

# EIGHTH DISTRICT 2024 HURRICANE EVACUATION AND PERSONNEL ACCOUNTABILITY GUIDANCE

- A. SEVERE WEATHER PLAN, CGDEIGHTINST 3006.1 (SERIES)
- B. JOINT TRAVEL REGULATIONS (JTR), Chapter 6
- C. CIVILIAN PERSONNEL TRAVEL MANAGEMENT SYSTEM, COMDTINST M12570.4 (SERIES)
- D. PERSONNEL AND PAY PROCEDURES, PPCINST M1000.2 (SERIES)
- E. CGPAAS COMMANDING OFFICER'S USER GUIDE
- F. EIGHTH COAST GUARD DISTRICT PERSONNEL ACCOUNTABILITY SYSTEM, CGDEIGHTINST 3006.2 (SERIES)
- G. GOVERNMENT TRAVEL CHARGE CARD (GTCC) PROGRAM POLICIES AND PROCEDURES, COMDTINST M4600.18 (SERIES)
- H. REQUIRED USE OF THE TRAVEL MANAGEMENT CENTER (TMC) FOR LODGING, ALCGPSC 120/16
- I. COMLANTAREA 2024 HURRICANE SEASON WARNING ORDER, DTG 061338Z MAY 24

1. This message provides hurricane evacuation and personnel accountability guidance for the D8 AOR. Unit Commanding Officers and Officers in Charge shall provide training on this guidance to ensure that all CG military and civilian employees, as well as their dependents, fully understand evacuation entitlements and accountability procedures. Unit OMBUDSMEN should be provided a copy of this message.

## 2. Evacuation Policy and Procedures:

A. Ordering Authority: Only the District Commander or higher CG/DHS authority may sanction the evacuation of dependents for the purpose of authorizing entitlements. Essential military members and Civilian employees may be placed on TDY orders by local commands to meet their operational requirements. Essential members having individual Government Travel Charge Cards (GTCC) must use them to secure their own lodging under their TDY orders. Members not expected to be on duty will be issued TDY orders, and all dependents will be issued evacuation orders, when requested, for the purpose of evacuation.

B. Evacuation Authorization Order Procedures: Requests for an evacuation authorization shall be made to the D8 Military Personnel Branch (dmp), D8 Command Center, or Area Command and will include the selected mileage to safe haven sites for the affected unit(s). Once the District Commander has authorized an evacuation, an authorization message will be sent via OIX, and also to unit points of contact (POCs) via email. It is imperative that all units within the D8 AOR monitor OIX message traffic carefully throughout the hurricane season, and provide D8 (dmp) the preferred unit POC for all evacuation related communications prior to the season. Unit Commanding Officers and Officers in

Charge shall notify the D8 Command Center or area Command immediately of any planned or contemplated civil or DOD evacuation orders affecting their AOR.

C. Evacuation Safe Havens and Entitlements: The evacuation authorization issued by the District Commander will specify the mileage range to be deemed as evacuated to a Safe Haven, or a specific geographic region. CG Active Duty, reservists on Active Duty, civilian employees and their dependents are encouraged to make hotel reservations and be prepared to incur lodging and meal expenses until a travel claim can be submitted for reimbursement.

D. Active Duty members ordered to seek an alternate work location are responsible for securing their own lodging arrangements by using CWT SATO at 800-753-7286 and using their Government Travel Charge Card (GTCC) to secure the reservations. If CWT SATO is unable to find suitable lodging, evacuees may make lodging arrangements by contacting hotels directly (reference (H)). In these cases, the evacuee must request CWT SATO provide an e-mail to document that they were unable to secure the required lodging. Dependents are not required to use CWT SATO. Personnel should contact their unit's GTCC Coordinator prior to departure to ensure they have sufficient credit limit. If the GTCC limit has not been raised, members can contact the bank and request assistance as a 'stranded traveler' to get their limit temporarily raised. Members doing this shall notify their unit GTCC Manager as soon as possible.

E. Once an evacuation authorization has been issued by the District Commander, Active Duty members evacuating must use their GTCC to secure their own lodging under their TDY orders. All members shall abide by ref (G).

F. E-Gov Travel System (ETS) has supplanted the now-defunct TPAX system, prompting a different user experience when utilizing ETS vs. TPAX, and several other changes to authorize travel and process payments for members. Per reference I, all members shall ensure their ETS accounts are active and updated with their dependent information prior to the start of hurricane season. Below are some common Terminology and other information used in the system and to complete claims (vouchers):

F.1. Travel orders are now referred to Travel Authorizations in ETS.

F.2. Travel claims are now referred to as Travel Vouchers in ETS.

F.3. Approver or Unit Pools are the groups of members given access to support in ETS at a traveler's unit, or other CG members supporting an incident with similar authorities, with ability to authorize Travel Authorizations or Funds Authorizations for members.

