



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCES COMMAND
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORCOMINST 3440.1E CH-1
N31A
5 Oct 2021

COMNAVRESFORCOM INSTRUCTION 3440.1E CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND STAFF CONTINUITY
OF OPERATIONS PLAN

Encl: (1) Revised pages 6 to 7
(2) Revised page 8

1. Purpose. To transmit a change to enclosures (1) and (2), which updates to the following:

(a) In the event COS is unavailable to support COMNAVRESFORCOM staff, either at COMNAVRESFORCOM headquarters or at the EES, order of succession and delegation of authority will be designated to DCOSs of N3, N5, or N7, in respective order of availability, to lead COMNAVRESFORCOM COOP.

(b) DCOS N3, N5, and N7 will serve as COS in the event that the COS is unavailable.

2. Action. Remove pages 6, 7, and 8 of this basic instruction and replace with enclosures (1) and (2).

3. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1, January 2012.

J. A. SCHOMMER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Web site, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions/>.



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From: Commander, Navy Reserve Forces Command

Subj: COMMANDER, NAVY RESERVE FORCES COMMAND STAFF CONTINUITY
OF OPERATIONS PLAN

Ref: (a) DoD Instruction 1035.01
(b) DoD Directive 3020.26
(c) SECNAVINST 3030.4E
(d) OPNAVINST 3030.5C
(e) CNICINST 3440.17
(f) COMNAVRESFORCOMNOTE 3440
(g) CNICINST 3440.17A
(h) NAVSTANORVAINST 3440.17A
(i) Commonwealth of Virginia Hurricane Emergency Response Plan
(j) North Carolina Coastal Region Evacuation Guide and Sheltering Field Operating Guide 2011 Edition
(k) Joint Travel Regulations of 1 October 2020

Encl: (1) Emergency Planning Information Sheet
(2) Emergency Evacuation Advisory Message Template
(3) Condition of Readiness Checklist
(4) TCCOR Command SYNC Matrix
(5) Mission Essential Functions Continuity Plan
(6) Direction for COMNAVRESFORCOM Norfolk to NAVOPTSPTCEN
Roanoke, Virginia, Emergency Evacuation Site
(7) Hurricane Evacuation Entitlements FAQs
(8) Family Emergency Checklist

1. Purpose. To revise the Continuity of Operations Plan (COOP) procedures and responsibilities to ensure effective performance of command mission and continuation of core missions or mission essential functions (MEF) during an increase of Force Protection (FPCON) level, natural or man-made emergencies, pandemics, and disasters per references (a) through (k) and enclosures (1) through (8).

2. Cancellation. COMNAVRESFORCOMINST 3440.1D.

3. General

a. The Hampton Roads area is subject to a myriad of potential man-made acts and natural phenomena including hurricanes, flooding, hazardous material spills, riots, acts of terrorism, and with attack weapons of mass destruction (WMD) that may sufficiently reduce the ability of Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) to conduct primary mission functions at Naval Support Activity (NAVSUPACT) Hampton Roads. The command must be able to perform MEFs under any and all emergency environments, which requires significant and specific planning.

b. COMNAVRESFORCOM MEFs that must continue during any emergency include:

(1) Coordination of air component, Total Force Manpower Management System/Total Force Authorizations and Requirements System, and aviation maintenance support.

(2) Resolution of Reserve policy issues and Government Travel Charge Card (GTCC) issues.

(3) Support of travel/Navy Reserve Order Writing System (NROWS) Help Desk and limited Navy messaging/Information Technology (IT).

(4) Mobilization and any other functions considered essential to missions and activities supported by COMNAVRESFORCOM commands.

c. COMNAVRESFORCOM's COOP staff are defined as the minimum number of individuals required to continue those functions listed in the preceding paragraph at a COOP site. All other staff are expected to continue operations via telework from their personal safe havens.

d. COMNAVRESFORCOM N6 is responsible for maintaining the IT COOP to perform these functions. However, COMNAVRESFORCOM COOP staff must be prepared to perform their MEF in a limited IT environment. Staff members will only use Navy and Marine Corps Intranet email for electronic communications in order to maintain appropriate Operations Security.

4. Situation and Assumptions

a. Situation

(1) COMNAVRESFORCOM headquarters is subject to natural or man-made disasters, higher FPCON levels, and pandemics, which can severely limit access to the headquarters complex or deny COMNAVRESFORCOM the capability to perform all MEFs together.

(2) Technological hazards that can potentially impact the ability to use the COMNAVRESFORCOM headquarters complex are many and varied. These hazards exist because of the headquarters close proximity to roads, railroads, and waterways over which hazardous materials may travel. Additionally, an accident or intentional action at one of the various chemical plants or refineries within the area could also impede use of the headquarters building. This, coupled with the fact that Hampton Roads is an installation that has limited egress routes, makes the area vulnerable to terrorist activity and WMD attacks.

b. Assumptions

(1) When the Regional Commander and/or installation Commander limits access at NAVSUPACT Hampton Roads, COMNAVRESFORCOM will normally follow the installation's lead.

(2) A civil disaster or emergency may impede the ability of this command to maintain MEFs at the COMNAVRESFORCOM headquarters for an extended period of time.

(3) This plan may be executed with little or no notice, separately or with other emergency plans, including mobilization.

(4) It is possible that a disaster could be such that individuals will not be able to egress the area or reach a designated reconstitution, evacuation building, or site outside of the Hampton Roads area.

5. Concept of Operations and COOP Level Scenarios

a. Concept of Operations

(1) This plan is based upon the principal of specific command personnel being identified to execute command MEFs under various scenarios that may require an unusual amount of flexibility.

(2) Using some or all COOP staff at COMNAVRESFORCOM headquarters. There are three categories of COOP staff.

(a) Group One (Duty Staff). Category will consist of duty staff members that will secure (stow and lock) the building prior to an emergency situation and provide cleanup efforts. This group is considered mission essential personnel by NAVSUPACT Hampton Roads commanding officer.

(b) Group Two (COOP Staff). Category will consist of personnel executing the MEF for the respective code from the emergency evacuation site (EES) and emergency relocation staff (ERS). These staff members are denoted on the COMNAVRESFORCOM COOP Staff List as Phase A, B, C, D, and E.

(c) Group Three (Staff). Category will consist of all remaining personnel not in a duty status or required to COOP to the EES/ERS.

(3) Direction of Group Two and Three staff to execute the COOP is situation dependent and consists of the following considerations:

(a) Ability to use telework to carry out MEFs from a designated or undesignated location per reference (a).

(b) Deploying Group Two COOP staff to the local ERS. The ERS for COMNAVRESFORCOM is Navy Operational Support Center (NAVOPSPTCEN) Norfolk, Virginia.

(c) Deploying Group Two COOP staff to the remote EES. The EES for COMNAVRESFORCOM is NAVOPSPTCEN Roanoke, Virginia. An alternate site, including a hotel, may be chosen.

(d) Using an alternate command that may or may not be augmented by Group Two COOP staff to temporarily perform COMNAVRESFORCOM MEFs. Alternate commands may include Commander, Navy Reserve Force (COMNAVRESFOR), Washington, DC; Navy Region Mid-Atlantic Norfolk, Virginia; or Navy Region Mid-Atlantic Great Lakes, Illinois.

(e) A combination of the above.

(4) Specific measures taken to respond to a particular disaster or emergency will depend upon actual or anticipated impact upon the command, extent of the area impacted, and priorities established by COMNAVRESFORCOM Chief of Staff (COS) or higher authority.

(5) Deployment of each phase of Group Two COOP staff should be accomplished within 24 hours of the decision to deploy them.

(b) COOP Level Scenarios

(1) Temporary

(a) Under this scenario, COMNAVRESFORCOM headquarters building is closed for less than a week. The disruption could be due to weather, increase in the FPCON, fire, system or mechanical failure, loss of utilities, or other isolated events.

(b) All staff members would muster with respective code daily by phone. Staff members will either be directed to telework to continue MEF, or the decision may be made to disperse the work force by having a small cell of staff members at COMNAVRESFORCOM headquarters and all other personnel teleworking from home, awaiting further instruction.

(2) Extended (Relocation)

(a) Under this scenario, COMNAVRESFORCOM headquarters building is closed for over a week, but less than a month and disruption has not affected the surrounding area, utilities, or the transportation system. The most likely cause of such a disruption is the delay in repairs, reconstruction, or the clean-up process of facilities.

(b) The COS and or Deputy Chief of Staffs (DCOS) will direct Group Two COOP staff members to relocate to the ERS. These staff members will proceed to the primary ERS, NAVOPSPTCEN Norfolk, at Joint Expeditionary Base Little Creek, Norfolk, Virginia or some other building located on NAVSUPACT Hampton Roads. Other options will be considered depending on the anticipated time to recover the headquarters building. Staff members will muster with their respective codes at the ERS and/or telework at home to continue MEFs. Nonessential staff members will remain at home and await further instruction.

(3) Evacuation (Relocation)

(a) An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances. This evacuation could be initiated by state flood zones (A, B, C, or D) from the Governor of Virginia. Under this scenario, COMNAVRESFORCOM headquarters building, as well as the entire Hampton Roads area, are closed for normal business operations for an unspecified amount of time. This could be the result of a hurricane threat or strike to the area, or secondary effects of a hurricane, such as widespread flooding, utility failures, etc. This scenario could also be used for an increase in the FPCON or credible threats of action that could preclude access to the headquarters building where there could be uncertainty regarding whether additional or secondary events could occur. Additionally, pandemic outbreak may require "social distancing" and require all or most staff to work remotely.

(b) Under this scenario, Group Two COOP staff members can expect to be ordered to the primary EES at NAVOPTSPTCEN Roanoke, Virginia or to telework from home. All other staff members will muster per this instruction and take direction from their DCOS.

(c) Military and Department of Defense (DoD) civilian dependents of Group Two COOP staff may leave a threatened area at their own expense prior to an official military authorized evacuation. The government may authorize evacuation entitlements if the Regional Commander and or installation Commander issues a Limited Evacuation Order (LEO). Should this decision be made, expect that COMNAVRESFORCOM will direct Group Two COOP staff members to the EES and evacuation entitlements would then be authorized for affected staff and their families. Specifics of entitlements can be found in enclosure (7).

