



DoDEA ADMINISTRATIVE INSTRUCTION 3025.01

EVACUATION OF DoDEA EMPLOYEES FROM THREATENED AREAS

Originating Division: Operations, Plans, Legislation, and Policy

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes the Department of Defense Education Activity (DoDEA) policy and procedures for the evacuation of DoDEA-affiliated personnel during an evacuation event in accordance with Executive Order 12656 and Department of Defense (DoD) Directive 3025.14. DoDEA-affiliated personnel include DoDEA employees, their dependent family members, and U.S. Defense Contractor personnel working on a DoDEA contract overseas.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

1.2. POLICY. It is DoDEA policy that during an evacuation event in areas in which DoDEA operates, DoDEA will work directly with applicable military commands (Combatant Commands, Military Service regional commands, and military installation commands) to ensure the protection of DoDEA-affiliated personnel from the risk of death, harmful health exposures, or hostile seizure. Protection requirements may involve ordering or authorizing the evacuation of DoDEA-affiliated personnel to designated safe haven locations. The authorities for ordering or authorizing an evacuation of DoD personnel (to include DoDEA-affiliated personnel) is established in Chapter 6 of the Joint Travel Regulations.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director will:

- a. Appoint the DoDEA Operations, Plans, Legislation and Policy (OPLP) Division Chief as the DoDEA proponent for establishing DoDEA evacuation-related policy and procedures.
- b. Direct the establishment of the DoDEA Crisis Action Team to plan, coordinate, and direct DoDEA involvement in an evacuation event.
- c. Be prepared to exercise the authority to order or authorize an evacuation of DoDEA-affiliated personnel to one or more designated safe haven locations for an evacuation event impacting DoDEA organizations located in the contiguous United States or a non-foreign overseas location.

2.2. DODEA PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS. The DoDEA Deputy Director and Associate Director for Academics provides guidance and direction to DoDEA region, district, and school leaders and parents of evacuated students regarding interim educational options, student records, and other educational support requirements through an evacuation event.

2.3. DODEA ASSOCIATE DIRECTOR FOR PERFORMANCE AND ACCOUNTABILITY. The Associate Director for Performance and Accountability provides guidance and direction to DoDEA region, district, and school leaders and parents of evacuated students regarding academic assessments and other related educational support requirements throughout an evacuation event.

2.4. DODEA REGION DIRECTORS FOR STUDENT EXCELLENCE AND DISTRICT SUPERINTENDENTS. DoDEA Region Directors for Student Excellence and District Superintendents of DoDEA organizational elements participating in an evacuation event shall provide guidance and assistance to region, district, and school-level DoDEA-affiliated personnel during an evacuation event.

2.5. DODEA OPERATIONS, PLANS, LEGISLATION, AND POLICY DIVISION CHIEF. The DoDEA OPLP Division Chief is overall responsible for the DoDEA policy and procedures for the evacuation of DoDEA personnel.

2.6. DODEA HEADQUARTERS DIVISION CHIEFS. All of the DoDEA Headquarters Division Chiefs have vital responsibilities to ensure critical evacuation requirements are appropriately addressed during all phases of the evacuation as described in Section 4 of this Issuance.

2.7. DODEA SENIOR LEADER WITHIN AN EVACUATION AREA. It is DoDEA policy that during an evacuation event (which may include an ordered or authorized evacuation), the DoDEA Senior Leader within the area directly impacted by the event will assume operational control over all DoDEA-affiliated personnel in the area. The authority remains in effect until:

- a. The DoDEA Senior Leader is evacuated from the impacted area.
- b. As ordered by the DoDEA Director.

SECTION 3: GENERAL POLICY GUIDANCE

3.1. FEDERAL AND DOD REGULATIONS. This Issuance is in compliance with Chapter 6 of the Joint Travel Regulations; Chapter 600 of the Department of State Standardized Regulations (DSSR); Section 5527 of Title 5, United States Code; Subpart D of Title 5, Code of Federal Regulations; and DoD Directive 3025.14.

