

Travelers Instruction Notice – Hurricane FLORENCE Employee Evacuation Allowances

NOTICE POSTED: September 10, 2018

Effective Dates: September 11 – 21, 2018 (NTE 10 days)

AUDIENCE: ***DLA Personnel Governed by DLA Evacuation Order –
Hurricane FLORENCE***

To be eligible for evacuation allowances you must be on an approved Evacuation Order (DD 1610) released/authorized by direction (DLA EVACORD) and delegation of the Director, DLA. Initial EVACORD will be released with a NTE of 10 days and a 300 mile radius of affected duty station of record. Amendments will be issued should conditions warrant. You must communicate with your supervisor to confirm allowance periods and expiration or return to work order.

Specific Audience:

- + DLA Civilians and authorized dependents
- + Authorized dependents of our DLA Military Personnel

Allowance Basics:

- + Privately owned vehicle (POV) mileage to your designated Safe Haven location
 - o Reimbursement limited to ONE (1) POV
 - o Current rate per mile: 0.545
- + Per Diem Application
 - o DLA EVACORD dated: September 11, 2018; VOCO by order of Director, DLA
 - Date of Expiration subject to specific sites details and conditions. Supervisor communication is required.
 - o Computed NTE the per diem rate for the Safe Haven location within the 300 mile radius of affected duty station of record.
 - o Travel Day (75%) – first and last
 - o Lodging/Meals days 01 – 30
 - 100% for DLA Evacuee
 - 100% for Spouse
 - 100% for Dependents 12 and older
 - 50% for Dependents 11 and under

Questions specific to Hurricane FLORENCE and the information provided may be addressed to the undersigned at (571) 767-7483 or email: lisa.stpeter@dla.mil

Lisa A. St. Peter

Lisa A. St. Peter, Director
DLA Payroll and Travel Services
DLA Human Resources Services (DHRS-DP)

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