(d) Group Three non-COOP staff should follow the direction of civil authorities in their area and evacuate if advised to do so, but will confirm with their DCOS or Executive Director prior to evacuation. A Service member's dependent, a DoD civilian employee, or a DoD civilian employee's dependent may leave a threatened area prior to an official military authorized evacuation. The government may authorize evacuation entitlements if the Regional Commander and/or installation Commander issues a LEO. Should this decision be made, expect that COMNAVRESFORCOM will direct Group Three COOP staff members to the nearest safe haven and evacuation entitlements would then be authorized for affected staff and their families. Specifics of entitlements can be found in enclosure (7).

6. Tasks and Responsibilities

a. COMNAVRESFORCOM COS

(1) Establish emergency planning and operations policy and activate this plan, or any portion thereof, as may be necessary, if the headquarters or the Hampton Roads area is threatened with a condition (FPCON level, tropical condition, natural event, or man-made/emergency/disaster/pandemic) that may interfere with normal operations.

(2) Determine the appropriate MEFs, COOP level, and direct the deployment of staff as necessary.

(3) If evacuation and transition of Group Two COOP staff to the EES site NAVOPSPTCEN Roanoke, Virginia is directed, contact the NAVOPSPTCEN Roanoke command duty officer (CDO) or commanding officer (CO) to provide them advanced notification of the arrival of COMNAVRESFORCOM staff.

(4) In the event COS is unavailable to support COMNAVRESFORCOM staff, either at COMNAVRESFORCOM headquarters or at the EES, order of succession and delegation of authority will be designated to DCOSs of N3, N5, or N7, in respective order of availability, to lead COMNAVRESFORCOM COOP.

(5) Be the only authority sending official mass communications to COMNAVRESFORCOM staff (civilian and military) via COMNAVRESFORCOM social media websites, IMC, email, or phone.

(6) Release guidance communications upon all tropical cyclone condition of readiness (TCCOR) changes.

b. COMNAVRESFORCOM DCOS and Special Assistants (SA)

(1) Using the guidance above, identify MEFs from enclosure (5), equipment, records, Automatic Data Processing (ADP) requirements, etc., to carry out MEFs. Additionally, identify

COOP staff members on the Operations Department SharePoint and verify for accuracy monthly. Designated staff will be those necessary for all contingencies, to include setting changes in FPCONs. Provide input, updates, and changes to Force Operations COOP Manager. Identify and ensure equipment, records, files, etc., can be rapidly stowed and secured.

As necessary, identify inside spaces (away from windows) where valuable equipment and records can be stowed.

(2) Designate and provide the names of two individuals to serve as the primary and secondary Departmental Emergency Planners for emergency planning, coordination, and plan execution to COMNAVRESFORCOM Force Operations. These personnel should have at least one year remaining within that code.

(3) Ensure Group Two COOP staff are trained and have the appropriate equipment, programs, records, etc. to execute MEFs and that they understand they could be called upon to perform their functions at any time, with little or no notice.

(4) Ensure staff personnel have personal evacuation and relocation plans for their dependents and are prepared to implement them at all times

(5) Ensure Group Two staff participate in training and exercises to test this plan.

(6) Inform all departmental staff of specific muster procedures that are to be followed when an evacuation of the Hampton Roads area is ordered. Direct all staff members to provide an Emergency Planning Information Sheet indicating where they would plan to evacuate. See enclosure (1) of this instruction.

(7) Update and maintain an accurate departmental recall bill.

(8) Upon notification of an increase in condition of readiness (COR) due to possible hurricane, tropical storm (TS), man-made disaster, or evacuation emergencies, execute the actions in enclosure (3).

(9) Report COR attainment to the duty office per enclosure (3).

(10) Direct the deployment of Group Two COOP staff as necessary per reference (f).

(11) Attend DCOS meeting with the COS at TCCOR 3, 2, and 1 change. After DCOS meets and with COS concurrence, dismiss Non-COOP staff at your discretion. Encourage staff, if evacuating, to relocate in the vicinity of the EES per enclosure (6) or to the nearest safe haven as outline in a LEO.

(12) Determine staff members who are on leave or temporary duty travel (TDY) and notify or recall them as required.

(13) Develop a staff work schedule to implement after a disaster or storm passage. Prioritize individuals for returning to work. (Assume there will be restrictions to ingress and egress from the Hampton Roads area).

(14) Develop a devolution plan, if necessary, with memorandum of agreement with subordinate command(s).

(15) DCOS N3, N5, N7 will serve as COS in the event that the COS is unavailable.

c. Senior Watch Officer (SWO)

(1) Ensure availability of necessary equipment and supplies (e.g., instructions, notices, publications, tape, flashlights, batteries, etc.) that duty staff member will need in an emergency situation.

(2) Ensure duplicate copies of duty office watch binders are available to take to EES.

(3) When the leadership determines a COOP is required, the current CDO will hold the duty until relieved by the COOP CDO at the EES.

(4) Ensure a watch team is designated and deployed to assume the watch at COMNAVRESFORCOM headquarters, before the EES watch stands-down, as the evacuation period ends. A verbal (phone) turnover must be completed between the COOP CDO and the oncoming CDO.

d. DCOS for Operations (N3)

(1) Maintain this plan and coordinate staff emergency operations response.

(2) Coordinate support requirements at the primary EES or ERS.

(3) Coordinate staff response to emergency operations through the department and code emergency planners.

(4) Clear Navy Reserve Order Writing System Headquarters waivers boxes of pending inactive duty training travel (IDTT), annual training (AT), and active duty for training (ADT) orders applications.

(5) Gather all necessary data elements for order writing to EES.

(6) With approval of the COS, identify and deploy Group Two COOP staff to EES in anticipation of an evacuation to sustain MEFs.

e. Director, COOP Management (N31A)

(1) Coordinate with NAVSUPACT Hampton Roads on any tropical cyclone conditions or weather forecast and the setting of CORs.

(2) Advise and brief, as required, COMNAVRESFORCOM COS/N3/SWO/CDO of evacuation and emergency and/or weather forecast situation and/or an event of disaster conditions.

(3) As the designated primary COMNAVRESFORCOM Weather Forecast and Disaster Readiness Coordinator, provide any weather and disaster information to COMNAVRESFORCOM emergency planners for distribution to all staff.

(4) When this evacuation plan is implemented and evacuation or relocation is imminent, notify NAVSUPACT Hampton Roads Emergency Manager at (757) 836-5673 or (757) 836-0859 of the staff's intentions.

(5) Conduct COOP and emergency readiness training for all COMNAVRESFORCOM personnel and exercise this plan at least annually.

f. Director, Force Travel (N33)

(1) Designate a command point of contact (POC) for disseminating procedures and processing evacuation and safe haven orders for staff members (military, civilian, and dependents).

(2) Provide guidance on and collect evacuation travel claims for staff members' dependents' per diem, travel, and lodging expenses during evacuation.

g. DCOS for Logistics (N4)

(1) Arrange for supplies and equipment required to sustain MEFs in directorates for a minimum of seven days at COMNAVRESFORCOM headquarters and for sustained operations for up to 30 days at the EES or an alternate site.

(2) Coordinate logistic support at the primary EES (NAVOPSPTCEN Roanoke, Virginia) concerning facilities, utilities, transportation, etc. Interface with Commander, Navy Installations Command, as required.

(3) Activate GTCC for staff members who possess them to facilitate evacuation expenditures, as required. Designate a GTCC POC and provide name and telephone number to staff to resolve GTCC issues.

(4) Ensure COMNAVRESFORCOM headquarters is prepared for any tropical conditions (sandbags, cover all electronics, and secure potential external flying hazards).

(5) Arrange for supplies, equipment, and staff required for reconstitution operations at COMNAVRESFORCOM headquarters following the disaster. Ensure building is prepared and suitable for the staff to return.

h. DCOS for Information Technology (N6)

(1) Assist DCOSs in determining their minimum ADP requirements to perform their MEFs at the ERS or EES.

(2) Develop and implement COOP for ADP, telephone, and message traffic requirements to assure continuity of ADP and support at the ERS or primary EES for telework staff. Ensure the availability of information systems to support MEFs exist at all of the EES, including the documentation to support those systems.

(3) Establish toll free number at EES for Command Services representatives to receive inquiries from field or staff and daily muster reports from departmental representatives.

(4) Establish toll free conference call bridges for each code to facilitate distribution of information and daily musters.

(5) Coordinate ADP requirements to EES or to alternate sites.

(6) Upon evacuation order, add the following information on the front page of the Unclassified Navy Reserve Website: Due to (evacuation reason), COMNAVRESFORCOM staff has evacuated the Hampton Roads Area Reserve Headquarters effective (date). Alternate headquarters has been established at NAVOPSPTCEN Roanoke, Virginia to conduct mission-essential functions. For assistance, please call (540) 563-9723 or TOLL FREE at (866) 527-6595. For further assistance, please call the US Navy Emergency Coordination Center at (877) 414-5358.

(7) Train and remind staff members to save electronic files on their "H" drives and to a portable media (CD or external hard drive) which can be carried during evacuation. Remind the staff that access to the "H" drive may be impossible or severely restricted in the days following a major catastrophic event. These files should include Outlook files (e-mail, appointments, contacts, tasks, etc.) saved to a ".PST file."

(8) Ensure all staff members obtain and use Public Key Infrastructure (PKI) Certificates/Common Access Card Readers for use at home and on the road, as applicable, to facilitate access to Navy and Marine Corps Intranet (NMCI) network.

(9) Ensure that all Group Two COOP staff in reference (f) are issued a Wireless Fidelity (Wi-Fi) capable laptop that is configured correctly to operate offsite in advance of Phase B requirement and either a Wi-Fi or a hot-spot enabled government issued mobile phone.

(10) Stage hard line telephones at the primary EES to meet long-term requirements.

