



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 92D AIR REFUELING WING (AMC)
FAIRCHILD AIR FORCE BASE WASHINGTON**

2 August 2026

MEMORANDUM FOR ALL 92 ARW PERSONNEL AND TITLE 10 TENANT UNITS
ASSIGNED TO FAIRCHILD AFB

FROM: 92 ARW/CC
1 East Bong Street
Fairchild AFB WA 99011-9433

SUBJECT: Limited Evacuation Order for Individuals Affected by Wildfires

1. This is a Limited Evacuation Order (LEO) for Fairchild AFB personnel affected by local government evacuation orders due to wildfires. (Order Number EV 2601). Evacuees are ordered and/or authorized to move from their residence to a safe haven location.

2. The authority to order this LEO is located in the Joint Travel Regulations (JTR), Chapter 6 par. 0601, Table 6-2, par. 0602 (uniformed services eligible dependents), and par. 0604 (civilian employees/eligible dependents).

3. Effective period. This order is effective with a start date beginning on 1 August 2026, and remains in effect until one of the following conditions occur:

- a. 30 days have elapsed,
- b. Level 3 Evacuation Order is lifted by State/Local/City civilian government authorities,
- c. When an order to return is released, or
- d. When this LEO is revoked by me or designee.

4. Evacuation Terms.

a. Evacuees: This order applies to Active Duty Air Force members on Title 10 Orders/ Air Force Member Dependents, and Active Reserve and Guard personnel on Title 10 Orders/ Reserve and Guard Dependents when the member is on Title 10 Orders residing in the evacuated area(s). Additionally, this order applies to all APF and NAF civilian employees/eligible dependents whose permanent residence is located in the evacuation area or whose permanent residence is located outside an evacuation area but are ordered by command to evacuate.

b. This order applies to all aforementioned individuals assigned to, or present on, Fairchild AFB and are affected by local government evacuation orders due to fires. The commander or head of a defense activity in the grade of O-6 or above or the civilian equivalent under DODI 1400.25-V610, Sec 2(a)(2), or an official authorized under JTR 0602 or 0604, may issue

additional orders/guidance to their personnel related to procedures for orderly evacuation and reimbursement of allowances. Such additional orders/guidance shall be coordinated with me and the Base Emergency Operations Center Director before issuance. Such additional orders/guidance will be in writing and included as an Annex thereto.

c. Evacuation: All evacuees residing in areas designated by State/Local/City civilian government authorities as a Level 3 Evacuation Area in the communities surrounding Fairchild AFB impacted by the Autumn Lane Fire, the Old Trails Fire, and the Fairview Fire.

d. Safe Haven: Safe haven locations are at least 5 miles but no more than 75 miles from permanent residences and should not be located inside of government evacuation zones.

e. Evacuation Reason: Wildfires within the community make the evacuation area dangerous and uninhabitable.

f. Accountability: Individuals shall upon arrival at their safe haven (evacuation location), account for themselves and their dependents and notify their chain of command.

5. Military Dependents. Upon receipt of the authorization or order, eligible military dependents are authorized travel and transportation to the safe haven location as specified in the above listed paragraphs.

a. Orders: This document serves as the official evacuation order/authorization. Upon return from evacuation, dependent evacuation orders will be processed on DD Form 1610 for authorized travel reimbursement. If families at the safe haven location do not have travel orders and require emergency evacuation funding, the travel orders may be prepared by the servicing finance office at the military installation nearest the safe haven location.

b. Travel to other than Safe Haven: If evacuated dependents travel to a location outside the limitations of the safe haven location, transportation costs are limited to those otherwise incurred in seeking safe haven at the authorized location, and the standard CONUS per diem rate applies at that location unless the alternate location is later approved by the authorizing/ordering official (JTR, par. 060103-D and 060202 Table 6-14). The ordering official may encounter circumstances that warrant an amended evacuation order, e.g., to expand the counties that constitute a safe haven or address requests for exceptions to policy on a case-by-case basis in the event of individual medical or other extenuating circumstances.

