UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

5890
G-1

27 MAY 2014

INFOGRAM 18-14

FROM: COMMANDING GENERAL
TO: DISTRIBUTION LIST

SUBJ: EVACUATION TRAVEL CLAIMS AND PERSONNEL CLAIMS ACT

1. PURPOSE. THIS INFOGRAM PROVIDES INFORMATION REGARDING THE PROCESSING OF EVACUATION TRAVEL CLAIMS AND CLAIMS FILED UNDER THE PERSONNEL CLAIMS ACT. DUE TO THE MAY 2014 WILDFIRES THROUGHOUT SOUTHERN CALIFORNIA, THE COMMANDING GENERAL, MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE, CAMP PENDLETON (MCIWEST-MCB CAMPEN) DIRECTED THE EVACUATION OF THE FOLLOWING AREAS:

AREA	EVACUATION DATES	EVACUATION LIFTED AND RESIDENTS AUTHORIZED TO RETURN DATES
O'NEILL HOUSING MARINE CORPS BASE, CAMP PENDLETON (MCB CAMPEN)	14 MAY 14	15 MAY 14
DELUZ HOUSING (MCB CAMPEN)	14-15 MAY 14	16 MAY 14
SAN ONOFRE HOUSING (MCB CAMPEN)	16 MAY 14	17 MAY 14
33 AREA (MCB CAMPEN)	14-16 MAY 14	17 MAY 14
43 AREA (MCB CAMPEN)	15-16 MAY 14	17 MAY 14
25,31,41,52,62 AREAS (MCB CAMPEN)	16 MAY 14	17 MAY 14
14 AREA (MCB CAMPEN)	14 MAY 14	15 MAY 14
BONSALL	14 MAY 14	15 MAY 14
CARLSBAD	14 MAY 14	15 MAY 14
ESCONDIDO	14 MAY 14	14 MAY 14
FALLBROOK	14 MAY 14	15 MAY 14
OCEANSIDE	14 MAY 14	14 MAY 14
RANCHO BERNARDO	14 MAY 14	14 MAY 14
RANCHO SANTA FE	14 MAY 14	14 MAY 14
SAN MARCOS	14 MAY 14	17 MAY 14

2. EVACUATION ORDERS AND TRAVEL CLAIMS. PERSONNEL REQUIRED TO EVACUATE MAY QUALIFY FOR TEMPORARY ADDITIONAL DUTY (TAD) OR EVACUATION ALLOWANCES COVERING TRAVEL, MEALS AND/OR LODGING FOR THE PERIOD OF EVACUATION. PERSONNEL REIMBURSED FOR LODGING, MEALS, OR OTHER EXPENSES FROM AN EXTERNAL ORGANIZATION CANNOT CLAIM THOSE EXPENSES FROM THE GOVERNMENT. EVACUATION ALLOWANCES ONLY APPLY TO THE SERVICE MEMBER OR DOD CIVILIAN AND DEPENDENTS RESIDING IN THE EVACUATED AREA; EXPENSES RELATING TO PETS ARE NOT AUTHORIZED EVACUATION ALLOWANCES. IN ORDER TO BE REIMBURSED FOR TRAVEL AND LODGING COSTS, AS WELL AS TO RECEIVE PAYMENT OF PER DIEM, THE FOLLOWING APPLIES:

A. EVACUATED PERSONNEL/FAMILIES MUST REQUEST EVACUATION ORDERS AND SUBMIT TRAVEL CLAIMS AS FOLLOWS:

(1) FOR MCB CAMPEN PERMANENT AND FLEET ASSISTANCE PROGRAM (FAP) PERSONNEL, H&HS MCAS CAMPEN PERSONNEL, AND OTHER NON-I MEF TENANT PERSONNEL, ORDERS WILL BE ISSUED BY THE MCB CAMPEN MILITARY PERSONNEL OFFICE IN BUILDING 130132 FROM 2 JUNE TO 1 JULY 2014, BETWEEN THE HOURS OF 0800 AND 1600, MONDAY THROUGH FRIDAY. WALK-IN APPOINTMENTS ARE AVAILABLE OR CALL TO MAKE AN APPOINTMENT AT (760)763-3938 OR (760)725-4675.

(2) FOR ALL PERSONNEL ASSIGNED TO I MEF ORGANIZATIONS, ORDERS WILL BE ISSUED BY THE I MEF JOINT CLAIMS OFFICE IN BUILDING 1687 (VOLUNTEER INCOME TAX ASSISTANCE (VITA)) OFFICE FROM 2 JUNE TO 1 JULY 2014, BETWEEN THE HOURS OF 1100 AND 1830, MONDAY THROUGH FRIDAY.