(11) Take all necessary steps to secure classified material in the Secure Internet Protocol Router (SIPR) Café and coordinate with NMCI for removal and storage of SIPR hardware, especially with threat of a hurricane and possible flooding.

(12) Maintain SIPR connectivity at the EES and ERS, in addition to Non-secure Internet Protocol Router (NIPR) connectivity. When COOP location is determined to be at another location, such as a hotel, determine if local SIPR capability is available and establish procedures with that host command for utilizing their SIPR services.

(13) With the approval of the COS, identify and deploy advanced party or Phase A to EES in anticipation of an evacuation to sustain MEFs.

i. DCOS for Resources (N8)

(1) Coordinate the necessary TDY orders and financial support for Group Two COOP staff deployed in support of emergency operations as well as financial support for non-mission essential personnel.

(2) Establish procedures for capturing costs of emergency readiness, response, and recovery operations.

(3) Provide evacuation and other cost estimates to COMNAVRESFORCOM (N00/N01), as appropriate.

(4) Download any necessary files needed at EES on a portable media device (CD or external hard drive).

(5) Download financial data that will be needed to support command financial obligations on a portable media device (CD or external hard drive).

j. Command Master Chief (N00C)

(1) Be prepared, as required, to designate command staff to augment NAVSUPACT Hampton Roads Disaster Control Teams and Emergency Operations Center staff. Provide names to NAVSUPACT Hampton Roads Disaster Preparedness Officer at COMM: (757) 836-5673/0859.

(2) Determine the number of Sailors from each DCOS and SA without vehicles who require evacuation transportation. Work with NAVSUPACT Hampton Roads to coordinate evacuation of these individuals without transportation.

k. Director, Civilian Personnel (N00CP)

(1) If a potential evacuation or relocation is directed, provide initial guidance to civilian staff members regarding pay and leave entitlements.

(2) Upon evacuation or relocation, refer civilian staff members to Human Resources Director for assistance at COMM: (757) 322-5661/DSN 262-5661 or john.rowe1@navy.mil.

l. DCOS for Command Services (N01A)

(1) Upon expectation of potential evacuation order, prepare advanced party (Phase A) staff to travel to EES ahead as required to establish staff mustering plan.

(2) Execute procedures, per paragraph 16 of this instruction, which personnel are to follow for mustering, should an evacuation order be issued or the headquarters building becomes inaccessible. Train all staff members on these procedures to ensure they know exactly what they are supposed to do.

(3) Provide assistance to departments to maintain up-to-date and accurate recall bills for staff members.

(4) Establish, maintain, and distribute (to staff, echelon 4 commands and the Chief of Navy Reserve) a COOP staff directory, to include name, code, e-mail, location, and telephone number. Update as changes occur.

(5) With the approval of the COS, assist in deploying Group Two COOP staff to EES in anticipation of an evacuation to sustain MEFs.

(6) Continue to refine muster procedures and maintain accuracy of command recall bill.

m. Force Chaplain (N01G)

(1) Provide guidance and counseling as needed.

(2) Arrange for additional Chaplain support at the primary or alternate EES, as required.

n. Special Assistants (SA) (N00C, N00CP, N00P, N00SA, N01A, N00EEO, N01E, N00TR):

(1) Provide N01A with a primary and secondary POC for working and nonworking hours to receive situation or evacuation warnings and notifications.

(2) Report COR attainment to COMNAVRESFORCOM (N01A).

(3) Execute the actions in enclosure (1) of this instruction upon notification that a COR is being set.

o. Command Disaster Preparedness Officer

(1) Assist the COOP Manager in execution of this plan.

(2) Train and direct N-Code Emergency Planners.

(3) Manage the ALERT messaging system. Use the ALERT system to relay all approved messages and notifications from the COS to all hands or specific groups.

p. N-Code Emergency Planners

(1) Serve as Directorate POC for planning and coordinating emergency planning with N3 and N6 for support and ADP requirements.

(2) Maintain and implement a specific Departmental Emergency Plan to accomplish MEFs in an emergency. Keep COMNAVRESFORCOM (N31A) informed of plans and updates for the following items:

(a) MEFs, Group Two COOP staff, ADP, and other equipment, and essential records to perform directorate MEFs.

(b) How MEFs will be conducted under emergency conditions.

(c) Alternate commands which could execute directorate MEFs for a limited period of time.

(d) Muster instructions for personnel.

(e) How personnel (COOP, Non-COOP, and nonessential), will be notified of emergency conditions and what to do in the absence of any notification.

(3) Maintain an accurate directorate recall bill and serve as the Departmental Mustering Officer/Petty Officer. This requires that they will be the sole person contacting the N01A Staff Mustering Petty Officer (SMPO) in the event of a recall muster. Contact SMPO at (866) 527-6595.

(4) Brief newly assigned staff members on their duties during emergency conditions.

(5) Provide training to departmental staff to ensure they know what to do and understand their emergency duties.

(6) As necessary, develop and maintain emergency readiness checklists to accomplish departmental MEFs.

(7) Ensure that staff members, specifically those on the COOP list, participate in command exercises to test this plan.

(8) Execute the actions in enclosure (3) upon notification that a COR is being set and report your code's completion to your DCOS and the duty office.

q. COMNAVRESFORCOM Group Two COOP Staff

(1) Develop standard operating procedures or checklists to carry out specific and assigned MEFs.

(2) Be prepared at all times to be able to proceed to an alternate site to carry out your assigned MEFs.

(3) Identify the necessary ADP equipment, including a Wi-Fi capable laptop that is configured correctly to operate offsite in advance of Phase B requirements and either a Wi-Fi or hot-spot enabled government issued mobile phone. Additionally, identify programs, data, supplies, and other materials required to perform MEFs at the EES or elsewhere. Ensure the necessary equipment, materials, etc., are always ready on short notice. Plan to be able to perform MEFs without essential ADP support. Maintain important files on portable media (CD or external hard drive), and keep them with you at all times. If you leave the office under any COR, assume you are not coming back and take the portable laptop, media, and anything else you may need with you.

(4) Ensure you have a PKI Certificate and a PKI roaming profile to allow access to NMCI and your computer profile from your laptop computer through local area network or Wi-Fi.

(5) If you have an NMCI laptop, ensure you take it with you after hours when a known weather condition will affect the local Hampton Roads area and a hurricane or tropical storm is in the Atlantic Ocean and land fall on the east coast is imminent.

(6) Participate in training and exercises to test readiness to execute this plan.

(7) Upon notification that a hurricane or a tropical storm is in the Atlantic Ocean and land fall on the east coast is imminent, make berthing reservations at EES site (on base accommodations are preferred, if available). Visit <https://www.defensetravel.dod.mil/> or <http://hotelguides.com/virginia/va-hotels.html> for hotel listings at EES sites. Ensure to use Defense Travel System for booking.

(8) Maintain current GTCC.

r. All Hands

(1) In an emergency, a rapid accounting for military members, civilian employees, and their dependents is required to provide disaster relief to them and to restore operational capability to area commands. Therefore, all hands will strictly follow muster procedures outlined in this instruction.

(2) If a staff member is unable to contact someone from this command, they are directed to contact Navy Personnel Command (NAVPERSCOM) Help Desk at COMM: (877) 414-5358 to muster themselves and family members. Utilize enclosure (8) for the family emergency checklist.

s. CDO

(1) Notify each of the DCOS and SA Emergency Planners required for MEFs.

(2) Coordinate efforts in maintaining MEFs for COMNAVRESFORCOM.

(3) Coordinate the duty section in maintaining COMNAVRESFORCOM.

(4) Notify the flag (commander, executive director, and visiting flag officers), COS, SWO, SAs, and N31A when notice is received to set COR.

(5) Coordinate the setting of CORs with COMNAVRESFORCOM departmental emergency planners of this instruction. A complete list of the departmental emergency planners is maintained in the CNRFC_EMERGENCY_PLANNERS_LIST email distro. Fill out and maintain the master copy of the enclosure (3) checklist. When the different CORs are set and all actions completed, inform N31A, SWO, and the COS then make appropriate log entries in the duty log book.

(6) Fill out enclosure (3) as the COR changes.

(7) When an evacuation order is given, use the staff recall bill to notify staff members of evacuation details. Prepare and send off enclosure (2) when the advanced party is deployed. The CDO may release this message.

(8) Confirm telephone numbers that will be used by COMNAVRESFORCOM staff members from NAVOPSPTCEN Roanoke, and prepare message per enclosure (2) for release. This message is to be released when COMNAVRESFORCOM will deploy Phase A, B, C, and/or D COOP personnel. The CDO may release this message.

(9) Upon receipt of an evacuation order, contact NAVSUPPACT Hampton Roads Disaster Preparedness Officer (1st Lieutenant) at COMM: (757) 836-5673 or (757) 836-0859 to notify them of our intentions to evacuate and to provide contact numbers for the staff.

(10) Before securing the COMNAVRESFORCOM watch, ensure voice contact is made with the EES advanced party and/or watch team to ensure continuity is not lost.

(11) Before securing the watch to evacuate COMNAVRESFORCOM Headquarters, ensure the following voice mail message is left on the Duty Office telephones: "Due to [evacuation reason], COMNAVRESFORCOM Staff has evacuated the Hampton Roads Area

reserve headquarters effective [date]. Alternate headquarters has been established at NAVOPSPTCEN Roanoke, Roanoke, Virginia to conduct mission essential business. If you require assistance, please call (540) 563-9723 or toll free at 866-527-6595. Thank you.”

(12) When notification of a change in COR is received from NAVSUPPACT Hampton Roads, contact N31A and departmental emergency planners to set the new COR. When the new COR is set, report attainment to NAVSUPPACT Hampton Roads CDO at COMM: (757) 438-3402 for COR V-III and the NAVSUPPACT Hampton Roads Disaster Preparedness Officer at COMM: (757) 836-5673/0859 for COR II and I.

