



# CHIEF NATIONAL GUARD BUREAU NOTICE

NGB-J1  
DISTRIBUTION: A

CNGB Notice 1003  
27 November 2012

## SAFE HAVEN EVACUATION ENTITLEMENTS

Reference(s): See Enclosure A.

1. Purpose. This notice provides National Guard Bureau (NGB) policy and guidance for the use of Safe Haven Evacuation Entitlements.
2. Cancellation. This notice cancels All States Memorandum P10-0005, "Policy Guidance for Safe Haven," 6 April 2010.
3. Applicability. This notice applies to the NGB and the Army (ARNG) and Air (ANG) National Guard of the States in the continental United States, and the District of Columbia.
4. Background.
  - a. Family members of ARNG and ANG personnel serving in appropriate duty statuses may be authorized evacuation allowances consistent with references a through f if the family members are authorized/ordered by competent authority, as contained in references e and f, to evacuate from areas in which the primary residence is/was located. Family members who are temporarily displaced are assigned to a designated or alternate "Safe Haven," which is a place that family members may be evacuated to during an emergency until they are authorized to return to the location from which they were evacuated.
  - b. To be eligible for Safe Haven entitlements, ARNG or ANG members must have been serving in one of the following duty statuses at a location in the continental United States prior to the declared Safe Haven evacuation:
    - (1) 10 United States Code (U.S.C.) Active Duty or 32 U.S.C. § 502(f) Full-Time National Guard Duty Status.

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- (2) 32 U.S.C. Technician and/or AGR Status.
- (3) 5 U.S.C. Civilian Status.

c. Traditional Guard drill and State Active Duty status members do not qualify for Safe Haven Evacuation Entitlements. ARNG and ANG personnel and family members stationed outside the continental United States will be provided Safe Haven Entitlements in accordance with prescribed Secretaries of the Army and Air Force guidance while serving in 10 U.S.C. status.

d. Qualified evacuees will complete a Temporary Duty Request (TDY) of DoD Personnel in their appropriate travel order system, i.e., Defense Travel System (DTS) or Automated Reserve Orders Writing System (AROWS) to generate a DD Form 1610. Funding for Safe Haven entitlements is dependent on the National Guard member's duty status and the appropriation used for that duty status. For example:

- (1) National Guard members ordered to duty under Title 10 would use the same travel appropriation that brought the member to duty.

- (2) National Guard members on Counter Drug (CD) orders would use CD funding.

- (3) National Guard Soldiers and Airmen ordered to active duty preceding mandatory evacuation will use appropriate service-specific personnel accounts.

- (4) All Title 32 Technicians and Title 5 employees will use appropriate service specific personnel operations and maintenance accounts.

e. The United States Property & Fiscal Officers (USP&FOs) must ensure that a comprehensive accounting of authorized members and funding obligation and execution is completed. In addition, orders must be curtailed as noted in the JFTR and JTR instructions when proper notification by competent authority allows members and dependents to return.

f. It is recommended that the following statement be added to all NG member's TDY orders in the event of an evacuation: "Member understands the sources of claims for reimbursement of entitlements is with their personal insurance, filing for TDY/Safe haven entitlement and with FEMA at <http://www.disasterassistance.gov/>. It should be further noted that it is unlawful to claim for an entitlement more than once for the same purposes. Refer to the JFTR and JTR."

## 5. Procedures.

a. Qualified evacuees will complete DD Form 1610, "Request and Authorization for TDY Travel of DoD Personnel." Funding for Safe Haven Entitlements is dependent on the National Guard (NG) member's duty status and the appropriation used for that duty status. For example:

(1) NG members ordered to duty under 10 U.S.C. would use the same travel appropriation that brought the member to duty.

(2) NG members on Counter Drug (CD) orders would use CD funding.

(3) NG soldiers and airmen ordered to active duty preceding mandatory evacuation will use appropriate service-specific personnel accounts.

(4) All 32 U.S.C. technicians and 5 U.S.C. employees will use appropriate service-specific personnel operations and maintenance accounts.

b. United States Property and Fiscal Officers will ensure a comprehensive accounting of authorized members and that funding obligation and execution is completed. In addition, orders must be curtailed as noted in references e and f when proper notification by competent authority allows members and dependents to return.

c. NGB Manpower and Personnel Directorate will ensure this notice remains compliant with any changes in law, Department of Defense policy, or Service Secretaries Policy.

6. Releasability. This notice is approved for public release; distribution is unlimited. NGB directorates, the Adjutants General, the Commanding General of the District of Columbia, and Joint Force Headquarters-State may obtain copies of this notice through [www.ngbpdc.ngb.army.mil](http://www.ngbpdc.ngb.army.mil).

7. Effective Date. This notice is effective on the date signed and will expire one year from the date of signature unless cancelled earlier.



FRANK J. GRASS  
General, USA  
Chief, National Guard Bureau

Enclosure(s):

A -- References

ENCLOSURE A

REFERENCES

- a. 5 U.S.C., Chapter 57, 3 January 2012, "Travel, Transportation, and Subsistence"
- b. 10 U.S.C., 3 January 2012, "Armed Forces"
- c. 32 U.S.C., 3 January 2012, "National Guard"
- d. 37 U.S.C., Chapter 7, 3 January 2012, "Allowances Other Than Travel and Transportation Allowances",
- e. Joint Federal Travel Regulations, Chapter 6, Part B, 1 May 2011
- f. Joint Travel Regulation Chapter 6, 1 December 2009