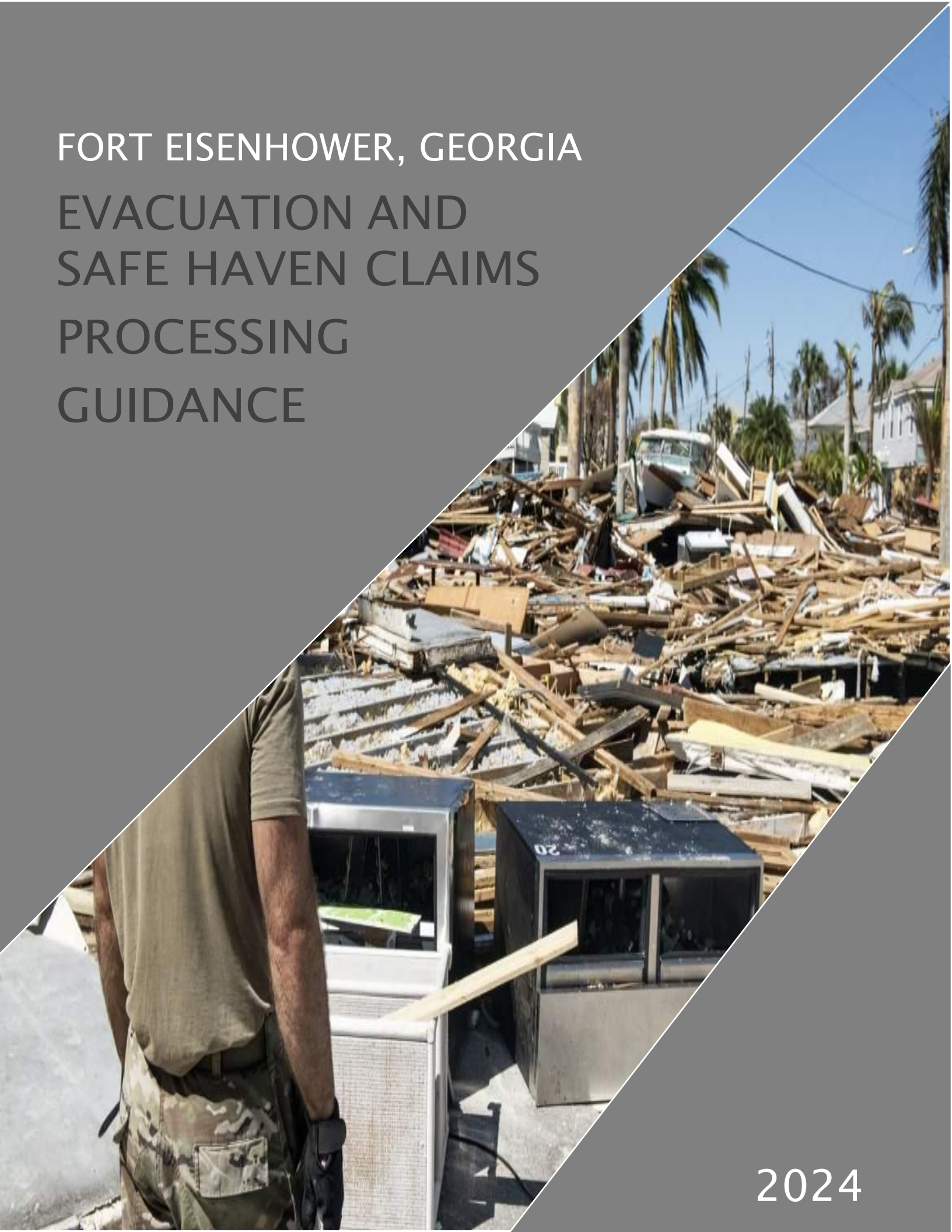


FORT EISENHOWER, GEORGIA
EVACUATION AND
SAFE HAVEN CLAIMS
PROCESSING
GUIDANCE



2024

Hurricane Helene Evacuation Allowances, Entitlements & Voucher Process

Purpose: In response to impacts and aftermath of Hurricane Helene, the Commanding General (CG) of Fort Eisenhower, Georgia (FEGA) issued an evacuation order to allow for Service Members (SM), DoD Civilians and their families affected to evacuate to increase access to power, potable water and active sewage capabilities. Those that evacuated are entitled to compensation in accordance with the Joint Travel Regulation (JTR); this guide serves as information regarding the allowances, entitlements and voucher processing.

Eligibility: All military, DoD civilians, and sponsored dependents who evacuated under the evacuation guidance published by the FEGA CG are entitled to reimbursement for actual travel performed. 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 Reimbursements: These include mileage expenses for one round-trip to a Safe Haven (not exceeding stated distance 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.**

Final Settlement Vouchers: At the revocation of the evacuation order, FEGA DoD Civilians, and their dependents that evacuated will file their vouchers via designated installation support services; service members will file via DTS. Details will be disseminated as available to all members/dependents. Upon termination of the evacuation order, FEGA Installation Support will provide direct support to those that need to file vouchers.