7. Plan Implementation

a. Time-Phased Approach. COMNAVRESFORCOM COS and/or designee may implement this plan. The plan will be implemented based upon known or anticipated threats and emergencies that may occur with or without warning. A time-phased approach (A, B, C, and D) for implementation will be used whereby COOP staff will deploy in four phases. Phase A is for advance setup staff, Phase B is for command and control group, Phase C is for core essential staff group, and Phase D is for follow-on, long term essential staff group.

b. Planning Guidance. To be prepared for implementation of this plan, each COMNAVRESFORCOM functional component and command element (department), must determine their MEFs, COOP staff, and required equipment, data, records, and supplies to carry out their identified MEFs.

(1) MEF. For the purpose of this plan, the ability of COMNAVRESFORCOM to accomplish the MEFs is paramount. It must be recognized that not all daily routine functions performed by the command are essential. Nice-to-have functions are not essential functions and can be postponed for some period of time. However, over a period of time, functions that were not initially missioned essential may become essential or need to be performed. These functions must also be included in the planning process. For example, MEFs should be segregated to include functions that need to be performed within each phase.

(2) COOP Staff. Group One category will consist of duty staff members that will secure (stow and lock) the building prior to an emergency situation and provide cleanup efforts, upon return. These individuals fit the NAVSUPPACT Hampton Roads definition of MEP. Group Two category will consist of staff executing the MEFs for the respective code, also known as COOP staff. Group Three category will consist of non-COOP staff who are required to telework.

(a) COOP staff must be aware that there are numerous contingencies that, with or without warning, could affect the ability to use COMNAVRESFORCOM headquarter building. Therefore, they must be prepared at all times to execute their functions. This means they must be able to proceed from both the headquarters and their home to an EES to carry out their assigned MEFs on short notice.

(b) Equipment, records, supplies, and data that will be necessary to perform MEFs must be identified. Keep in mind that all day-to-day ADP capabilities, if applicable, may not be available under emergency situations. COOP staff must ensure their laptop computers are kept up-to-date with the program profile they require to perform their functions. Program profiles on NMCI computers at particular relocation site may be different than the one you need. This is especially true if you use legacy or special programs that are unique. These staff members need to maintain the capability to relocate, with all the necessary tools, at any time.

(3) Non-COOP Staff

(a) Non-essential staff members will stay at home or follow instructions given by the command or civil authorities to evacuate the area. All staff members who are not designated essential are subject to recall to any EES at any time.

(b) Muster per this instruction and the direction of your respective DCOS/SA.

(c) Ensure availability to augment or replace COOP staff members at the EES or to assist, as needed, in disaster response and recovery operations.

(d) Staff remaining onboard at headquarters will perform functions under the NAVSUPACT Category Team Leader and/or CDO.

8. Situation

a. With Warning

(1) There are some threats that may afford advance warning to permit the orderly alert, notification, evacuation, and, if necessary, the relocation of Group Two COOP staff. Situations that might provide such warning include a hurricane, transportation accident resulting in a threat of a release of hazardous material, the threat of a terrorist incident, or pandemic spread through the community. Group Two COOP staff must have specific plans in place to accomplish MEFs during changes in the various warning conditions, for example, changes in the TCCOR, FPCON levels, National Terrorism Advisory System, etc.

(2) Under conditions where warnings are given, the COMNAVRESFORCOM COS or higher authority will order the execution of this plan when necessary.

b. Without Warning

(1) During non-duty hours, incidents may not be preceded by a warning (i.e., arson, hazardous material release, explosion, terrorist incident) may occur while the majority of staff members are not at work. In these circumstances, operations from the headquarters may be impossible, but the majority of staff members will be able to respond to instructions, including the requirement to relocate, when given proper notification.

(2) During duty hours, incidents may also occur with no warning. In these circumstances, executing this plan, if indicated by the event, would begin by moving staff members to the safest place expeditiously. That may mean evacuating or sheltering in place. All staff members will follow the direction given by the COS or representative.

(3) This plan will be implemented as directed, should it become evident that the Hampton Roads area or the command has been severely impacted by or there exists a lack of communications. Under these conditions, Group Two staff will proceed to a safe area and attempt to establish communications with COMNAVRESFORCOM authority or other Navy authority within the area. After a reasonable period, in the unlikely event that communication cannot be established, COOP staff, if able, are to proceed to the primary EES and attempt to establish communications with COMNAVRESFORCOM authority.

(4) If Group Two COOP staff cannot get to or establish communications with the primary EES, and if higher authority has not assumed command, Navy Region Mid-Atlantic Reserve Component Command Great Lakes will assume responsibility for COMNAVRESFORCOM MEFs until relieved by COMNAVRESFORCOM authority.

9. Execution of COOP Plan

a. Under the threat of, or during an emergency condition in the Hampton Roads area, it may become necessary to send Group Two COOP staff to the EES to carry out the command's MEFs. This movement will normally be executed under four phases. At any time, additional personnel can be recalled, as necessary, to assist the initial wave of COOP staff. Each DCOS should maintain a time-phasing plan for departmental COOP staff support.

(1) Phase A (Advance COOP Staff). This will consist of staff members who will proceed ahead of other phases to the EES, per COMNAVRESFORCOMNOTE 3440, to establish code specific functions and commence the staff muster when a staff evacuation is highly likely. The advanced party will usually be deployed on TDY orders two days before the potential evacuation, or be included with the group whom executes the COOP without warning if operations can't resume after 72 hours.

(2) Phase B (Command and Control Group). This phase will occur when the Hampton Roads area is threatened with or impacted by a potentially disastrous event. This is an evacuation or an assessment phase where a minimum number of personnel will be needed. During this phase, the primary considerations will be command, control, and the mustering of all staff members. Should the potential threat not materialize or no sustainable damage occurs, all staff members will be ordered to return to work at COMNAVRESFORCOM headquarters. For ADP requirements during this phase, expect to use existing relocation assets until it is determined the relocation will extend beyond seven days. Phase B must report after 72 hour.

(3) Phase C (MEF Personnel Group). This phase will occur should the threat be realized and it is not possible to resume normal operations at COMNAVRESFORCOM headquarters beyond seven days.

(4) Phase D (Follow-on Personnel Group). This phase will occur should the threat be realized or it is not possible to resume normal operations at COMNAVRESFORCOM headquarters for an extended period of time (more than two weeks). In this phase, the remainder of the staff will be called upon as needed. The recall and/or assignment of augment or replacement personnel in this phase will be the responsibility of each DCOS or SA.

b. The command's primary EES (Command and Control Group) is NAVOPSPTCEN Roanoke, Virginia. COOP staff may be augmented and/or supported by staff members from other area reserve commands as needed.

c. Should the situation warrant a reconstitution or recovery phase, a reconstitution manager will lead operations to prepare the building for the staff's return. Regularly scheduled duty section staff will be available to assist, to include an IT to ensure NIPR, SIPR, and phone services are restored to the building. COMNAVRESFORCOM directorates that are not essential, but have an emergency functional capability (i.e. medical, Public Affairs Officer, etc.) will augment other appropriate commands assisting in the disaster response operations as directed. Staff members not designated as essential and not assigned to an emergency team will also be available to assist in the area response and recovery operations.

d. In designating Group Two COOP staff, the following factors should be considered.

(1) Possession of multiple skills to minimize the number of staff members required to relocate to carry out a range of MEFs.

(2) Ability to relocate out of the area on short notice and the absence of unique personal or family situations that could preclude them from carrying out their assignment for an extended period of time outside of the immediate Hampton Roads area.

(3) As stated above, ADP requirements will be filled by existing assets at the relocation site until Phase B. It is important to note that there will not necessarily be a one-to-one computer and telephone to person ratio throughout the evacuation period. The numbers of available printers, fax machines, and copiers will also be significantly less than those available at the headquarters building.

10. Hurricane Season Discussion

a. Hurricane Season is officially 1 June to 30 November. Everyone must be cognizant of the consequences if a hurricane hits the Hampton Roads area. In Southeastern Virginia/Northeastern North Carolina, approximately 50 percent of the coastal land mass could be inundated by a minimal Category 1 hurricane, a number that grows to over 80 percent with a Category 4 to Category 5 storm. Such a situation will likely result in numerous casualties, extensive damage to civil infrastructures, and overwhelm the response capabilities of civil authorities. A disaster of this magnitude will preclude COMNAVRESFORCOM from conducting primary mission functions at the headquarters building for an extended period of time.

b. Time permitting, TCCOR will normally be increased in a controlled and orderly fashion. However, tropical development is often unpredictable, which may drastically reduce warning time. Complicating the situation is the fact that there are limited evacuation routes from the area. Emergency management authorities predict that it would take in excess of 34 hours to completely evacuate the Hampton Roads area. This, coupled with the unpredictability of tropical cyclone movements, complicates the evacuation decision making process. Therefore, it is imperative that all staff members be thoroughly briefed on their duties and required actions, and that they be prepared to execute them immediately should the occasion arise.

c. NAVSUPACT Hampton Roads will notify all tenant commands of changes in TCCOR. COMNAVRESFORCOM duty office will receive this notice and notify COMNAVRESFORCOM designated command emergency planners, as well as the COS, SWO, and N31A. Each DCOS is responsible to ensure that all personnel within their directorates are notified. Command Services is responsible for notifying the flag staff and SAs: N00C, N00CP, N00P, N00SA, N01A, N00EEO, N01E, N01TR.

d. Enclosure (3) of this instruction is a TCCOR checklist that contains procedures COMNAVRESFORCOM staff are to execute in preparing for and during a severe weather threat.

11. Tropical Weather Procedures

a. The National Hurricane Center in Miami issues warnings and attendant advice on tropical weather systems in the Atlantic, Caribbean, and Gulf of Mexico. Advisories are issued in six hour intervals from the time of detection.

b. The commanding officer, NAVSUPACT Hampton Roads, as host base commander, has the responsibility to set TCCORs for all Navy activities within the NAVSUPACT Hampton Roads area. NAVSUPACT Hampton Roads will breakdown TCCORs V through I. However, keep in mind, a hurricane can change direction, speed, and intensity in a short period of time, becoming a greater threat, or sometimes a lesser threat.

c. The TCCOR set by NAVSUPACT Hampton Roads is the minimum TCCOR. COMNAVRESFORCOM may set a higher TCCOR should it be warranted. During TCCOR III-I, the strength of the tropical cyclone will influence the decision to evacuate or not.

d. It is possible that NAVSUPACT Hampton Roads will have to set a TCCOR during nonworking hours. COMNAVRESFORCOM may set a higher TCCOR before securing for the day. This action will be taken to mitigate the problems and confusion that may occur in setting a higher TCCOR after working hours or on weekends.

e. Normally, tropical cyclone TCCORs will be set as follows:

(1) COR V. The normal hurricane season condition for the six month period from 1 June to 30 November.