c. Choose not to evacuate: Dependents that choose not to evacuate are not authorized safe haven allowances.

d. Allowances for eligible evacuated military dependents:

(1) Transportation and Per Diem en route to the Safe Haven Location (JTR par. 060202): Transportation and per diem are authorized for allowable travel time (excludes any personal

travel time) until they reach safe haven location and return. Alternatively, the JTR authorizes reimbursement on a mileage basis when a dependent uses a Privately Owned Vehicle (POV) for one round trip from the evacuated residences to the safe haven location and return. Departure and return day per diem is paid at 75% of Meals and Incidental Expenses (M&IE). If dependent travels using a POV, the applicable mileage rate is the TDY rate for a Limited Evacuation (JTR par. 02010).

(2) Allowances at Safe Haven (JTR, par. 0602) - Lodging & Meals/Incidental Expenses (M&IE).

(a) Lodging: Allowance is paid for commercial quarters and must be documented by a receipt. Receipts for each lodging expense are required regardless of the amount. If a receipt is impracticable to obtain, a lost receipt statement must be furnished. Tax for lodging in CONUS is a separate reimbursable item. **There is no authorized lodging reimbursement if staying with friends and relatives** (JTR, par. 060205). Nonconventional lodging (e.g., Airbnb, VRBO, etc.) is authorized. For nonconventional lodging, ensure receipts include detailed enumerated expenses to allow for those to be claimed and reimbursed.

(b) Meals and Incidental Expenses (M&IE): JTR par. 060205 provides for a safe haven evacuation allowance rate that is based on the locality per diem for the safe haven location.

(c) Applicable Rates: Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.

(d) Subject to the applicable rates above, allowances for Lodging/M&IE are paid for each eligible evacuee. For example, if a family of four (member, spouse, dependent child aged 14, dependent child aged 8) evacuate to an area with a per diem rate of \$50 and a maximum lodging rate of \$100 per day, reimbursement would be as follows:

1 Per Diem M&IE total = \$175, which is \$50 for the Member, \$50 for the Spouse; \$50 for the 14-year-old, and \$25 for the 8-year-old.

2 Lodging Per Diem total = \$350, which is \$100 for the Member, \$100 for the Spouse, \$100 for the 14-year-old, and \$50 for the 8-year-old. NOTE: Lodging reimbursement cannot exceed the actual cost of lodging. In this example, if the actual lodging expense were \$300 per night, the lodging reimbursement would be limited to \$300 per night.

3 Per Diem Rates: Per Diem rates for your safe haven location can be found using the following link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

(3) Local Travel: Local travel allowances are authorized to be paid when a military dependent is receiving safe haven allowances and does not have a POV at the safe haven or the designated place. When a dependent is unable to drive a POV to the safe haven location, JTR, par. 060205 authorizes a flat transportation allowance of \$25/day (regardless of the number of

dependents) to cover expenses an evacuated dependent-incurs for required local travel. No receipts are required.

(4) Advance military pay is authorized only when the evacuated area is specifically designated by the Secretary of War as an advance pay eligible location (DoD FMR 7_000.14-R, Vol 7a, Ch. 32, par. 320106 and table 32-1, table 5).

(a) Military Member (TDY status, PCS status, or Escort status) Allowances.

1 Escort for Dependent: TDY travel and transportation allowances, (JTR, par. 060203-A), may be authorized for a member who travels under an official order or travel authorization as an escort for an evacuated dependent who is incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstances. Allowances cover travel between the member's PDS and the safe haven or designated place. Refer to JTR, par. 060203-B for allowances authorized for non-member.

2 Member TDY at time of evacuation: Authorizing Officials (e.g., Commanders) may extend the TDY orders of members who are TDY away from the PDS at the time of evacuation.

3 Member on leave away from PDS: If the commander of a member on leave away from the PDS determines that member should not return to the PDS at the end of the leave period, that commander may, if appropriate, order the member into a TDY status at the leave point. TDY is chargeable to unit funds using the ESP code established for the evacuation.

