



---

**File Code:** 6500**Date:** 5/25/22**Route To:****Subject:** Emergency Payments Available during an Evacuation Order**To:** Regional Foresters, Station Directors, Deputy Chiefs, and WO Directors

In the Forest Service, we believe in service to each other. As part of our intention to support employee care and recovery, the Forest Service is communicating guidance in the event of an ordered evacuation and to proactively create awareness about resources available to effected employees.

When an employee is ordered to evacuate from an area threatened by unusual or emergency circumstances, the agency authorizes emergency payments (subsistence) to our employees and their dependents in accordance with [5 CFR §550 Subpart D, Payments during Evacuation](#) and U.S. Department of Agriculture regulation [2300-004, Emergency Payments for Evacuation](#).

**As a result of an order to evacuate, the following costs are reimbursable to evacuated employees:**

- **Transportation:** Travel expenses for the employee and dependents will be determined, in accordance with the [Federal Travel Regulations](#), from the evacuated area to the designated safe haven and for their return to the previously evacuated area, as authorized.
- **Lodging-plus:** For the period of evacuation, employees are eligible for actual amount of lodging (if paid by employees), plus a set allowance for meals and expenses (per diem) for employee and dependents. As defined under Office of Personnel Management regulations, a dependent is a relative of the employee residing with the employee and dependent on the employee for support.

#### Customer Assistance is Available

The Forest Service Chief Financial Officer [Budget & Finance directorate has established processes](#) to support employees get their reimbursement as quickly as possible. Contact the Travel Help Desk at (877-372-7248, option 3) Monday through Friday, 8:15 am – 4:15 pm Mountain Time.

Additional assistance is available from the [Federal Emergency Management Agency \(FEMA\)](#) if your area is under a disaster declaration.

DONALD MODDER Digitally signed by DONALD  
MODDER  
Date: 2022.05.25 09:50:24 -04'00'

*for*

ROBERT VELASCO  
Chief Financial Officer

Enclosure: Evacuee Instructions April 2022