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ENTITLEMENTS FOR THOSE THAT DISPLACED UNDER SAFE HAVEN

Military Service Members (SM) are considered in Temporary Duty (TDY) status

- **Must be on TDY orders via Defense Travel System (DTS) to receive entitlements**
- **Unit Commanders are responsible for processing vouchers via DTS utilizing unit LOA**
- Entitlements are not given for members (or their dependents) in leave status

Dependents of Military Service Members

- Entitled to transportation, meals and incidentals, per diem for allowable travel time, and lodging if not collocated with SM.

Civilians and Civilian Dependents

- Civilians are authorized travel, lodging, and Meals & Incidentals.

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, this should be claimed by the primary name on hotel receipt**)
- Meals and Incidentals (See table below)

	Days 1-30	Days 31+	Departure and Return Day
Military	100%	100%	75%
Civilian	100%	100%	75%
Dependents over 12 YO	100%	60%	75%
Dependents under 12 YO	50%	30%	75%

NOTE: Only applicable to military dependents and civilian dependents that evacuated.

Additional Notes:

A. No lodging reimbursement is allowed for staying with friends and relatives (JTR) 0602

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CIVILIAN AND DEPENDENT VOUCHER PROCESS

The following process will be conducted in person at Nelson Gym 6 (Bldg 21713) with FEGA Installation Support Team.

Templated forms and Evacuation Orders will be provided

Station 1: Sign-In

Station 2: Complete Forms listed in steps below

Step 1: Complete Evacuation Information Verification Sheet; Parts 1 & 2 ONLY

- A. Part 1: Dependent Information (Sponsor Name, Sponsor SSN, Safe Haven Addresses, POV License Plate #)
- B. Part 2: Bank Information (routing and account numbers)

Step 2: Complete DD Form 1610 for DA Civilians (DAC) and Dependents of SM and DACs

- A. Service member's Spouse or, if unmarried, eldest dependent (over 18 YO) may complete form for dependent travel. Service member must complete and sign forms for minor dependents. Spouse (or eldest dependent as applicable) needs to be present to complete and sign form.
- B. DA Civilians should complete form for DA Civilians and their dependent's travel
 - A. Be prepared to provide SSNs, date of birth, and date of marriage (if applicable), home address, safe haven address.
 - C. Applicable LOAs will be provided by FEGA Installation Service Support Team

Step 3: Complete DD Form 1351-2 Travel Voucher or Sub voucher (form dated May 2011) for all dependent travel

- B. Service member's Spouse or, if unmarried, eldest dependent (over 18 YO) may complete form for dependent travel. Service member must complete and sign forms for minor dependents. Spouse (or eldest dependent as applicable) needs to be present to complete and sign form.
- C. DA Civilians should complete form for DA Civilians and their dependent's travel
 - D. Be prepared to provide SSNs, Date of birth and date of marriage (if applicable), home address, safe haven address.

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E. Applicable LOAs will be provided by FEGA Installation Service Support Team

Station 3: Verification of forms

Step 4: Attach copies of receipt(s) for any authorized expenses \$75 and over. (Maintain original receipts.)

F. Attach copy of signed Evacuation Order Granting Authority to Evacuate

G. Attach copy of signed Termination of Evacuation Order

Station 4: DFAS Claim Transmission and Final Processing

Step 5 – Submit Claim:

A. Submit through FEGA Installation Service Support (*recommended*)

B. If unable to participate in the FEGA Installation Service Support, please email documents to usarmy.eisenhower.cyber-coe.mbx.fega-evac-travelclaims@army.mil for processing.

SPECIFICS ON REQUIRED DOCUMENTATION

Required documentation for a successful reimbursement of your authorized allowances is governed by the CCoE and FEGA Evacuation Order dated 29 September 2024.

Copies of Lodging Receipts must annotate the following:

- Issued in SM, dependent spouse, or oldest dependent's name
 - If in SM's name, then copy of DTS Advice of Payment (AOP) is required
 - **If in spouse or eldest dependent name, they will claim on voucher**
- Name and address of lodging
- Dates and Daily Rate
- Breakdown of Rate, Taxes, and Services
- Form of Payment or Zero Balance

Copy of signed Rental/Lease Agreement

* For non-conventional lodging like AirBNB or campsites

- Issued in SM, dependent spouse, or oldest dependent's name
 - If in SM's name, then copy of DTS AOP is required
- Landlord Information (Name/Address/Contact Information)
- Address of Property Rented

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- Renter Information (Name/Address/Contact Information)
- Amount Paid
- Date of Receipt of Payment
- Time period Covered

REFERENCES

- A. Joint Travel Regulations (JTR), Chapter 6, Evacuation Travel
- B. Federal Travel Regulations (FTR)
- C. 5 CFR, Part 550, subpart D
- D. Office of Personnel Management Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations: <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/emergencybenefits.pdf>
- E. Governmentwide Dismissal and Closure Procedures: <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf>
- F. Defense Travel Management Office, Evacuations | CONUS & Non-Foreign OCONUS:
<https://www.travel.dod.mil/DesktopModules/ArticleCS/Print.aspx?PortalId=119&ModuleId=31462&Article=3277899>
- G. Department of Defense Emergency Preparedness Guidance: <https://download.militaryonesource.mil/12038/MOS/ResourceGuides/DoD-Emergency-Preparedness-Guidance.pdf>