3.2. EVACUATION DETERMINATION.

a. Authority to Evacuate from the Contiguous United States and Non-foreign Locations Overseas. See Table 6.2 of Chapter 6 of the Joint Travel Regulations for the authorities sanctioned to order or authorize an evacuation of DoD military and civilian personnel assigned within the contiguous United States and non-foreign locations overseas. This authority extends to the DoDEA Director.

b. Authority to Evacuate from a Foreign Location. With the exception to the authority of the Under Secretary of Defense for Personnel and Readiness to order or authorize an evacuation from Cuba, evacuations from all other foreign locations can only be ordered or authorized by the Department of State.

3.3. COORDINATION. The DoDEA Crisis Action Team will closely coordinate evacuation activities and safe haven requirements with Office of the Under Secretary of Defense for Personnel and Readiness Joint Staff, Combatant Command, Military Service, and military installation command organizations.

3.4. DODEA EVACUATION STAGES. DoDEA evacuation procedures and responsibilities are established in accordance with the following evacuation event stages:

a. Stage 1 - Evacuation Preparation. This stage includes all DoDEA actions associated with the planning and preparation for a potential or actual evacuation event. This stage concludes at the initiation of the evacuation event.

b. Stage 2 - Evacuation Support. This stage begins at the start of the evacuation event and continues through the return of the evacuated personnel to their primary duty station. This stage overlaps with Stage 3.

c. Stage 3 - Evacuation Recovery. This stage begins with DoDEA Crisis Action Team planning efforts for the return of evacuated DoDEA-affiliated personnel to their primary duty locations and concludes when all evacuation-event actions are completed. Note: if the evacuation is accompanied by an ordered closure of DoDEA operations in the affected geographical area, the DoDEA Crisis Action Team will develop and provide a DoDEA closure plan in lieu of an evacuation recovery plan. The closure plan will include disposition instructions for DoDEA displaced personnel, facilities, furniture and equipment, accounts,

contracts, and an educational transition plan for DoDEA students impacted by the ordered closure.

d. Stage 4 - Post-Evacuation. This stage begins at the conclusion of Stage 3 and includes the completion of the DoDEA after action review process and DoDEA participation in Office of the Under Secretary of Defense for Personnel and Readiness, Combatant Command, Military Service, and military installation command after action reviews. Stage 4 concludes upon the completion of all DoDEA evacuation-related tasks.

SECTION 4: EVACUATION RESPONSIBILITIES AND PROCEDURES

4.1. PRINCIPAL DEPUTY DIRECTOR AND ASSOCIATE DIRECTOR FOR ACADEMICS.

a. Evacuation Preparation. The Principal Deputy Director and Associate Director for Academics:

(1) Provides Education Directorate personnel to participate as members of the DoDEA Crisis Action Team.

(2) Coordinates the provision of student records in support of the enrollment of evacuated students in interim education activities in safe haven locations.

(3) Coordinates with DoDEA district offices in or near safe haven locations to facilitate the enrollment of evacuated students.

b. Evacuation Support. The Principal Deputy Director and Associate Director for Academics:

(1) Assists, as needed, the DoDEA Human Resources Division with identifying appropriate work-assignment options for evacuated DoDEA employees in safe haven locations.

(2) Temporarily realigns, in coordination with the impacted DoDEA region and district, Instructional Systems Specialists as needed to support evacuation-related educational requirements.

(3) Coordinates educational support requirements with interim education activities at safe haven locations to include the establishment of temporary DoDEA school operations in the safe haven location as required.

c. Evacuation Recovery. The Principal Deputy Director and Associate Director of Academics:

(1) Adjusts the DoDEA school year calendar as required to ensure the completion of a fully-accredited school year for evacuated students.