B. SERVICE MEMBERS/CIVILIAN EMPLOYEES WHO WERE ORDERED TO EVACUATE AND DID SO WITH THEIR FAMILY MEMBERS MAY NOT FILE A JOINT CLAIM. THE SERVICE MEMBER/CIVILIAN EMPLOYEE MUST FILE AN INDIVIDUAL CLAIM AND THE FAMILY MEMBERS MUST FILE A SEPARATE CLAIM. CLAIMS FOR LODGING WILL BE ON THE FAMILY MEMBER'S CLAIM. THERE ARE NO EVACUATION ALLOWANCES FOR PERSONNEL WHO DID NOT EVACUATE THEIR HOMES. THERE IS NO REIMBURSEMENT FOR LODGING COSTS IF STAYING WITH FRIENDS, FAMILY OR IN ALTERNATE GOVERNMENT QUARTERS, HOWEVER, EVACUEES MAY BE ENTITLED TO PER DIEM. PLEASE MAKE SURE CLAIMS INCLUDE:

(1) COPY OF EVACUATION ORDERS (AVAILABLE AT CLAIMS OFFICE).

(2) ALL LODGING RECEIPTS. THESE RECEIPTS MUST HAVE A ZERO BALANCE.

C. IN ADDITION TO THE REQUIREMENTS ABOVE, BE PREPARED TO PROVIDE THE FOLLOWING INFORMATION FOR DEPENDENT(S) CLAIM:

(1) NAMES AND AGES OF ALL EVACUATED FAMILY MEMBERS.

(2) ACTUAL MILEAGE FROM RESIDENCE TO SAFE HAVEN/EVACUATION SITE.

(3) NUMBER OF OWNERS/OPERATORS OF VEHICLES USED.

(4) SPONSOR'S FULL NAME, RANK, AND SOCIAL SECURITY NUMBER (SSN).

(5) ELECTRONIC FUNDS TRANSFER (EFT) FORM WITH ACCOUNT INFORMATION/ROUTING NUMBER.

D. FOR ADDITIONAL INFORMATION ON COMPLETING THE TRAVEL VOUCHER AND EFT FORM, PLEASE VISIT:
HTTP://WWW.1STMLG.MARINES.MIL/STAFFSECTIONS/SPECIALSTAFF/DISBURSING/TRAVEL.ASPX

3. FUNDING. TAD CHARGES FOR EVACUATED SERVICE MEMBERS/CIVILIAN EMPLOYEES NOT SERVING AS ESCORTS WILL BE CHARGED TO LOCAL UNIT O&M FUNDS. ESCORTS ARE DEFINED AS SERVICE MEMBERS/CIVILIAN EMPLOYEES WHO ARE REQUIRED TO ESCORT THEIR FAMILY MEMBERS WHO ARE INCAPABLE OF TRAVELING ALONE DUE TO AGE, PHYSICAL OR MENTAL INCAPACITY OR OTHER EXTRAORDINARY CIRCUMSTANCES. TAD CHARGES ASSOCIATED WITH EVACUATION OF MILITARY MEMBERS/DEPARTMENT OF DEFENSE (DOD) CIVILIAN EMPLOYEES SERVING AS ESCORTS AND/OR THEIR FAMILY MEMBERS WILL BE CHARGED TO THE APPROPRIATE HEADQUARTERS MARINE CORPS CENTRALIZED LINE OF ACCOUNTING (LOA) PROVIDED BELOW:

O&M, MC/O&M, MCR
1106: (ACTIVE DUTY (AD) ESCORTS, INCLUDES RESERVISTS ON AD OTHER THAN ADSW)
SDN: M0008514BFADTS0
LOA: 1741106 4A4G 000 00027 067443 2D M00085 08514BFADTS0

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1106: (APPROPRIATED FUND DOD CIVILIANS ESCORTS AND DOD CIVILIAN DEPENDENTS ASSIGNED TO MARINE COMMANDS)
SDN: M0008514BFCVTS0
LOA: 1741106 4A4G 000 00027 067443 2D M00085 08514BFCVTS0

1107: (RESERVE ESCORTS, ADOS ONLY)
SDN: M0008514BFRSTS0
LOA: 1741107 4A4G 000 00027 067443 2D M00085 08514BFRSTS0

MPMC/RPMC
1105: (AD DEPENDENTS, INCLUDES DEPENDENTS OF RESERVISTS ON AD OTHER THAN ADSW)
SDN: M7000214CTADTS0
LOA: 1741105 2750 000 41690 067443 2D 000000 70002CTADTS0

1108: (RESERVE DEPENDENTS, ADOS ONLY)
SDN: M7000214CTRCTS0
LOA: 1741108 2731 000 14631 067443 2D 074503 70002CTRCTS0

4. QUESTIONS REGARDING EVACUATION ORDERS AND/OR TRAVEL CLAIMS MAY BE DIRECTED TO:

FOR MCB CAMPEN PERMANENT AND FAP PERSONNEL: BASE MILITARY PERSONNEL OFFICE AT (760) 725-4675, (760) 763-3938, OR (760) 725-6502.

