



MEMORANDUM FOR: ALL NOAA Employees

FROM: Kim. A Darling *Kim A Darling*
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 17-7
NOAA Evacuation Order Request Process/Puerto Rico and
U.S. Virgin Islands

DATE: September 29, 2017

The purpose of this advisory is to notify employees who reside in Puerto Rico and the U.S. Virgin Islands that they are hereby entitled to evacuation travel upon receiving an approved Mandatory Evacuation Order (MEO) due to current conditions. Employees and/or their dependents that are impacted by these conditions are hereby entitled to evacuation travel and subsistence payments from the date of their MEO until they are able to safely return home, not to exceed 180 days. MEOs will be issued to individual NOAA employees as needed.

Evacuation Travel Process for employees and/or their dependents requiring evacuation:

1. A **MEO** should be requested by submitting an email to HSPO@NOAA.GOV. The MEO provides the **authority** the employee and/or their dependents will need to perform evacuation travel from Puerto Rico to a safe haven;
 - Evacuees and their dependents are entitled to:
 - Transportation and per diem to the designated safe haven;
 - Per diem at the safe haven; and
 - Transportation and per diem for the return travel back to their residence.

and

2. A **Travel Authorization (TA)** processed in E2 which must include both the employee and their dependent(s). The TA provides the mechanism employees and their dependents will need to perform evacuation travel.
 - The TA must include:
 - 'Evacuation Travel' in the remarks field;
 - A list of their dependent's names and dates of birth in the remarks field;
 - A designated safe haven; and
 - The appropriate per diem rate.

Line and Staff offices stateside should be prepared to assist employees with processing their MEO request as well as their TAs as internet service currently may not be available in Puerto Rico.

For further guidance on how to process evacuation travel with dependents in E2, please visit: <http://www.corporateservices.noaa.gov/finance/docs/E2/EvacuationTravelProcess.pdf>.

For further instructions on how to process evacuation travel in E2, please contact Client Services:

- E-Mail: ClientServices@noaa.gov; or
- Phone: (301) 444-3400, select Option 2 for travel assistance.

For more information on evacuation travel entitlements, please visit the NOAA Travel Regulation (NTR), Chapter 301, Part 15, Evacuation Travel:

http://www.corporateservices.noaa.gov/finance/documents/TR.Chapter301_002.pdf. For further policy guidance, please contact Rachael Wivell:

- E-Mail: Rachael.S.Wivell@noaa.gov; or
- Phone: (301) 444-2136.