(2) COR IV. Destructive winds forecast to reach the area within 72 hours.

(3) COR III. Destructive winds (greater than 74 miles per hour (mph) forecast to reach the area within 48 hours.

(4) COR II. Destructive winds (greater than 74 mph) forecast to reach the area within 24 hours.

(5) COR I. Destructive winds (greater than 74 mph) forecast to reach the area within 12 hours.

Note: Destructive winds are defined as 58 mph or greater.

12. TCCOR Notification Procedures

a. The CO Naval Support Activity Hampton Roads, as the host commander, has overall responsibility for coordinating destructive weather planning within the Naval Station Hampton Roads Office of Emergency Management Department. COMNAVRESFORCOM, as a tenant command, will support the NAVSUPACT Hampton Roads Emergency Management which has an all-hazard Emergency Management Plan as per references (g) and (h). Emergency Management Officer will notify COMNAVRESFORCOM duty office/CDO of any changes in TCCORs. The CDO will then notify the COMNAVRESFORCOM emergency planners, SWO, COS, and N31A via emails, 1MC, phone tree, Facebook, or the ALERT system. The departmental emergency planners will ensure all personnel in their department are notified of TCCOR changes and that appropriate actions are taken. Once the TCCOR is set, each code POC will notify COMNAVRESFORCOM duty office who will notify the CDO and N31A.

b. The CDO will notify NAVSUPACT Hampton Roads that the TCCOR is set within COMNAVRESFORCOM. The time limits for setting TCCORs should not exceed the following limits: IV and III, within eight hours. In most instances, COR II and I will be set at the same time and within four hours.

13. Tropical Weather Assessment and Scenarios

a. There are three factors that determine the impact a tropical system will have on the Hampton Roads area. These factors are direction of the movement, speed of the system, and the intensity of the system. Should any of these factors change, the impact the system will have on the area will change, and thus personnel must always be ready to execute this plan on short notice and in a short period of time.

b. Tropical Cyclone Scenarios

Tropical System and Probability of Evacuation	Impact on Mission
Tropical Storm (TS) 0 percent	Slight
Hurricane Category 1 or 2 10-20 percent	Moderate
Hurricane Category 3 50-70 percent	Severe
Hurricane Category 4 or higher 80-100 percent	Very Severe

c. Probable Effects of a TS. TS has winds between 39 and 73 mph. While these can be destructive winds, they are usually not strong enough to warrant an evacuation of the area. It is possible for a TS to produce a large amount of rain resulting in localized flooding throughout the area. Remember, a TS can rapidly increase in intensity and become a hurricane. Probable impact of a TS may include:

(1) Storm Surge. Expected to affect low-lying coastal areas, may cause drainage canals to back up and overflow, causing localized flooding.

(2) Flooding. A TS can cause excessive rainfall, especially if the system lingers in the area. Localized flooding may occur and prevent free movement of traffic throughout the area.

(3) Winds. Expect winds up to 73 mph. Loose objects may blow around and tree limbs, etc., may fall on power lines, causing electrical power failures. High winds will make traveling dangerous.

(5) Consequences. Expect NAVSUPACT Hampton Roads to dismiss all personnel to prepare for the storm at their residence.

(5) Operating During and After a TS. COMNAVRESFORCOM staff will plan to take the necessary actions to ensure minimum impact on operations for a two to three day period. Staff members will be dismissed to prepare for the storm at their residence, as required. Normal operations can begin once the storm has passed and transportation routes are opened. The maximum time that the commands will be impacted should be three days or less.

d. Probable Effects of Category 1 and 2 Hurricanes. Category 1 and 2 hurricanes will have winds of 74 to 110 mph. These winds can cause substantial damage. However, winds are not the factor that determines the total impact on the area and whether an evacuation needs to take place. The probable effect of a Category 1 or 2 hurricane is as follows:

(1) Storm Surge. Category 1 and 2 hurricanes can be expected to cause a storm surge of up to 8 to 10 feet. Where these water heights occur depends on the direction and speed of approach of the storm. Low lying areas can experience major flooding.

(2) Flooding. Rain associated with a hurricane can cause widespread flooding throughout the impact area.

(3) Winds. The hurricane winds are strong enough to cause wind damage to trees and some structures. Electrical power failure can occur throughout the entire area. Travel will be dangerous during and immediately after the storm.

(4) Consequences. Expect staff members dismissed to prepare for the storm at their residence. Individuals living in the low-lying areas of the Hampton Roads area can expect flooding and may want to seek higher ground. The impact on command operations is expected to be five days or less.

(5) Operating During Category 1 and 2 Hurricanes

(a) COMNAVRESFORCOM staff should take the necessary action to ensure a minimum impact on operations for a 7 days period.

(b) The COMNAVRESFORCOM advance party may be dispatched to the EES site at NAVOPSPTCEN Roanoke, Virginia.

(c) Depending on the factors of the storm, an evacuation is unlikely, but still possible. At a minimum, all staff members will be dismissed to prepare for the storm at their residence or, should they desire, leave the area.

(d) COMNAVRESFORCOM operations may have to be modified for up to 14 days, depending on the extent of the damage to the infra-structure that supports the COMNAVRESFORCOM headquarters building.

e. Probable Effects of Category 3 or Higher Hurricanes. Category 3 or higher hurricanes represent a real danger to the Hampton Roads area. Depending on the factors of the hurricane, it is possible that a large storm surge can cover Norfolk and the surrounding area. Combined with winds exceeding 111 mph, these hurricanes are very destructive and can be expected to cause widespread infrastructure damage throughout the area. It is recommended that all personnel consider evacuating the area should a Category 3 or higher hurricane threaten.

(1) COMNAVRESFORCOM staff should plan to take the necessary actions to ensure a minimum impact on operations for an extended period of time.

(2) MEFs will be transferred to COOP staff at the EES site at NAVOPSPTCEN Roanoke, Virginia.

(3) There is a very high probability that both COMNAVRESFORCOM and civil authorities will issue an evacuation order.

f. Situational Awareness. There are several ways for COMNAVRESFORCOM staff members to stay aware of the current condition of any hurricane or TS in the Atlantic Ocean. Suggested sources of information include:

(1) Internet

- (a) <https://www.metoc.navy.mil/fwc/fwc.html>
- (b) <http://www.nhc.noaa.gov/>
- (c) <https://www.weather.gov/akq/>
- (d) <http://vaemergency.com/>

(2) Radio/Television

- (a) WNVC Z104 FM Channel 104.5
- (b) WHRO FM Channel 90.3
- (c) WHRV FM Channel 89.5
- (d) WNIS AM Channel 790
- (e) WTKR Channel 3
- (f) WAVY Channel 10
- (g) WVEC Channel 13

14. Execution Decision. This plan is to be executed under the following conditions:

- a. By COMNAVRESFORCOM COS or higher authority when it is determined that a TS system will threaten the Hampton Roads area.
- b. By COMNAVRESFORCOM CDO, when directed by COMNAVRESFORCOM COS or higher authority.

15. Evacuation and Dismissal

- a. When it is deemed necessary, COMNAVRESFORCOM, after discussion with COMNAVRESFOR, NAVSUPACT Hampton Roads, Commander, Navy Region Mid-Atlantic Norfolk, and local authorities, will order an evacuation of the area. An official evacuation order is mandatory for all staff members, regardless of where they may live.

All attempts will be made to ensure personnel have enough time to safely clear the area. When evacuating, staff members must keep in mind that they must escape the area that is susceptible to flooding.

b. Remember, given the estimated time (34 hours) needed to completely evacuate the greater Hampton Roads area, any evacuation order will always be timely. Staff members need not wait for an evacuation order to be issued. Should any staff member feel their own or their family's safety could be threatened by a hurricane, they are encouraged to request permission from their DCOS or SA and evacuate on their own. Be advised that a member and their dependents will not be reimbursed for travel expenses unless a mandatory evacuation order is given from the command.

c. Civil authorities may order a selected or a total evacuation. All staff members within an area that are ordered to evacuate by civil authorities must leave.

d. Evacuation of the Hampton Roads area will be under the authority of the Virginia State Police. Use the following links for the emergency plans; <http://hampton.gov/eoc/index.html> for Hampton area, <http://www.norfolk.gov/Emergency> for Norfolk area, <http://www.vbgov.com> for Virginia Beach area, <http://www.nngov.com/emergency-management> for New Port area, <http://www.portsmouthva.gov/eoc/index.aspx> for Portsmouth area, <http://www.chesapeake.va.us/services/depart/fire/em/emergman.shtml> for Chesapeake area, and <http://www.suffolk.va.us/em> for Suffolk area.

e. Using Recall Bills/Phone Trees. DCOSs or SAs are to ensure all staff members have complete instructions on when and how to muster and when a return to the headquarters building will be possible after storm passage. Should an evacuation be ordered, instruct all personnel to save all receipts for expenses incurred during the evacuation.

f. Personnel on TDY or leave must be contacted to ensure they do not return to the Hampton Roads area during the evacuation period and proceed to EES if needed.

g. Upon a decision of an evacuation order, Command Services will send out an email to all hands providing the details of the order and the Duty Office will implement the staff phone tree to distribute evacuation information.

h. Specific information on the evacuation order and mustering information can be obtained by calling the command information line at COMM: (757) 322-5620 or by visiting the myNRH at <https://www.mynrh.navy.mil/>.

16. Pandemic

a. In the event of a local, national, or global disease pandemic, it may be necessary to minimize staff working in the COMNAVRESFORCOM headquarters building to allow for greater distance between individuals to reduce the risk of contracting and spreading the disease.

