

# HOW TO GUIDE

## CIVILIAN EVACUATION TRAVEL ORDERS & CLAIMS

28 DEC 2021 Rev 3

---

All Navy DOD Civilians that reside on the Navy Water Distribution Center must self-attest to the Joint Base Pearl Harbor Hickam Water Survey via <https://www.cpf.navy.mil/JBPHH-Water-Updates/>

### Overall Guidance:

- Processing of claims will be a manual process.
- Government Travel Card (GTCC) is authorized for use
  - Reminder it is your responsibility to pay your GTCC
- These instructions apply to Navy Appropriated Fund Civilians only.

### Evacuation Orders:

Temporary evacuation orders will be issued to those Navy DOD Civilians that live on the Navy Water Distribution Center. IAW the COMNAVREG Hawaii Notice 11101 dated 3 Dec 2021 which was extended on 14 Dec 2021 to authorize evacuation to 4 Jan 2022. IAW the COMNAVREG Hawaii Notice 11101 dated 23 Dec 2021, limited evacuation extends original evacuation to expire two calendar days after the appropriate housing office sends notification to residents that the zone has been flushed and the Department of Health has certified that the drinking water is safe for human consumption.

### Required forms:

1. Supporting documentation of impacted housing area (i.e., letter from housing)
2. Evacuation Information Verification Sheet
3. Evacuation Lodging Certification Sheet
4. Evacuation Dependent Certification

### Submission Process:

- Employee completes required forms and submits to Command POC\*
- Command POC reviews documentation, creates DD1610, obtains signature of Approving/Directing Official
- DD1610 is routed to Command Authorizing/Order-Issuing Official for inclusion of the Accounting Citation and signature authorizing the orders
- Approved DD1610 is returned to employee

### Final Travel Claim (or Interim):

Approximately 30 days following your arrival at your designated safe haven area or upon return to the evacuated location, the authorized evacuee may submit a travel claim for evacuation entitlements:

- Meals & Incidental Expenses for civilian and qualifying dependents
- Lodging (For civilians not utilizing pre-paid lodging procured by CNIC) - zero balance itemized receipt

### Required forms:

1. DD1351-2 (Travel Voucher) (To be completed by civilian employee and reviewed by the supervisor, and signed by Command AO)
  2. Copy of Evacuation Orders DD1610
  3. Receipts for Lodging and authorized expenses \$75 and over
  4. Completed copy of Evacuation Lodging Certification Sheet
  5. Completed copy of the NPSSC Travel Electronic Funds Transfer (EFT) Information Form
  6. Completed copy of the Evacuation Dependent Certification Form
  7. Copy of the Evacuation Authorization Order/Memo
  8. Copy of DD 577 – Appointment Record for Command Approving Official (AO)
-

Submission Process:

- Employee provides all required forms to Command POC\*
- Command POC reviews and provides to Command Pay and Personnel Administrator for entry into TOPS
- CPPA transmits to TOPS group box called CIV WATER EVAC for processing by the Navy Pay and Personnel Support Center.

**Travel Advances:**

Authorized evacuees that do not have a GTCC may request an advance which will provide up to 80% of the estimated entitlements for the lesser of the anticipated evacuation period or 30 days. This will be evaluated on a case-by-case basis.

Required forms:

1. Application for Transfer and Advances Form NPPSC 1300/1 (rev 04-2020)
2. Copy of Evacuation Orders DD1610
3. Completed copy of Evacuation Lodging Certification Sheet
4. Completed copy of the NPSSC Travel Electronic Funds Transfer (EFT) Information Form
5. Completed copy of the Evacuation Dependent Certification Form
6. Copy of the Evacuation Authorization Order/Memo
7. Copy of DD 577 – Appointment Record for Command Approving Official (AO)

NOTE: This payment will be deducted from the authorized evacuees first travel claim reimbursement.

Submission Process:

- Employee provides all required forms to Command POC\*
- Command POC reviews and provides to Command Pay and Personnel Administrator
- CPPA transmits to TOPS group box called CIV WATER EVAC for processing by the Navy Pay and Personnel Support Center.

**Per Diem Rates**

Civilian rates are based on number of dependents and age of dependents.

Lodging Rates available online <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

6 Jan 2021 to 16 Dec 2021 \$177

17 Dec 2021 to 5 Jan 2022 \$312

Meals \$119/day

Incidentals \$30/day

Day 1-30:

Adults and dependents age 12 and above – 100% per diem rate

Dependents under age 12 – 50% per diem rate

Day 31-180:

Adults and dependents age 12 and above – 60% per diem rate

Dependents under age 12 – 30% per diem rate

**For questions or concerns:**

- Employees contact your Command POC for support.
- Command POC contact your local Human Resources Director for support.
- CPPA contact the Personnel Support Detachment Pearl Harbor for support.

\* Command POC may have variations in local command procedures.