(2) Prepares for the re-establishment of DoDEA school operations and the return of evacuated DoDEA employees and students.

(3) Assists families supported by the Non-DoD Schools Program as needed to re-establish students in non-DoD schools overseas.

(4) In the event of an ordered closure, develop an educational transition plan for impacted DoDEA students.

d. Post-Evacuation. The Principal Deputy Director and Associate Director for Academics will participate in the DoDEA Headquarters after-action review process.

4.2. DODEA OPERATIONS, PLANS, LEGISLATION, AND POLICY DIVISION CHIEF.

a. Evacuation Preparation. The DoDEA OPLP Division Chief:

(1) Maintains dialogue with Office of the Under Secretary of Defense for Personnel and Readiness on all elements of emergency management operations, including evacuation policy, procedures, and planning.

(2) Alerts applicable DoDEA stakeholders of a potential or actual evacuation event.

(3) Leads the DoDEA Crisis Action Team comprised of DoDEA Headquarters functional staff elements and region, district, and school leadership in the development of a DoDEA evacuation plan.

(4) Ensures DoDEA Crisis Action Team planning is coordinated with the DoD and non-DoD organizations involved in the planning, execution, and support of an evacuation event.

(5) Establishes a DoDEA Crisis Action Assistance Desk in support of evacuated DoDEA-affiliated personnel information/support requirements.

b. Evacuation Support. The DoDEA OPLP Division Chief:

(1) Coordinates, through the DoDEA Crisis Action Team, the execution and support of an evacuation event with the appropriate DoDEA, DoD, and non-DoD organizations.

(2) Manages personnel accountability requirements during an evacuation event, to include providing instructions for DoDEA-affiliated personnel to update location and contact information in the Fourth Estate Personnel Accountability and Assessment System (FEPAAS) upon arrival in their final safe haven location.

(3) Manages DoDEA Crisis Action Assistance Desk operations to enable evacuated DoDEA-affiliated personnel to request information and support during an evacuation event.

(a) Telephonic Contact Procedures: DoDEA-affiliated personnel can call the Desk at toll free 1-833-816-1638, commercial 571-372-0585, Defense Switched Network (DSN) 312-372-0585. The number will allow for a recorded message if the phone is unmanned. Recorded messages should include name, contact phone number (or email address), and the reason for calling the Desk. For the hearing impaired, use the Text Telephone/Telecommunication Device number published on the DoDEA Website during the evacuation event, and distributed to evacuated DoDEA-affiliated personnel on the DoDEA Notification System (DNS) in accordance with DoDEA Administrative Instruction 3021.01.

(b) Email Procedures: DoDEA-affiliated personnel can also contact the Desk by sending an email to: AtHoc-FEPAASHelpDesk@hq.dodea.edu.

(4) Maintains liaison with the Office of the Under Secretary of Defense for Personnel and Readiness and applicable Combatant Commands, regional Military Service commands, and military installation commands during an evacuation event.

c. Evacuation Recovery. The DoDEA OPLP Division Chief:

(1) Leads DoDEA Crisis Action Team planning for:

(a) The return of DoDEA-affiliated personnel to their primary duty station at the conclusion of the evacuation event.

(b) The re-establishment of DoDEA operations interrupted by an evacuation event.

(2) Instructing DoDEA-affiliated personnel to update their location and contact information in FEPAAS upon returning to their primary duty station.

(3) Standing-down the DoDEA Crisis Action Assistance Desk operations.

(4) In the event of an ordered closure, lead the Crisis Action Team in the development and execution of a closure plan.

d. Post-Evacuation. The DoDEA OPLP Division Chief:

(1) Represents the DoDEA Headquarters in after action reviews conducted by the Under Secretary of Defense for Personnel and Readiness, Combatant Commands, and the Military Services.

(2) Leads the DoDEA Headquarters post-evacuation after action review process to identify and apply DoDEA-specific evacuation planning, execution, and recovery lessons learned.