Group One and Two staff members will still be expected to man the building to execute MEFs, while Group Three personnel continue working via telework from home. Center for Disease Control guidance must be reviewed continuously and used to guide COMNAVRESFORCOM's response.

b. Additional consideration and flexibility in this instruction must be necessary should a tropical cyclone threaten the Hampton Roads area while already operating in a pandemic COOP environment. COMNAVRESFORCOM COOP staff will not want to travel to an EES that will be shared with other commands and be crowded. COS and DCOSs should consider shifting to all-hands teleworking and individuals/families evacuating per state and Navy Region orders.

17. Muster Procedures

a. A daily muster of staff members, by department, will be required throughout the evacuation period or until mustering procedures are modified or relaxed by the COS. Navy Family Accountability and Assessment System muster will also be simultaneously be utilized during this process as required.

b. Department Emergency Planners will also serve as the Departmental Mustering Petty Officer (DMPO). The DMPO will provide their personal cell phone number to departmental staff personnel along with specific departmental mustering instructions in the format of the example below, which should be tailored, cut out, laminated, and given to each staff member. The DMPO can claim for reimbursement of all official calls made on their personal cell phone.

COMNAVRESFORCOM EVACUATION CARD	
N_____ Dept:	Mustering PO: _____ Phone: _____
On first day of evacuation period, contact your DMPO NLT 1600 EST, then by 0800 EST daily on subsequent days of the evacuation period. Contact SMPO if you cannot contact code DMPO or email: _____@navy.mill	
COMNAVRESFORCOM Hotline: (757) 322-5689	
NAVSUPPACT Hampton Rd Security Dispatch: (757) 836-1808	
SMPO: TOLL FREE: (866) 527-6595	
NAVOPSPTCEN Roanoke : (540) 563-9723	
NPC Watch Team: (877) 414-5358	
NFAAS: https://www.navyfamily.navy.mil/	
VA State Police: (804) 674-2000	
Evacuation Route Info: (866) 695-1182	

c. On the first day of evacuation (the day the evacuation order was given), staff members will contact their DMPO by 1600 Eastern Standard Time (EST) at the telephone number (DMPO cell phone) designated by each respective DCOS.

The DMPO will then contact the SMPO at (866) 527-6595 by 1700 EST to provide the initial muster of all military staff members, their family members, and civilian staff members to the command. If staff members cannot reach their DMPO they must contact the SMPO at the EES site by 1630 EST or email CNRFC_commandservices@navy.mil with their status and status of family members.

d. On subsequent days during the evacuation period, all staff members will contact their DMPO by 0800 EST daily. The DMPO will then contact the SMPO at the EES at COMM: (866) 527-6595 no later than 0900 EST daily. If staff members cannot reach their DMPO they must contact the SMPO at the EES site by 0830 EST or email CNRFC_commandservices@navy.mil with their status and status of family members.

e. If these numbers do not work, contact the NAVPERSCOM Watch Team at COMM: (877) 414-5358 to muster and continue to try the SMPO and/or your DMPO numbers until you are successful.

f. COMNAVRESFORCOM will provide an accurate staff accounting to NAVSUPACT Hampton Roads for military members, their family members, and civilian employees as required following a significant man-made or natural disaster to support development of a response plan that provides needed disaster relief to our personnel and assists in restoring operational capability

to affected commands. The Department of the Navy (DON) “family” that requires mustering includes the following categories of staff members:

- (1) Active duty staff including Full Time Support.
- (2) Reserve personnel on active duty including AT, ADT, Active Duty for Special Work, mobilized, and recalled Reserve Sailors.
- (3) DON civilian employees.
- (4) Non-appropriated funds employees.
- (5) Selected Reservist (SELRES) staff members (Drilling Reserve Sailors).
- (6) Family members of active duty members residing in the household of the active duty member.
- (7) Family members of SELRES members residing in the household of the SELRES member.

18. Administration, Transportation, Lodging

a. Any means of travel to the EES/ERS or safe haven is acceptable; however, the primary means prescribed is automobile. Personnel desiring to use another mode of transportation should coordinate via their chain of command.

b. To the greatest extent possible, COOP Personnel should be lodged in government quarters at the EES site, NAVOPSPTCEN Roanoke, Virginia. Commercial lodging will be used as required. If government lodging is not available, off-base lodging options are allowed in the respective EES areas. To check your per diem rate visit <http://www.defensetravel.dod.mil>. You can also check www.fedrooms.com which is also accessible through the Web site for rooms that are compliant with federal regulations, and who are Federal Emergency Agency approved and will accept GTCC as well as other government travel requirements.

c. As soon as feasible, an Emergency Relocation Directory that contains the building/room telephone assignments and other information for COOP staff will be distributed by N01A.

19. Primary and Alternate Evacuation Sites. The command's primary EES site is NAVOPSPTCEN Roanoke, Virginia. (See enclosure (6) for driving directions from COMNAVRESFORCOM).

NAVOPSPTCEN Roanoke
5301 Barns Avenue
Roanoke, VA 24019
QD: (540) 563-9723
Toll Free: 1-866-527-6595
FAX: (540)563-0711

20. Alternate Evacuation Sites. Alternate relocations sites may be used for short-term command emergency operations. The NMCI seats at these sites may not have COMNAVRESFORCOM legacy or other programs some COOP personnel require to execute MEFs.

- a. Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-0000
QD: (901) 874-3071/2932
FAX: (901) 874-2652
- b. Navy Region, Mid-Atlantic RCC, Great Lakes, IL
520 Dewey Bldg 5
Great Lakes, IL 60088-2911
Main: (847) 688-4916 Ext 260
Toll Free: (866) 535-8538
Duty: (847) 652-4758
Navy helpline number: 1-877-414-5358

21. Emergency Relocation Site

NAVOPSPTCEN Norfolk
BLDG 1
Norfolk, VA 23521
QD: (757) 318-4500
CDO: (757) 635-4548
FAX: (757) 318-4550

22. Personnel Training and Readiness

a. All COMNAVRESFORCOM staff will be provided evacuation awareness training annually to ensure they are aware of the dangers of hurricanes and other natural and man-made disasters or events that can impact the area.

b. DCOSs and SAs will ensure all staff members have a personal plan and have filled out an Emergency Planning Information Sheet, enclosure (1).

23. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

24. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will automatically expire 10-years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



J. A. SCHOMMER

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.afpims.mi/>

EMERGENCY PLANNING INFORMATION SHEET

1. No area in the United States is immune from a natural or manmade disaster. This is particularly true with regard to tropical storms, hurricanes, and flooding.
2. In southeastern Virginia/northeastern North Carolina, approximately 50 percent of the coastal land mass could be inundated by a minimal category (CAT) 1 hurricane, a number that grows to over 80 percent with a CAT 4 to CAT 5 storm surge. Such a situation will likely result in numerous casualties, extensive damage to the civil infrastructures, and overwhelm the response capabilities of the civil authorities.
3. With the above in mind, everyone should have a personal emergency plan if it becomes necessary to evacuate the area. We need to know what plans you have for yourself and your family members if an advisory to evacuate the area is given. This information will be used to determine what assistance Commander, Navy Reserve Forces Command staff and their family members may require if there is a catastrophic hurricane.
4. Please fill in the information below and return it to your Code Emergency Planner/ Coordinator.

Name:	Total # of Dependents:
Address:	# of Dependents with Sponsor:
City:	Other location of Dependents:
State/ZIP:	Home Phone:
Navy Email:	Cell Phone:
Personal Email:	Work/Duty Phone:
Comments: (Please advise us of any special problems, i.e., no automobile, medical problem, etc.):	

Contact information for relative/close friend who you will remain in contact with during the evacuation and who will know where you are:

Name:	Relationship:
Address:	Home/Work Phone:
City:	Cell Phone:
State/ZIP:	Email:

Most evacuations locations are predetermined by your code/billet assignment and responsibilities. Where do you plan to evacuate?

Evacuation Location(address if known):	
City	State:
Contact Phone Number:	

CODE:
PRD:
Updated:

COMNAVRESFORCOMINST 3440.1E
28 Jan 2021

EMERGENCY EVACUATION ADVISORY MESSAGE TEMPLATE

R DDHHMMZ MMM YY
FM COMNAVRESFOR NORFOLK VA//CDO//
TO NAVRESFOR
INFO CNO WASHINGTON DC//N095//
COMFLTFORCOM NORFOLK VA//
COMNAVPERSCOM MILLINGTON TN//PERS00//
NAVSUPPACT NORFOLK VA
NAVSUPPACT MID SOUTH MILLINGTON TN
COMNAVRESFOR NORFOLK VA//CDO//
BT
UNCLAS //N03440//
MSGID/GENADMIN/COMNAVRESFORCOM//
SUBJ/COMNAVRESFORCOM EMERGENCY EVACUATION ADVISORY//
COMNAVRESFOR XXX/XX//
RMKS/1. DUE TO ~~XXXX~~, COMMANDER, NAVY RESERVE FORCES COMMAND STAFF IS
DEPLOYING MISSION ESSENTIAL PERSONNEL IN PREPARATION TO EVACUATE THE GREATER
HAMPTON ROADS AREA RESERVE HEADQUARTERS EFFECTIVE DDHHMMZ MMM YY.
2. ALTERNATE HEADQUARTERS IS BEING ESTABLISHED AT NAVOPSPTCEN ROANOKE TO
CONDUCT ESSENTIAL FORCE BUSINESS.
TEL: 1-866-527-6595 OR (540) 563-9723, FAX: (540) 563-0711.
NAVAL SUPPORT ACTIVITY, NORFOLK EMERGENCY OPERATIONS CENTER
TEL: (757) 836-1867.
3. THIS MESSAGE WILL BE UPDATED AS REQUIRED WITH CURRENT CONTACT INFORMATION.
4. RELEASED BY RADM I. M. ADMIRAL, DEPUTY COMMANDER, NAVY RESERVE FORCE.//
BT

Enclosure (2)

MISSION ESSENTIAL FUNCTIONS CONTINUITY PLAN

1. Summary of Emergency Evacuation Site (EES) and available assets. The approximate time to reach the EES from COMNAVRESFORCOM Headquarters is in parentheses.

