for the 8 year old.

(ii) Lodging Per Diem total = \$350, which is \$100 for the Member, \$100 for the Spouse, \$100 for the 14 year old, and \$50 for the 8 year old. NOTE: Lodging reimbursement cannot exceed the actual cost of lodging. In this example, if the actual lodging expense were \$300 per night, the lodging reimbursement would be limited to \$300 per night.

(d) Applicable Rates.

1 First 30 days: Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.

2 Days 31-180: Dependents age 12 or older receive up to 60% of locality rate. Dependents under age 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 or the designated place. When a dependent is unable to drive a POC 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 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. 320106 and table 32-1, rule 5).

(a) Household Goods (HHG) Transportation (JTR par. 0603; AFI 24-501, par. 8.1). When a dependent is directed to move to a safe haven, the member is authorized: 1) transportation of Unaccompanied Baggage for the dependents as needed for the dependent's comfort and well-being at the safe haven. Origin may be member's CONUS PDS and/or from Non-Temporary Storage (NTS) to the safe haven.

(b) Dependents may ship up to 350 lbs. of unaccompanied baggage per dependent age 12 or older and 175 lbs. per child under age 12 up to a total of 1,000 lbs. for the member's family. (JTR, par. 0602).

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.

6. 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 when they received an order from an eligible authorizing official. Allowances will only be authorized IAW this or subsequent evacuation orders from the appropriate DoD official or other listed in JTR authorizes/orders the evacuation, such as through a vocal order (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.

a. Special Allowances (Subsistence Expense) (JTR, para. 060408-B1, Sec 550.405)

(1) Travel expenses and per diem authorized for an evacuated employee and dependents are those prescribed for TDY travel in the JTR (dependent under age 12 receives 50%), whether or not the employee or dependents would actually be covered is 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.

(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 cost the host incurs (JTR, par. 60402-B).

(3) Meals and Incidental Expenses (M&IE). Rates are based on the locality per diem for the safe haven location.

(4) Applicable Rates (unless lower rate is determined via Secretarial Process).

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

(b) Days 31-180: Dependents age 12 or older receive up to 60% of locality rate. Dependents under age 12 receive up to 30% of the locality rate.

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

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

7. Tyndall AFB 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.
8. Fund Citation for Orders and Reimbursement for USAF personnel will be provided by 325 CPTS, and for non-USAF personnel will be provided by the owning service.
9. Use of Government Travel Card is authorized.
10. Personnel without a Government Travel Card in need of an advance travel payment should coordinate with their servicing finance office.
11. Joint Base Evacuation: In the interest of protecting the security and mission of the installation, and the health, welfare, safety and security of all individuals present on the installation, as well as to generally support good order and discipline, all individuals (whether military affiliated or civilians) present on Tyndall AFB who are not mission essential (and their dependents) or detailed to hurricane ride-out teams (not to include dependents) are also ordered to evacuate. This order covers all Federal property encompassing Tyndall AFB, including but not limited to Short Stay, FamCamp, and privatized housing on the Air Base and Weapons Station. Individuals who ignore this order are subject to physical removal by all means necessary. Further, violation of this order renders the violator a continuing threat to the security and good order and discipline of Tyndall AFB. As such, in addition to physical removal, violation of this order subjects the violator to barment from any military installation for a period of up to 5 years, and potential prosecution under Title 10, United States Code, Section 1382 or other laws.
12. Pets. All evacuees are responsible for ensuring that all household pets, companion animals, and service animals (except those service animals assigned to ride-out team personnel; e.g. military working dogs), or any other animal boarded or kept on the installation, are likewise evacuated from the installation. Such animals include but are not limited to dogs, cats, birds, rodents (including rabbits), fish, or turtles.
13. 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 under applicable service regulations. Civilians in violation of this order are subject to barment.
14. My point of contacts are Lt Col Daniel Watson, 325 FW/SJA, DSN 523-4681 and Maj Anthony George, 325 CPTS, DSN 523-3265.



BRIAN S. LAIDLAW, Colonel, USAF
Commander