4.3. DODEA LOGISTICS DIVISION CHIEF. The DoDEA Logistics Division provides guidance and direction to region, district, and school logistics personnel related to logistics support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Logistics Division:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Provides instructions to the DoDEA organizations impacted by a potential or actual evacuation event for the safeguarding of U.S. Government property (e.g., laptops, leased vehicles, etc.).

(3) Coordinates for the “on order” reduction or cancellation of food deliveries with food service agencies in preparation for the cessation of school meal program operations.

(4) Coordinates for the procurement and delivery of any special supply or material requirements in preparation for an evacuation event.

(5) Coordinates for the “on order” reduction or temporary cessation of bus transportation support services and the use of DoDEA-owned transportation assets by the local military installation command in support of an evacuation event.

b. Evacuation Support. The DoDEA Logistics Division Chief will coordinate the use of DoDEA-owned transportation assets and by the local military installation command during an evacuation event.

c. Evacuation Recovery. The DoDEA Logistics Division Chief:

(1) Reclaims vehicles and any other property relinquished to the military installation command during an evacuation.

(2) Re-establishes student meal program and bus transportation support services.

(3) Inventories and inspects the condition of property and arrange for the disposal of property damaged beyond repair with the local Defense Reutilization and Marketing Office.

(4) Coordinates the procurement and delivery of any special supply or material requirements in support of recovery operations.

(5) Deploys, when needed, a Logistics Support Team in support of recovery operations.

(6) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Logistics Division will participate in the DoDEA Headquarters after-action review process.

4.4. DODEA FACILITIES DIVISION CHIEF. The DoDEA Facilities Division chief provides guidance and direction to region, district, and school facilities personnel related to facilities support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Facilities Division Chief:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Coordinates with the DoDEA Procurement Division to prepare for maintenance and service contract modifications.

(3) Provides instructions to ensure the completion of preparatory tasks for securing/safe guarding DoDEA facilities.

(4) Coordinates with construction agencies to ensure the safety and security of personnel, worksites, and facilities.

(5) Coordinates for the appropriate military installation representative(s) to inspect and provide facility condition updates throughout an evacuation event if it is anticipated that all qualified DoDEA-facility personnel will be evacuated.

b. Evacuation Support. The DoDEA Facilities Division Chief:

(1) Monitors the status of DoDEA facilities throughout an evacuation event.

(2) Coordinates the use of DoDEA facilities by military installation commands during an evacuation event with the appropriate DoDEA stakeholders.

c. Evacuation Recovery. The DoDEA Facilities Division Chief:

(1) Coordinates with the DoDEA Procurement Division to reinstate all facilities-related contract actions suspended during the evacuation event.

(2) Conducts facility inspections and take action to repair or mitigate high-priority facility issues that would otherwise delay a return to normal operations.

(3) Deploys, when needed, a DoDEA Facilities Support Team in support of recovery operations.

(4) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Facilities Division Chief:

(1) Conducts a closeout of all evacuation-event-related facility actions.

(2) Participates in the DoDEA Headquarters after-action review process.

4.5. DODEA RESOURCE MANAGEMENT DIVISION CHIEF. The DoDEA Resource Management Division Chief provides guidance and direction to region, district, and school resource management personnel regarding resource management support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Resource Management Division Chief:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Validates and verifies manpower rosters (for evacuation order preparation) for the locations affected by a potential evacuation event.

(3) Notifies and collaborates with external agencies and local military installation commands that provide Defense Finance and Accounting Services, Defense Travel Management Office, and Commercial Travel Office support during an evacuation event.

(4) Identifies host nation employees affected by a potential evacuation and coordinate with local support agencies to ensure the proper disposition of such employees.

(5) Notifies and coordinates with the Office of the Secretary of Defense (OSD) Comptroller for supplemental funding.

(6) Establishes a funding line specific for evacuation expenses within the Defense Agencies Initiative financial system.