Phase A (Advance Mission Essential Personnel)

	MEP	NMCI Work Stations/Desk	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Roanoke (4.5 hrs)	11	11	11	2	2	11	2
Total	11	11	11	2	2	11	2

Phase B (Command and Control Group)

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Roanoke	8	8	8	2	2	8	1
Total	8	8	8	2	2	8	1

Phase C (Initial Personnel Group)

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Roanoke	3	3	3	1	0	3	1
Total	3	3	3	1	0	3	1

Phase D (Follow-on Personnel Group)

Note: Follow-on Personnel Group are needed only as required.

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Roanoke	9	9	9	1	0	9	1
Total	9	9	9	1	0	9	1

Phase E (Reconstitution Phase)

2. Each COMNAVRESFORCOM element will inform all personnel, including nonessential staff members via telework that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations.

MAXIMUM Asset Numbers

	MEP	NMCI Work Stations	NMCI Laptop	NMCI Printers	SIPRNET Terminals	Telephones	FAX Machine or Scanner
Roanoke	31	31	31	6	4	31	5
Total	31	31	31	6	4	31	5

3. MEF Continuity. The following pages contain plans for individual directorates to establish themselves at specified EES or via telecommuting.

Phase A (Advance Party)

Mission Essential Functions:

- N00 Maintain Command Element
- N00P Advise COMNAVRESFORCOM and COMNAVRESFOR on Public Affairs Issues
- N00P Coordinate Local and National Media Queries Regarding RC Issues
- N01A Muster Command
- N01A Establish Communications for Front Office
- N3 Annual Training/Active Duty Training/Inactive Duty Training with Travel Current Operations Support
- N3 Travel/NROWS Help Desk Support
- N3 Write Temporary Assigned Duty Orders
- N4 Government Purchase Card/Plans & Policies/Government Travel Charge Card
- N5 Provide Continuity of Service to the Navy Reserve Force Plans
- N5 Policy and Mission Support Functions
- N6 Coordinate Naval Messaging
- N6 Manage Information Technology Services/Support
- N6 Ensure Mission-Essential Application Data is Recoverable From an Offsite Location

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EES Location	NAVOPSPTCEN Roanoke, Virginia
Mission Essential Personnel Required at EES	N01A – 1 (Staff Mustering Petty Officer)/Command Services N00 – 2 (Command Master Chief, Command Master Chief Aide) N00P – 1 (Public Affairs Issue LT) N3 – 3 (Force Travel/DTS CPO, Force Travel PO1, CBA/DTS/Force Travel PO2) N4 – 1 (GTCC/Purchase Card PO2) N5 – 1 (Navy Reserve Force Plans CDR) N6 – 2 (CSC Help Desk PO1, Sharepoint PO1) Total Phase A: 11
Essential Records, Equipment, IT RQMTS to Support the MEF	NAVOPSPTCEN Roanoke, Virginia 2 FAX machine with long distance 5 Five port hub/switches 11 NMCI (MEP have laptops) 2 NMCI Printer 11 NMCI workstations 1 SIPRNET workstation/Forteza cards 11 Telephone lines with long distance/DSN, one line with Toll Free access
Support Required from Other Department/Commands	All Codes

Phase B (Command and Control Group)

In addition to Advance Party tasking

Mission Essential Functions:	
N00J	Support Staff and Subordinate Commands
N00P	Compile and Distribute COMNAVRESFORCOM Daily News Clips
N00P	Distribute Force Emails on Behalf of COMNAVRESFORCOM and COMNAVRESFOR
N00P	Carry out RC Public Affairs Community Fund Manager Duties
N01G	Religious/Counseling Issues
N01G	Program Management
N1	Initial N1 Coordination
N1	Reserve Component Muster
N3	Travel/NROWS Help Desk Support
N42	Class Desk Representation
N7	ADT School Order Processing/Accessions (NPS)
N8	Maintain Accounting Tables.
N8	Analyze Cost Benefit Analysis/Unmatched Disbursements.
N8	Generate Issue Funding Documents.
N8	Manage OMN,R Budget for Claimancy
EES Location	NAVOPSPTCEN Roanoke, Virginia
Mission Essential Personnel Required at EES	N00 – 2 (Chief of Staff, Chief of Staff Aide) N00L – 1 (Support Staff and Subordinate Commands) N3 – 3 (Force Travel CPO, DTS PO1, Force Travel SN) N4 – 1 (GPC/P&P PO1) SWO – 1 (Command Duty Officer) Total Phase B: 8 Total with prior phases : 19

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Essential Records, Equipment, IT RQMTS to Support the MEF	NAVOPSPTCEN Roanoke, Virginia 1 FAX machine with long distance/Scanner 8 NMC1 (MEP have laptops) 2 NMCI Printer 8 NMCI workstation 8 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	All Codes

Phase C (Initial Personnel Group)

In addition to earlier phase tasking

Mission Essential Functions:	
N002	Hotline Response
N002	Management Control Oversight
N002	Command Assessment Coordination
N002	External Audit Coordination
N002	Force Equal Opportunity Program Oversight/Issues
N01A	Command Core Functions (Mail, Congressionals, Communications)
N01S	Personnel Security Issues
N1	Initial N1 Coordination
N1	Force Management
N1	Claimant Manpower
N1	Pay/Pers Policy and Support
N1	Force Assignments
N2	Funding Authorization Requirements, Oversight of Program.
N2	Security Reporting Procedures to Cognizant SOI.
N33	Travel Claim Processing and Evacuation/Safe Haven Order Tracking
N35	Mobilizations Processing
N3A	Management of OMNR/RPN/MOB
N3A	Management and Various Support for Reserve Squadrons
N4	Internal Supply/Purchase Card Procurement of Required Supplies
N4	GCPC/GTCC Reporting Requirements
N4	Clothing Program Funding/Ordering
N41	Message Traffic Review and Response to Aviation Maintenance Readiness Reports
N41	Supply Readiness Reporting
N41	Fuel Card Issues/FAD authorization/Squadron Logistic Support
N42	Class Desk Representation
EES Location	NAVOPSPTCEN Roanoke, Virginia
Mission Essential Personnel Required at EES	N00 – 2 (Chief of Staff, Chief of Staff Yeoman Aide) N4 – 1 (Facilities PO1) Total Phase C: 3 Total with prior phases : 22

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Essential Records, Equipment, IT Requirements to Support the MEF	NAVOPSPTCEN Roanoke, Roanoke, Virginia 1 FAX machine with long distance/Scanner 3 NMCI (MEP have laptops) 1 NMCI Printer 3 NMCI workstation 3 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	Millington liaison for claimant manpower, assignments, and pay/Pers systems

Phase D (Follow-on Personnel Group)

In addition to earlier Phase tasking

Mission Essential Functions: N00CP Civilian Personnel Issues N00P Produce Monthly TNR Magazine N00SA Command Safety N01A Force Awards Processing N01A Establish Command CPC Office N1 Force Assignments N1 Force Structuring N1 Force Manpower/Personnel Management N4 Invoice payments N43 Aviation Readiness N9 Medical Readiness N9 Health Protection N9 Medical Readiness N9 Health Protection N9 PEB Endorsements	
EES Location	NAVOPSPTCEN Roanoke, Virginia
Mission Essential Personnel Required at EES	N00 – 2 (COMNAVRESFORCOM, COMNAVRESFOR Yeoman Aide) N00P – 1 (Public Affairs Officer) N3 – 3 (Force Travel/CBA PO2, Force Travel PO2, Force Travel PO2) N4 – 1 (GPC/GTCC CPO) N6 – 2 (CSC Help Desk PO1, SIPR PO1) Total Phase B: 9 Total with prior phases : 31
Essential Records, Equipment, IT Requirements to Support the MEF	NAVOPSPTCEN Roanoke, Virginia 1 FAX machine with long distance/Scanner 9 NMCI (MEP have laptops) 1 NMCI Printer 9 NMCI workstation 9 Telephone lines with long distance/DSN access
Support Required from Other Department/Commands	None

