

SBD 1 & SBD 41 Evacuation FAQs

Dry conditions and high winds pose a year-round risk in this area, requiring preparedness for potential natural disasters, including evacuation. Learn how to prepare at <https://www.beready.af.mil>
Helpful information and frequently asked questions are below for quick reference:

IF THE INSTALLATION COMMANDER ORDERS AN ON-BASE EVACUATION:

GTC:

Use of the Government Travel Card (GTC) is MANDATORY and authorized for all reimbursable expenses.

Mileage:

- Reimbursement is limited to one round-trip from your residence to your evacuation location.
- Annotate the number of miles driven on your travel voucher (block 15 f.) by tracking your vehicle's odometer.
- The number of Personally Owned Vehicles (POV) for which mileage may be reimbursed is limited to the number of eligible drivers on the reimbursement claim.
- Mileage reimbursement is based on the TDY rate of \$0.625 per mile.

Lodging:

- The daily lodging reimbursement amount may not exceed the maximum lodging rate at the approved evacuation location; check the per diem at <http://www.defensetravel.dod.mil/> for these rates.
- Lodging receipts are mandatory for reimbursement claims.
- Lodging reimbursement is not permitted if you stay with friends and/or family (even if you pay them for your stay).

Per Diem:

- For the first 30 days of an ordered evacuation, each dependent 12 years of age and older is authorized a safe haven evacuation allowance limited to the full locality per diem rate and each dependent under 12 years of age is authorized a safe haven evacuation allowance limited to 50 percent of the locality per diem rate.
- A lodging receipt is required for reimbursement of lodging expenses. No itemization or receipts are required for Meals and Incidental Expenses (M&IE).
- Beginning on the 31st day of an ordered evacuation, the safe haven evacuation allowance is authorized for up to 60 percent of the locality per diem rate for each dependent 12 years of age or older and authorized for up to 30 percent of the locality per diem rate for each dependent under 12 years of age.

Filing Travel Voucher:

- Items Required to File Travel Voucher: EVAC Orders, ID card, Bank Account information, Receipts (lodging and expenses over \$75.00), and DD Form 1351 for cash advances (if applicable).
- Finance will provide additional guidance upon return from evacuation regarding any additional voucher processing requirements and procedures.

NOTE: Members who reside off-base will not be reimbursed for expenses incurred due to a county-declared mandatory evacuation.

FREQUENTLY ASKED QUESTIONS

Q: Can we stay at Airbnb, VRBO, or other similar lodgings?

A: Yes. Unconventional lodging is authorized at rates not to exceed locality entitlements. Keep your receipts!

Q: How much can I spend on lodging?

A: In accordance with the Joint Travel Regulation (JTR) Chapter 6, 060205, Table 6-17, and 060205, 7c Paragraph 1, military members/Department of Defense (DoD) civilian employees are paid up to the maximum lodging amount allowed in the JTR. For the first 30 days, dependents 12 years of age and older may receive up to 100% of the member/employee rate, and dependents under 12 years of age receive 50% of the member/employee rate. The total amount paid to dependents cannot exceed 450% of the member/employee rate.

- The daily lodging reimbursement amount may not exceed the maximum lodging rate at the approved evacuation location; Check <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> for these rates.

Q: How can I find out what evacuation zone I'm in?

A: Residents living and working in Colorado Springs can find their zone with this website: [COS Ready Step 2: Know Your Zone | City of Colorado Springs](#).

NOTE: Schriever SFB is not in a pre-identified evacuation zone.

Q: How do I know when to return from an evacuation and when to return to work?

A: If you are a military member or DoD civilian employee, your chain of command will contact you when it is time to return from an evacuation and return to work. Keep in touch with your supervisor during the evacuation to make sure you receive the most current information. Please check the [Peterson & Schriever SFB](#) official website and the [Peterson SFB Facebook](#) or [Schriever SFB Facebook](#) for installation specific updates.

Q: Do evacuation reimbursement entitlements apply to retired members?

A: No. We encourage retirees to evacuate based on their local counties' guidance. However, no reimbursement is authorized for associated expenses.

Q: How should I prepare for an evacuation?

A: Colorado Springs Fire Department and Pikes Peak Regional Office of Emergency Management have helpful resources for evacuation planning:

[Evacuation Plan | Colorado Springs Fire Department](#)

[Evacuation Information | Pikes Peak Regional Emergency Management](#)

Q: Are there shelters available in case this is a short-term event?

A: Depending on the situation, local helping agencies may activate shelters that residents can check in to. Additionally, the Installations may open spaces on base for those in privatized housing.

Q: How do I know what location is good to evacuate to?

A: It's important to know primary and alternate methods of leaving your neighborhood or base. In most cases of mandatory evacuations, traffic control points will be established to direct you on a safe route.

Q: May I evacuate if I live in an evacuation zone not covered by the evacuation order?

A: Yes, you may evacuate if you live in a zone not covered by an evacuation order, but you will not be entitled to reimbursement under the Joint Travel Regulation unless the evacuation order specifies your evacuation zone. You must keep your Command informed of your location. If you are deemed essential personnel, you may be required to remain in the local area to assist with operations.

Q: If my property is damaged on base, how can I file a claim?

A: All members must file with their private insurance first (personal property or vehicle respectively).

- If they have (personal property, renters, homeowners, or vehicle insurance) they are required to file a claim with their private insurance company prior to filing with the government. If their insurance policy does not cover the claimed damage or the amount claimed is less than their deductible (or they only have liability insurance), they may file a claim with the government without first filing with their insurance company. In the above situations, they will need to provide a copy of their insurance policy's declaration page showing the damage is not covered, the amount of their deductible or their liability declaration.
- Once the insurance claim is complete (or otherwise discussed above) members will file their claims using the instructions that are attached below, which also include the documentation needed for different scenarios.
- The members will need to contact the local legal office for the instructions to file a claim for catastrophic events. We will provide them the instructions that contain a username and password.
- Our role as the legal office is to assist the members with the information provided by AFCSC. They will be the claims adjusters for these types of events.

Q: How will I receive the most up-to-date evacuation information?

A: Colorado Springs Regional Command Post AtHoc notifications and official social media sites are the best places to find up-to-date information on evacuations due to natural disasters.

Peterson SFB Facebook: <https://www.facebook.com/PetersonSFB>

Peterson SFB X: https://www.x.com/Peterson_USSF

Schriever SFB Facebook: <https://www.facebook.com/SchrieverSFB>

From PPROEM: [Evacuation Facts | Pikes Peak Regional Emergency Management](#)

For questions or updates, please contact the following:

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