F.4. All members are advised to check the ETS site for the latest help guides, FAQs, and support at <https://www.dcms.uscg.mil/ppc/travel/ets/>

G. Adherence to the designated mileage range is highly encouraged. The decision to order Active Duty personnel to an alternate location within a certain mileage rests with unit Commanding Officers or Officers in Charge.

H. Evacuees are authorized reimbursement for mileage not to exceed the designated range set forth by the District Commander. Active Duty members are authorized per diem based on the authorized TDY locality rate. Dependents are authorized per diem based on the Safe Haven location(s) rate. Civilian employees will only be reimbursed for lodging and per diem within the designated mileage set by the

District Commander. NOTE - Civilian personnel and their dependents travelling OUTSIDE the safe haven, or safe haven radius, will NOT be reimbursed for lodging and per diem, unless specifically authorized by the District Commander. Per diem rates for any given location can be accessed here:

<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/> .

I. Voluntary Evacuation: Dependents may choose to evacuate prior to the issuance of the order. Those who choose to voluntarily evacuate in advance will only be eligible for reimbursement of evacuation entitlements from the time the District Commander issues an evacuation authorization.

J. Evacuation authorizations in ETS, synonymous in this case with orders, shall be coordinated by the unit's Admin staff, and the PSTs, if activated prior to storm impact. Authorizations in ETS may be completed after storm passage, if time does not permit approval of the authorization in ETS and printing of the orders prior to evacuation. Physical orders are no longer issued by a member's Personnel and Administration office.

K. Evacuation orders will annotate specific accounting and POET data to use for each individual storm. Specific financial guidance for each storm will be promulgated by the D8 Resources Finance branch or area Command Finance section. All financial and administrative personnel are advised to carefully read and abide by guidance provided in respective evacuation authorization messages, as guidance, advised practices, and routing processes may change and improve from situation to situation.

L. Evacuation allowances may begin on the date evacuation is authorized and will cease when evacuees return to the Permanent Duty Station (PDS), or when the District Commander terminates authorization, whichever comes first. Orders for dependents and TDY orders for members can be prepared before, during, and after storm passage.

M. All travel vouchers shall be filed as soon as practicable.

N. Evacuees will be required to provide detailed receipts for lodging in order to receive lodging expense reimbursement.

O. Pets are not allowed in most community shelters, hotels or DOD installations. Pet owners need to make detailed plans to ensure the safety of their pets during evacuations, research alternate locations, identify documentation requirements such as shot records, etc.

P. This authorization does not constitute or imply the authority to grant administrative absences for civilian employees. Civilian employees must report to work as directed by their Command. If a civilian employee's primary place of work is not habitable, they may be placed on TDY orders to report to a temporary duty location.

### 3. Personnel Accountability and Procedures:

A. 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 a post-storm Order To Account (OTA) should contact D8 (dmp), D8 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. Units requesting assistance with accountability or CGPAAS are encouraged to contact the D8

people cell 1-866-378-1982/1983 [for a large incident the number 1-866-387-7525 (1-866-D8-PPLCL) will be activated], or via email to [D08-SMB-DISTRICT-PEOPLECELL@USCG.MIL](mailto:D08-SMB-DISTRICT-PEOPLECELL@USCG.MIL).

B. Evacuation Accountability:

B.1. All evacuees, regardless of where they evacuate to, and, even if located in a county mandated evacuation zone, must check in with their unit's accountability team, as well as report any change in status or additional needs.

B.2. Units shall ensure that all evacuees and members are provided contact numbers for their unit's accountability team and the D8 Personnel Accountability unit, or People Cell if established, in advance of evacuation movements.

B.3. Unit CORS shall provide updates on evacuees to the D8 Personnel Accountability unit, or People Cell, which will track regional accountability and provide instruction or status updates as necessary.

B. 4. Accountability shall be tracked at the unit level, with additional guidance on the mechanism for tracking provided by D8 (dmp) prior to each incident necessitating evacuation, CGPAAS only, spreadsheets, etc. A battle rhythm will be provided for daily reporting of tracking tools of evacuated Active Duty and civilian personnel, and dependents.

C. Members and evacuees should expect to be contacted by the Family Assistance Support Tool (FAST) Team following impact of a major storm to their area. Members of the FAST will identify themselves as such, and will ask a myriad of questions regarding the member and evacuees' status. If immediate post storm impacts cannot be readily mitigated, members and dependents are expected to follow up with the FAST at least weekly, or as major support needs change (housing, medical, legal, etc). Commands are expected to engage with the FAST or People Cell on the status of their members and dependents to ensure a centralized database of all impacts and support needs can be maintained. The evacuation authorization will have a centralized number that can be contacted to reach the FAST.

D. Members with TDY orders to an alternative work location are now required to input a displaced location into CGPAAS during an accountability event. This can be done on any smartphone and should be exercised by members to ensure familiarity with this feature.

E. All D8 personnel shall review the accountability requirements listed in ref (F).

4. Point of contact: District Eight Military Personnel Officer (dmp) at (504) 671-2189.

5. Internet release is authorized.

6. RDML DAVID C. BARATA, Commander, Eighth Coast Guard District, sends.