(7) Establishes evacuation travel and entitlement guidance (procedures, timelines, entitlement, etc.) for affected DoDEA employees and dependent family members.

(8) Provides assistant to the Human Resources Division's support plan for unique requirements (e.g., single parents, handicap, dependents away from permanent duty station, etc.) that require deviation from standard evacuation guidance and support plans.

(9) Confirms approved safe haven locations, verifies entitlements (all types), and prepares travel packets for distribution to DoDEA employees and local union leadership as time permits.

(10) Establishes and provides timecard and leave processing procedures in the event of an evacuation.

(11) Coordinates with DoDEA leaders to cancel temporary duty travel into the area impacted by the evacuation and for the immediate return of DoDEA personnel on temporary duty in the impacted area.

b. Evacuation Support. The DoDEA Resource Management Division Chief:

(1) On order, deploys a DoDEA Resource Management Support Team to safe haven locations to provide direct assistance to evacuated DoDEA employees and dependent family members.

(2) Provides advisory counseling to evacuated employees and dependent family members to include entitlement filing and processing (i.e., Post Allowance/Living Quarters Allowance; Advance Pay; Change of Allowances; Passports/Visa requirements; Subsistence Evacuation Allowance (SEA); etc.).

(3) Coordinates with the DoDEA Non-DoD Schools Program Manager in the event homeschooling is necessary for evacuated students in a safe haven location.

(4) Monitors funding execution levels in financial systems and tracks reimbursement expenditures throughout the evacuation.

(5) Adjusts or cancels renewal agreement travel and other travel requirements, as needed.

c. Evacuation Recovery. The DoDEA Resource Management Division Chief:

(1) Provides instructions for completing travel claims for evacuated DoDEA employees and dependent family members upon their return to their primary duty station.

(2) Deploys a DoDEA Resource Management Support Team, as needed, to provide filing assistance to returning DoDEA employees and dependent family members.

(3) Monitors the funding status and provides evacuation-related costs to the OSD Comptroller.

(4) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Resource Management Division Chief:

(1) Participates in the DoDEA Headquarters after-action review process.

(2) Tracks the status of evacuation-event-related travel claims through completion.

(3) Provides funding as required to offset residual contractual requirements affected by the evacuation.

(4) Conducts a close out of evacuation-related funding with the OSD Comptroller.

4.6. DODEA PROCUREMENT DIVISION CHIEF. The DoDEA Procurement Division Chief provides guidance and direction to region, district, and school procurement personnel related to procurement support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Procurement Division Chief:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Ensures forward-employed DoDEA procurement representatives have appropriate emergency contract authority.

(3) Issues limited contracting officer warrants for emergency procurement actions to selected personnel in the Field Support Contracts Branch.

(4) Increases, as needed, Government Commercial Purchase Card limits on short notice.

b. Evacuation Support. The DoDEA Procurement Division Chief:

(1) Performs emergency contracting actions using normal and/or contingency contracting procedures as required in support of an evacuation event.

(2) Coordinates with the DoDEA Resource Management Division to ensure the availability of funding for emergency contract requirements.

(3) Establishes “stop work” orders for service contracts not required during an evacuation event.

c. Evacuation Recovery. The DoDEA Procurement Division Chief:

(1) Modifies contract changes in support of evacuation event and, as appropriate, close contracts awarded in support of the evacuation event.

(2) Re-establishes normal procurement/contracting operations.

(3) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Procurement Division Chief will participate in the DoDEA Headquarters after action review process.

4.7. DODEA INFORMATION TECHNOLOGY DIVISION CHIEF. The DoDEA Information Technology Division provides guidance and direction to region, district, and school information technology personnel related to information technology support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Information Technology Division Chief:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Plans for the shutdown of systems (servers) prior to an expected/possible evacuation event.

b. Evacuation Support. The DoDEA Information Technology Division Chief will facilitate the provision of voice and electronic communications support at critical evacuation support nodes.

c. Evacuation Recovery. The DoDEA Information Technology Division Chief:

(1) Deploys, as needed, an Information Technology Division Support Team in support of recovery operations.