FOR I MEF PERSONNEL: I MEF G-1 AT (760) 725-9250

5. PERSONNEL CLAIMS ACT(PCA). PERSONNEL IMPACTED BY THE 2014 WILD FIRES MAY ALSO BE ELIGIBLE FOR COMPENSATION UNDER THE PCA, 31 U.S.C. S3721, FOR DAMAGES SUSTAINED TO PERSONAL PROPERTY AS A RESULT OF THE FIRE.

A. THE PCA ALLOWS A SERVICE MEMBER OR FEDERAL EMPLOYEE TO FILE A CLAIM AGAINST THE GOVERNMENT FOR PERSONAL PROPERTY WHICH IS LOST, DAMAGED OR DESTROYED INCIDENT TO SERVICE. THIS WOULD INCLUDE FIRE, FLOOD, OR ELECTRICAL/POWER DAMAGE TO PERSONAL BELONGINGS IN QUARTERS; FOR EXAMPLE, SPOILED FOOD DUE TO LOSS OF ELECTRICITY. IT WOULD ALSO COVER: DAMAGE TO FURNITURE DURING SHIPMENT OR STORAGE; THEFT; VANDALISM; OR NATURAL DISASTER DAMAGING PERSONAL PROPERTY ON BASE. THE PCA WILL NOT COVER ITEMS INCLUDING, BUT NOT LIMITED TO: GENERATORS PURCHASED DUE TO POWER LOSS; AIR FILTERS PURCHASED DUE TO FIRES; AND MEALS OR LODGING. DEPENDENTS MUST HAVE A POWER OF ATTORNEY (POA) AND VALID IDENTIFICATION TO FILE ON THE MILITARY MEMBER'S BEHALF. POA'S MAY BE OBTAINED AT LEGAL ASSISTANCE BUILDING 22161 ((760) 725-6580/5389).

B. IN ORDER TO FILE A CLAIM UNDER THE PCA ONE MUST COMPLETE DD FORMS 1842 AND 1844, SPECIFIC CERTIFICATIONS/DECLARATIONS FOR YOUR SITUATION, AND A DIRECT DEPOSIT FORM. THESE FORMS CAN BE FOUND AT: HTTP://WWW.JAG.NAVY.MIL/ORGANIZATION/CODE_15.HTM.

C. TO FILE YOUR CLAIM AGAINST THE GOVERNMENT, YOU MUST SIGN A CERTIFICATION THAT YOU DO NOT HAVE ANY PRIVATE INSURANCE COVERING ANY OR ALL OF THE LOSS OR DAMAGE IN YOUR CLAIM AGAINST THE UNITED STATES. IF YOU HAVE PRIVATE INSURANCE COVERAGE FOR YOUR LOSS, YOU MUST FIRST FILE WITH THAT INSURER. IF YOUR LOSS IS LESS THAN YOUR INSURANCE DEDUCTIBLE, YOU MAY DECLARE THAT ON THE CLAIM FORMS, AND PLEASE BRING YOUR PROOF OF INSURANCE TO YOUR CLAIMS OFFICE. YOU ARE REQUIRED TO PROVIDE YOUR INSURANCE COMPANY'S NAME AND YOUR POLICY NUMBER. YOU ARE ALSO REQUIRED TO DECLARE IF YOU HAVE RECEIVED ASSISTANCE FROM ANOTHER AGENCY/ENTITY (E.G., NAVY MARINE CORPS RELIEF).

D. RECEIPTS ARE REQUIRED, SO ANY SUPPORTING DOCUMENTS SUCH AS PHOTOGRAPHS, POLICE REPORTS, AFFIDAVITS, CERTIFICATIONS, ESTIMATES,

EXPERT/REPAIR STATEMENTS, AND RECEIPTS ARE STRONGLY ENCOURAGED AND WILL HELP THE APPROVAL OF YOUR CLAIM. ALTERNATIVES TO ORIGINAL RECEIPTS INCLUDE PHOTOCOPIES, BANK STATEMENTS, CREDIT CARD STATEMENTS, OR THE RECEIPT(S) FOR THE ITEMS PURCHASED TO REPLACE THE DAMAGED/DESTROYED ITEMS.

E. ONCE THE FORMS ARE SIGNED AND COMPLETED THEY MUST BE SUBMITTED TO THE REGIONAL CIVIL LAW SECTION, LOCATED IN BUILDING 1160, ROOM 240 (760) 725-5154. OFFICE HOURS ARE FROM 0730 TO 1630 MONDAY THROUGH FRIDAY. IF YOU DO NOT HAVE INTERNET ACCESS, HARD COPIES OF THE FORMS MAY BE PICKED UP AT THE OFFICE LISTED ABOVE OR AT THE BASE MILITARY PERSONNEL OFFICE.

6. INFORMATION ON OTHER LEGAL MATTERS, SUCH AS CONSUMER, INSURANCE, OR LANDLORD-TENANT MATTERS, SHOULD CONTACT THE LEGAL ASSISTANCE OFFICE IN BUILDING 22161 ((760) 725-6580/5389).

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J. L. HOSKINS
BY DIRECTION