



CASE ROUTING GUIDANCE

Evacuation Cases

Update: 14 July 2025

Effective Date: Immediately

BLUF: This Case Routing Guidance outlines procedures for submitting non-combatative evacuation cases. Command Pay and Personnel Administrators (CPPAs) must ensure they have access to the Enterprise Customer Relationship Management (eCRM).

EVACUATION CASES: Per JTR Chapter 6, evacuation is ordered due to emergency circumstances such as war, riots, civil uprisings or unrest, adverse political conditions, denial or revocation of permission to remain by a host government, natural or national disasters, epidemics, or other similar conditions of comparable magnitude.

The order to commence an emergency evacuation will be issued by the appropriate Navy Regional Commander, who determines whether a limited or full evacuation is required. Once the evacuation order is issued, it becomes the responsibility of the individual Commanding Officer to issue Evacuation Authorizations (orders) to the dependents of active duty military members and civilian employees. Commanding Officers are also responsible for issuing Temporary Duty (TDY) orders to their active duty military personnel and civilian employees.

Full evacuation: A full evacuation is the authorized movement of dependents from one area to another, typically used when a geographic area is expected to experience or has suffered significant storm damage.

Limited evacuation: The authorized or ordered movement of a member's dependents from their residences to the nearest available accommodations, which may include government quarters. This is used primarily for the **temporary** avoidance of severe weather.

In either case, the official must designate

1. A certain locality as a safe haven (alternate sites can also be named): Travel to any other location must be authorized per orders or amendment generated.
2. Provide an effective date to begin evacuation along with the estimated duration time.

The Pay and Personnel Information Bulletin on MyNavyHR provides the Lines of Accounting classifications to be utilized in processing evacuation travel claims for military dependents, Military Personnel Navy (MPN) and Reserve Personnel Navy.

Table 1: Orders and Funding		
Traveler Class	Funding	Authorization/Order Type
Military (DTS)	O&MN	Type of Order – TDY
Civilian Employees (NON-DTS)	O&MN	Type of Order – TDY
Military Dependents (NON-DTS)	MPN	Type of Order – EVAC (DD 1610)
Civilian Dependents (NON-DTS)	O&MN	Type of order – EVAC (DD 1610)

NON-DTS Evacuation eCRM cases are submitted by CPPAs. It is essential to ensure the Sailor has an active Government Travel Charge Card (GTCC) to avoid financial hardship.

Best Practice:

1. Every 30 days, have service member complete 1351-2 Travel Voucher to clear the charges and prevent maxing out GTCC.
2. Ensure the Sailor is familiar with the per diem rates and limits they are allocated while on evacuation orders.

*** APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED ***

CASE ROUTING GUIDANCE

Evacuation Cases

Update: 14 July 2025

METHOD FOR EVACUEE SUBMISSION:

Table 2 – Case Submission		
Case Drop-Down	Select	
Subject	Rate LName FName (UIC)	
Description	Case description and comments will include specific Sailor data for case tracking and resolution.	
Effective Date	This is initially set as the Sailor's evacuation return date.	
Case Origin	TPC use only. Used for case tracking/assignment within TPC.	
Priority	TPC use only. Used for case tracking/management within TPC.	
Needed By	TPC use only. Used for case tracking/management within TPC.	
Request Type	PCS Travel Claims	
Problem Code (not to be modified by CPPA)	Evacuation Claim	TPC may adjust problem code if it justifies another problem code it needs to be in.
Routed To	TPC Memphis	
Status:	Initiated	
CPPA UIC	UIC at which Sailor is attached to when evacuated.	
Contact Name	This is the Sailor's information.	

KSDs:

1. DD Form 1351-2 (Travel Voucher)
2. DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel)
3. Evacuation Lodging Certification Sheet
4. SF 1199A (Direct Deposit Sign-Up Form)
5. DD-577
6. PG2 (For Dependent Verification)

TRAINING: Regional Support Centers (RSC) conduct monthly training on pay, personnel, and transportation case submission procedures. You may find your RSC training schedule on the [MyNavy HR CPPA Resources page](#), by navigating to [RSC Contacts](#) on the left menu. RSC training schedules can also be found on the [RSC SharePoint sites](#).