(2) Re-establishes system (server) operations and all associated services.

(3) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Information Technology Division Chief will participate in the DoDEA Headquarters after-action review process.

4.8. DODEA HUMAN RESOURCES DIVISION CHIEF. The DoDEA Human Resources Division Chief provides guidance and direction to region, district, and school human resource personnel related to human resources support activities during an evacuation event.

a. Evacuation Preparation. The DoDEA Human Resources Division Chief will participate as a member of the DoDEA Crisis Action Team; develops a support plan for unique requirements (e.g., single parents, handicap, dependents away from permanent duty station, etc.) that require deviation from standard evacuation guidance and support plans.

b. Evacuation Support. The DoDEA Human Resources Division Chief:

- (1) Coordinates personnel actions as required during the evacuation event.
- (2) Develops, when needed, a reassignment plan for evacuated employees in the event an ordered evacuation becomes an ordered closure.

c. Evacuation Recovery. The DoDEA Human Resources Division Chief:

- (1) Coordinates personnel actions as required by the conclusion of an evacuation event.
- (2) Deploys, as needed, a DoDEA Human Resources Support Team to support recovery operations.
- (3) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Human Resources Division Chief:

- (1) Participates in the DoDEA Headquarters after-action review process.
- (2) Ensures the completion of all evacuation-related personnel actions.

4.9. DODEA COMMUNICATIONS DIVISION CHIEF. The DoDEA Communications Division Chief provides guidance and direction to region, district, and school communications personnel related to the communication of critical information to targeted audiences during an evacuation event.

a. Evacuation Preparation. The DoDEA Communications Division Chief:

- (1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.
- (2) Coordinates public affairs guidance with the OSD Public Affairs.
- (3) Provides DoDEA Website support to communicate critical information requirements for targeted DoDEA audiences in preparation for an evacuation event.

b. Evacuation Support. The DoDEA Communications Division Chief:

- (1) Coordinates public affairs guidance with the OSD Public Affairs.
- (2) Provides DoDEA website support to communicate critical information requirements for targeted DoDEA audiences during an evacuation event.

(3) Leverages DoDEA social media sites to keep DoDEA employees and dependent family members and other stakeholders informed of DoDEA actions and plans throughout an evacuation event.

c. Evacuation Recovery. The DoDEA Communications Division Chief will continue all actions identified in subparagraph b above in support of evacuation-event recovery operations. In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Communications Division Chief will participate in the DoDEA Headquarters after action review process.

4.10. DODEA SAFETY AND OCCUPATIONAL HEALTH DIVISION CHIEF. The DoDEA Safety and Occupation Health Division Chief provides guidance and direction to region, district, and school leadership and safety and occupational health personnel related to safe operations and risk mitigation throughout an evacuation event.

a. Evacuation Preparation. The DoDEA Safety and Occupation Health Division Chief:

(1) Provides a representative to participate as a member of the DoDEA Crisis Action Team.

(2) Provides safety and occupational health guidance during the planning for a potential evacuation event.

b. Evacuation Support. The DoDEA Safety and Occupation Health Division Chief will coordinate safety and occupational health requirements during the evacuation event.

c. Evacuation Recovery. The DoDEA Safety and Occupation Health Division Chief will coordinate safety and occupational health risk mitigation actions to ensure the safe return of evacuated DoDEA employees and dependent family members and the re-establishment of DoDEA operations. In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. The DoDEA Safety and Occupation Health Division Chief will participate in the DoDEA Headquarters after-action review process and submit safety reports as required by the evacuation event.

4.11. DODEA OFFICE OF THE GENERAL COUNSEL. The DoDEA Office of the General Counsel provides legal support, opinion, and advice throughout all stages of an evacuation event.