6. Civilian Employee (and their dependents) Special Allowances during evacuation. Civilian employees may be eligible for reimbursement of costs incurred for travel, lodging, and per diem if they receive an order/authorization from an eligible authorizing official IAW JTR, Chapter 6 par. 0604. Allowances will only be authorized IAW this or subsequent evacuation orders from the appropriate DOD official or other listed in the JTR listed in JTR authorizes/orders the evacuation, such as through a vocal order (VoCo). Local civil authorities cannot obligate the expenditure of DOD funds. NOTE: If a civilian employee and/or their dependents remain in the home and choose not to evacuate, special allowances for subsistence are not authorized.

a. Special Allowances (Subsistence Expense) (JTR, par. 060408; 5 CFR Sec. 550.405)

(1) Travel expenses and per diem authorized for an evacuated employee and dependents are those prescribed for TDY travel in the JTR (dependent under age 12 receives 50%), whether or not the employee or dependents would actually be covered or subject to the JTR. Per-diem for an employee and dependents is payable starting on the date of departure from the evacuated area through the arrival date at the safe haven, including any en-route delay that is beyond the evacuee's control that may result from evacuation travel arrangements. Subsistence expenses are determined based on the applicable per diem rate (lodging and meals) for the safe haven location.

(2) Lodging: Allowance is paid for commercial quarters and must be documented by a receipt or a lost receipt form. **Lodging allowances are not authorized if staying with friends and relatives unless the traveler can substantiate additional lodging cost the host incurs** (JTR, par. 060402- B). Nonconventional lodging (e.g., Airbnb, VRBO, etc.) is authorized. For nonconventional lodging, ensure receipts include detailed enumerated expenses to allow for those to be claimed and reimbursed.

(3) Meals and Incidental Expenses (M&IE): Rates are based on the locality per diem for the safe haven Location.

(4) Applicable Rates (unless lower rate is determined via Secretarial Process IAW JTR, par. 060103).

(a) Dependents age 12 or older receive up to 100% of locality rate. Dependents under age 12 receive up to 50% of the locality rate.

(b) Local Travel: There is no authority to pay a local travel allowance to civilian employees/dependents.

(c) Continuation of Salary: Regular salary continues throughout the evacuation IAW 5 U.S.C. 5523.

b. Fairchild AFB civilian personnel ordered to evacuate their residences by local authorities may be placed on administrative leave concurrent with the execution of this order and are authorized travel to a safe haven location IAW this order. For those not ordered to evacuate from their residence but are impacted by the fires, maximum situational telework is authorized in coordination with your respective leadership. Administrative leave may be authorized under other circumstances in coordination with your respective squadron commander.

7. Fund Citation for Orders and Reimbursement for USAF personnel will be provided by 92 CPTS, and for non-USAF personnel will be provided by the owning service.

8. Use of Government Travel Card is authorized.

9. Personnel without a Government Travel Card in need of an advance travel payment should coordinate with their servicing finance office.

10. No authority exists to reimburse expenses associated with pet transport, or quarantine, as part of this evacuation (JTR, par. 060204).

11. Failure to comply with this order is a violation of Article 92, UCMJ, for military members. All DoD personnel who file a false travel voucher may be subject to administrative discipline under applicable service regulations.

12. If an evacuee accepts per diem and lodging reimbursement under the provisions of this LEO, they are prohibited from seeking payment from FEMA, renters/homeowners insurance, or any other reimbursement program for the same expenses claimed for reimbursement under this LEO. Evacuees under this order are only entitled to receive reimbursement for expenses from one source. Receiving reimbursement for the same expense from multiple sources is fraud. Insurance claims for damage to property are different than filing for reimbursement for lodging and per diem.

13. If any provision within this order conflicts with the JTR, the JTR shall prevail.

14. My point of contact is Maj Carter McElhany, 92d CPTS/CC, COMM: 509-247-2418. Additional instructions on specific financial entitlements will be provided by 92 CPTS Customer Service desk at 247-3748.

BRIAN C. EPPERSON, Colonel, USAF
Commander