DIRECTIONS FOR COMNAVRESFORCOM NORFOLK TO NAVOPTSPTCEN ROANOKE,
VIRGINIA, EMERGENCY EVACUATION SITE



NAVOPTSPTCEN Roanoke

5301 Barns Ave., Roanoke, VA 24019
(540) 563-9723

**** Distance: 275 miles - - Estimated Driving Time: 5 hrs ****

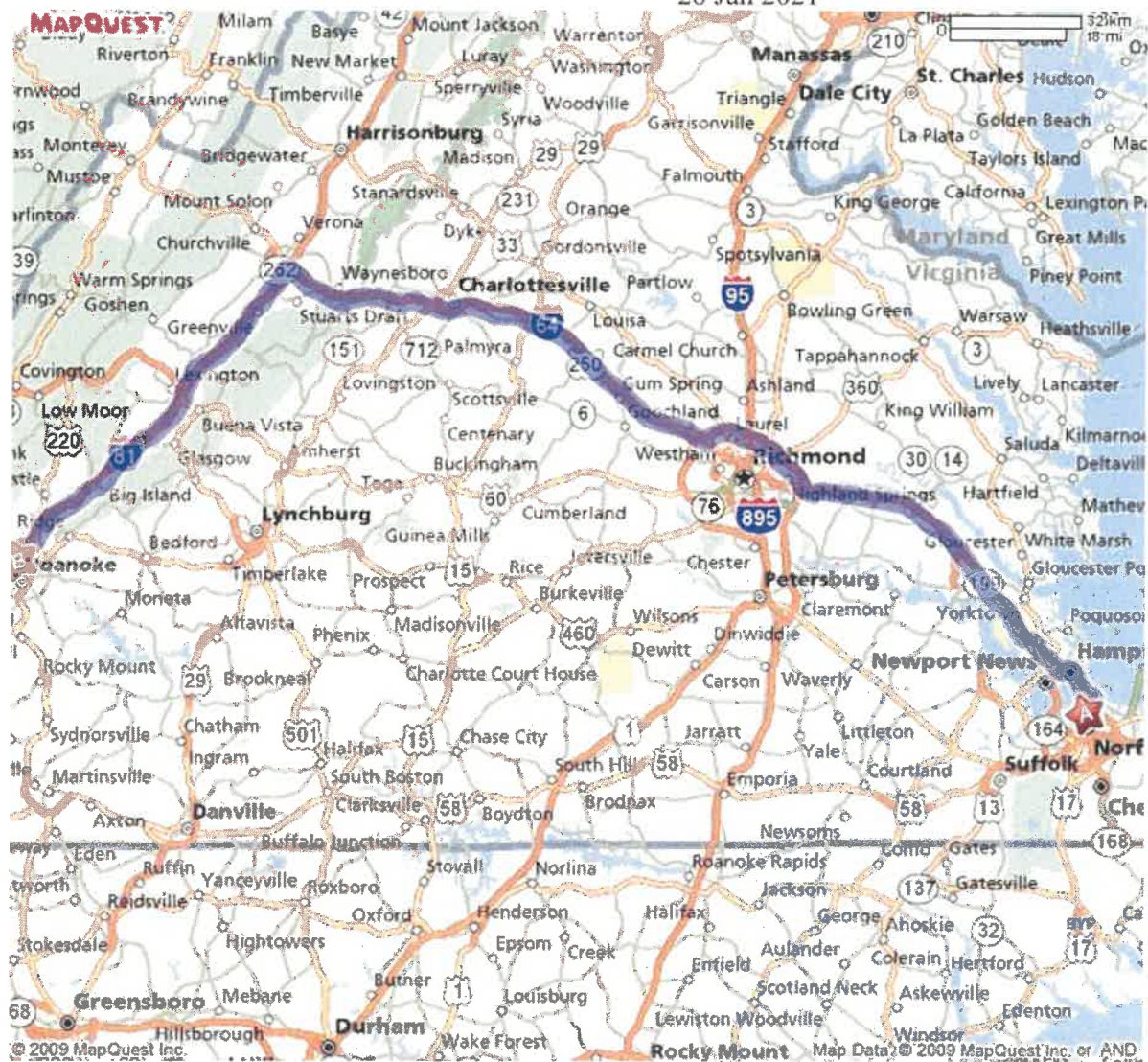
Additional Evacuation Information. For Virginia residents, additional evacuation information can be found at Virginia Department of Transportation Travel Center (<http://virginiadot.org/travel>), and the Virginia Department of Emergency Management (<http://www.vaemergency.com>). For North Carolina residents, evacuation information can be found at the North Carolina Department of Health and Human Services (<http://www.dhhs.state.nc.us/docs/hurricane.htm>) and the North Carolina Department of Crime Control and Public Safety at (<http://www.nccrimecontrol.org> and <http://www.readync.org>).

START 1: Start out going SOUTHWEST on BLANDY RD toward FORRESTAL DR. 0.1 mi

- | | | |
|---|---|------------|
|  | 2: Turn LEFT onto FECHTELER RD. | 0.3 mi |
|  | 3: Turn RIGHT onto MEREDITH ST. | 0.0 mi |
|  | 4: Turn LEFT onto TERMINAL BLVD/VA-406 E. | 1.0 mi |
|  | 5: Merge onto I-64 W toward HAMPTON/RICHMOND. | 75.9
mi |
|  | 6: Merge onto I-295 N via EXIT 200 toward WASHINGTON. | 24.4
mi |
|  | 7: Merge onto I-64 W via EXIT 53A toward CHARLOTTESVILLE. | 90.2
mi |
|  | 8: Merge onto I-81 S via the exit on the LEFT toward LEXINGTON/ROANOKE. | 75.5
mi |
|  | 9: Take the VA-115 exit, EXIT 146, toward HOLLINS/ROANOKE. | 0.3 mi |
|  | 10: Turn LEFT onto VA-115/PLANTATION RD. | 1.0 mi |
|  | 11: Turn RIGHT onto WILLIAMSON RD/US-11 S. | 0.3 mi |
|  | 12: Turn SLIGHT RIGHT onto PETERS CREEK RD NW/VA-117 S. | 1.4 mi |
|  | 13: Turn LEFT onto WOOD HAVEN RD NW. | 0.1 mi |
|  | 14: Turn RIGHT onto BARNS AVE. | 0.2 mi |
|  | 15: End at 5301 Barns Ave Roanoke, VA 24019-3801 | |

Total Time: 4 hours 30 minutes

Total Distance: 270.78 miles



COOP Trip Overview

HURRICANE EVACUATION ENTITLEMENTS FAQ

1) How many cars will I be reimbursed for when evacuating?

One car per family member 16 and older listed on the Page 2.

**** LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS**

2) What is the amount of mileage paid per mile?

Please refer to the Joint Travel Regulations for the current rates.

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

**** LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS**

3) How far am I authorized to go for evacuation?

Evacuation distance is determined by the Safe Haven location or Mile radius authorized by the Commanding Officer.

4) What is the max hotel rate I can receive?

Lodging rate of Safe Haven Location (does not include taxes).

CHECK HERE FOR PER DIEM RATES: <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

5) How many hotel rooms am I authorized?

Member is entitled to one room and family members are entitled to a room, based on number of dependents.

6) What are the Meals, Incidentals & Expenses (MI&E) rate per day?

MI&E rates are based on safe haven location. (Each service member/employee and each dependent age 12 and older is entitled to 100% of the MI&E; age 12 and under is 50%).

**** RATES FLUCTUATE WITH THE SEASONS AND LOCATIONS, CHECK HERE FOR PER DIEM RATES**
<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

7) What receipts do I need to turn in?

Itemized Hotel receipts, (you do not need to provide gas receipts for POVs, you will be paid a flat mileage rate), and receipts for purchase over \$75.00.

8) Who will need to file a voucher upon return?

Member will submit vouchers for both, member and dependents.

9) Are my spouse and children entitled to MI&E, mileage, hotel room, etc.?

Yes.

10) What can my Government Travel Charge Card (GTCC) be used for?

Use for fuel, food, lodging, rental car, and airline tickets.

Not to be used for: Clothing and Leisure items (i.e. Disneyworld tickets, gifts, souvenirs, etc.)

**** You must be on official TDY orders to use your GTCC! Every transaction will be reviewed by the GTCC Agency Program Coordinator and any unauthorized transactions are punishable by the UCMJ and disciplinary action for department of the Navy employees.**

11) I am not eligible for a GTCC, can I get a travel advance via DTS or PSD?

Yes, up to 75% of the estimated cost of the evacuation per diem, however, advances are direct deposit only and banking information is required at the time of request. It may take 24-48 hours to post to account and can only be provided at the safe haven.

****A Navy/Marine Corps Relief Society Representative will be there at the Safe Haven if you require a loan. (Military only)**

12) If I do get an advance, when do I have to pay it back?

Advances are paid back upon liquidation of the travel claim, if you received less than 75%, there will be no additional payments required. If you were overpaid, you will have to pay the overage after a letter of indebtedness has been issued.

13) Can I get a loan from Navy Marine Corps Relief Society (NMCRS)?

Yes, but the member is responsible for direct repayment to NMCRS, not via their travel liquidation (Military Only).

14) If my personal vehicle breaks down during the evacuation, will I be reimbursed for it by the government?

No.

15) Will I be reimbursed for people who are not listed as dependents?

No, only dependents listed in your Page 2/DEERS will be reimbursed. Also, the government is not responsible for the lodging cost of non-dependent personnel.

16) How long will it take to get reimbursed after submitting my travel claim?

Travel Claims are processed at PSD Norfolk and could take up to 30-60 days to process for payment.

17) Is a rental car authorized if I do not own a vehicle?

No, for members that do not have a POV, a local travel allowance of \$25.00 per day will be authorized to assist with unexpected local transportation cost at the evacuation destination.

18) If I stay with a friend or a family member during the evacuation, will I still receive lodging reimbursement?

No, but you will receive MI&E you must provide the exact address of the family member's/friend's residence on the travel claim.

19) Will I be reimbursed for pet fees charged by a hotel?

No.

20) Where will my travel orders come from?

The Financial Management Office will distribute to Department Heads for dissemination.

21) Will I be reimbursed for phone calls and movies at the hotel?

Only official calls are reimbursable; movies are not reimbursable.

22) Am I required to use my GTCC or can I use my personal credit card?

It is highly recommended to use your GTCC, if you have one, since no interest will be accrued and it's easier to prove expenses used when filing a claim.

23) My spouse has to remain behind, what can I use for funds?

You may request a travel advance from PSD Norfolk or request a loan from the Navy Marine Corps Relief Society.

24) Can my spouse use my GTCC?

No, only the member is the authorized user of the GTCC.

25) Where can I get updated information regarding the hurricane before, during, and after a hurricane?

There are several places to get up to date information: The service member's or employee's supervisor; local news; online.

26) Are NAF employees issued evacuation orders?

Yes, NAF employees have the same entitlements as APF employees.

27) Are NAF employees entitled to a travel advance?
Yes.

28) How long can I be on evacuation orders?

Evacuation orders are issued based on the Commanding Officers authority, but in extreme cases the maximum number of days is 180.

29) What happens after 180 days?

After 180 days, Military members will receive PCS orders, and Civilian employees will receive guidance from HRO on options available.

30) Who authorizes the evacuation Safe Haven location?

The Authorizing Official (Normally the Installation Commanding Officer) will specify the Safe Haven location and distance.

31) Are we reimbursed by the government if the county we live in orders an evacuation?

No, the decision of local civil officials to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation, as local civil officials cannot obligate the expenditure of DoD funds. (FMR. Par 075183)

****If member goes somewhere other than the Safe Haven location, all rates and entitlements will max out at the Safe Haven location entitlement rates.**

**** Do not forget to file your travel claim within 5 days upon return to duty station.**

**** In extended cases of evacuation, travel claims will be filed every 30 days.**