4.12. DODEA LABOR RELATIONS AND EMPLOYEE RELATIONS BRANCH. The Labor Relations and Employee Relations Branch performs collective bargaining to the extent permitted by the circumstances and required by law and observes DoDEA's bargaining

obligations under Chapter 71 of Title 5, United States Code. However, it is recognized that circumstances might result in these obligations being observed post-implementation.

4.13. DODEA DIVERSITY MANAGEMENT AND EQUAL OPPORTUNITY DIVISION CHIEF. The DoDEA Diversity Management and Equal Opportunity Division Chief provides support, opinion, and advice on compliance with anti-discrimination and reasonable accommodation policies throughout an evacuation event.

4.14. DODEA REGION DIRECTORS FOR STUDENT EXCELLENCE AND DISTRICT SUPERINTENDENTS. DoDEA Region Directors for Student Excellence and District Superintendents of DoDEA organizational elements participating in an evacuation event shall provide guidance and assistance to region, district, and school-level DoDEA-affiliated personnel during an evacuation event.

a. Evacuation Preparation. DoDEA Region Directors for Student Excellence and District Superintendents:

- (1) Provide a representative to participate as a member of the DoDEA Crisis Action Team.
- (2) Share information received from non-DoDEA sources relevant to Crisis Action Team planning.
- (3) Perform tasks assigned by the DoDEA Crisis Action Team.
- (4) Prepared to deploy region and/or district office personnel to critical evacuation support nodes.

b. Evacuation Support. DoDEA Region Directors for Student Excellence and District Superintendents will, on order, deploy region or district personnel to critical evacuation support nodes to provide assistance to evacuees and keep DoDEA leadership informed of the status of evacuation operations.

c. Evacuation Recovery. DoDEA Region Directors for Student Excellence and District Superintendents:

- (1) Deploys, as needed, region or district personnel in support of returning DoDEA personnel and the re-establishment of DoDEA operations.
- (2) Coordinates support as required with local military installation commands.
- (3) In the event of an ordered closure, participate in the development of a closure plan.

d. Post-Evacuation. DoDEA Region Directors for Student Excellence and District Superintendents:

- (1) Participate in the DoDEA Headquarters after-action review process.

(2) Participate in Military Service, Combatant Command, and local military installation after action reviews to ensure DoDEA requirements and evacuation-related issues are recorded and, where appropriate, captured as lessons learned.

4.15. DODEA REGION AND DISTRICT FORCE PROTECTION OFFICERS. DoDEA Region and District Force Protection Officers provide support to Region Directors for Student Excellence, District Superintendents and School Principals by:

- a. Coordinating personnel and property force protection requirements with installation security personnel
- b. Obtaining and relaying threat-based intelligence to applicable region, district, and school leadership as appropriate.

4.16. DODEA-AFFILIATED PERSONNEL.

a. Evacuation Preparation. DoDEA-affiliated personnel will complete all pre-evacuation preparation tasks identified by DoDEA leadership (in coordination with local military installation commands).

b. Evacuation Support. DoDEA-affiliated personnel:

- (1) Execute evacuation orders in accordance with instructions received from the DoDEA Senior Leader present as received from local military installation commands and the military organizations operating evacuation support nodes.
- (2) Follow all directions received from the DoDEA Headquarters and region, district, and school leaders while in the designated safe haven location.
- (3) Respond to DNS messages, as required, and update location and contact information in FEPAAS upon arriving at the final safe haven location.
- (4) File for evacuation-related entitlements in accordance with directions provided by the DoDEA Resource Management Division.

c. Evacuation Recovery. DoDEA-affiliated personnel:

- (1) Return to assigned primary duty locations in accordance with travel guidance received from the DoDEA Headquarters.
- (2) Update location and contact information in FEPAAS upon return to the assigned primary duty station.
- (3) File for evacuation-related entitlements in accordance with directions provided by the DoDEA Resource Management Division.

