

Hurricane FLORENCE DD 1610 Instructions. Ensure you are using the DD 1610 dated May 2003

Applicable for: Civilians and their Dependents; Military dependents
 Military will complete their authorizations / orders separately in DTS.

***Mileage reimbursement limited to 300 mile radius or as identified in Evacuation Order.
 Per Diem and lodging based on actual safe haven location. If location other than safe haven location,
 reimbursement not to exceed the lesser of (1) Locality rate or (2) Safe Haven location.**

ASSIGNED/UNFUNDED ION: 9900400HSF

BLOCK	Details / Explanations
1	Put in the Date you are filling out the form.
2	Last name, First name, Middle Initial. This is of the civilian employee or eldest dependent if for military dependent(s)
3	Dependent SSN (should be the SSN of the individual named in block #2)
4	DEP for (Dependent) or CIV for Civilian Employee
5	Permanent Duty Station on Record
6	Put in your Organization
7	Phone # (Personal Cell or Home)
8	Put the word Evacuation in this block
9	Put the word Evacuation in this block
10a	CIV for civilian employee and DEP for dependent
10b	Put the date you began the evacuation/travel in this block. Cannot be earlier than date evacuation was officially ordered
11	Fill in the Departure location on the Top line i.e. Home address, depending on the location you departed from. For the 2 nd Line fill in the ordered Safe Haven location. On the 3 rd line put your return to location AKA Home address.
12	Fill in the Transportation mode "Other"
13	Leave blank
14	Estimated Cost:
15	Leave blank
16	<p>Purpose MUST state Evacuation.</p> <p>Purpose of TDY is due to DLA EVAC ORDER supporting mandatory evacuation for Hurricane Florence. Travelers holding a Government Issued Travel Charge Card (GTCC) will be authorized use in accordance with published rules and regulations for evacuation costs. Travelers without issued GTCC are exempt and will be reimbursed for authorized costs. Reimbursement for lodging, mileage and per diem is authorized in accordance with JTR Chapter 6: Evacuation Travel. "Alternate means of communication (i.e. Secure Video Teleconference (SVTC) or other web-based communication) is not adequate to accomplish mission objective, therefore, Temporary Duty (TDY) travel is required and evacuation is directed. Employee/Evacuee is required to submit FINAL voucher (DD Form 1351-2) with this authorization within 5 business days of the termination of for Safe Haven eligibility. All required receipts must be attached to this authorization/voucher. ****All amounts listed are estimates and actual reimbursement may be lower depending on actual authorized expenses incurred.</p>
Box 16 must contain Sponsors Name, SSN, and Rank and all additional dependents Name and DOB.	
17	MUST be signed by travel requesting official
18	Designated MSC J-Code Approver MUST sign this block.
19	Fill in the accounting citation: MSC J-Code Funded ** MUST Include a Budget POC Name and Number. POC will be contacted by DFAS for proper obligation amounts once calculated. For Tracking - DLA Published Internal Order Number for FLORENCE must be used
20	Fill in the information of the authorizing/order issuing official
21	Fill in the date issued/todays date.
22	Travel Authorization Number ** Internally tracked