(4) In the event of an ordered closure, comply with assignment guidance/instructions from the DoDEA Headquarters.

d. Post-Evacuation. DoDEA-affiliated personnel:

(1) Provide observations and comments to first-level supervisors to help inform the DoDEA after action review process.

(2) Ensure all evacuation-related personnel and claims actions are completed.

GLOSSARY

G.1. ACRONYMS.

DNS	DoDEA Notification System
DSN	Defense Switched Network
DSSR	Department of State Standardized Regulations
FEPAAS	Fourth Estate Personnel Accountability and Assessment System
OPLP	Operations, Plans, Legislation, and Policy
OSD	Office of the Secretary of Defense
SEA	Subsistence Evacuation Allowance

G.2. DEFINITIONS. Unless otherwise noted, the below definitions are established specifically for the purpose of this Issuance.

authorized evacuation (also known as an authorized departure). The voluntary evacuation (departure) authority for specified categories of DoD-affiliated personnel (to include DoDEA-affiliated personnel) to a designated safe haven location at government expense.

DoDEA Crisis Action Team. The DoDEA Crisis Action Team is established (and dis-established) upon direction of the DoDEA Director to plan for and manage operations prior to, during, and immediately following an evacuation event that significantly impacts DoDEA's operations. The DoDEA Crisis Action Team consists of representatives from the Headquarters directorates and functional staff elements, and DoDEA region and district offices.

DoDEA Crisis Action Assistance Desk. The Crisis Action Assistance Desk is established by the DoDEA Headquarters to provide information to and coordinate assistance for DoDEA employees and dependent family members participating in an evacuation event. The DoDEA OPLP Division Chief determines, on a case by case basis, the membership required and activates the Desk when an evacuation involving DoDEA personnel or dependent family members is anticipated.

DoDEA-affiliated personnel. DoDEA-affiliated personnel include DoDEA employees, their dependent family members, and U.S. Defense Contractor personnel working on a DoDEA contract overseas.

DoDEA employee. A DoDEA Employee is an employee who is eligible to receive evacuation allowances for themselves or their dependent family members upon the initiation of an authorized evacuation event.

evacuation. An evacuation is the authorized or ordered (directed) departure of designated personnel from an area threatened by unusual or emergency circumstances.

operational control. The authority to perform supervisory functions over personnel located in a specific geographical area. The authority involves providing authoritative direction necessary to accomplish the mission.

ordered evacuation (also known as an ordered departure). The mandatory evacuation (departure) of specified categories of DoD-affiliated personnel (to include DoDEA-affiliated personnel) to a designated safe haven location at government expense.

ordered closure. An ordered closure occurs when the effects of an evacuation situation permanently prevents the return of evacuated DoDEA-affiliated personnel, resulting in a discontinuation (closure) of DoDEA operations in the affected geographical area.

safe haven. Designated area(s) to which noncombatants under the U.S. Government's responsibility may be evacuated during an evacuation event. A location within or outside the U.S. to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safe havens are normally designated by the Department of State, in coordination with DoD.

support teams. Support teams consist of DoDEA Headquarters functional area experts, such as Human Resource, Resource Management or Information Technology, that deploy to a designated location to provide direct support to evacuated DoDEA employees and dependent family members.

REFERENCES

Code of Federal Regulations, Title 5, Subpart D
Department of State Standardized Regulations (DSSR), Chapter 600, “Payments During Evacuation/Authorized Departure,” current version
DoD Directive 3025.14, “Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad,” February 26, 2013, as amended
DoDEA Administrative Instruction 3021.01, “DoDEA Notification System Program,” April 2, 2018
Executive Order 12656, “Assignment of Emergency Preparedness Responsibilities,” November 18, 1988
Joint Travel Regulations, Chapter 6, “Evacuations,” current version
United States Code, Title 5