




U.S. Immigration
and Customs
Enforcement

September 9, 2008

MEMORANDUM FOR: Julie L. Myers
Assistant Secretary

THROUGH: 
Theresa C. Bertucci
Deputy Assistant Secretary for Management

FROM: Alex S. Keenan
Chief Financial Officer

SUBJECT: Amended Order to Evacuate

This memorandum seeks approval to authorize the departure of U.S. Immigration and Customs Enforcement (ICE) employees and dependents from east and gulf coast areas impacted by Hurricane Ike to a safe haven for a period of time not to exceed 180 days.

This authorization is effective September 8, 2008, although valid, allowable expenses incurred prior to this date related to the evacuation of ICE employees and dependents from the east and gulf coast areas impacted by Hurricane Ike may be retroactively approved by an ICE program director or his/her designee consistent with the established authorities.

Authorization to Evacuate

1. I hereby grant the authority, effective September 8, 2008, to authorize the departure of ICE employees and dependents (evacuees) from the east and gulf coast areas impacted by Hurricane Ike. This authorized departure is approved for a period not to exceed 180 days. The authority for this evacuation order and associated payments is found at 5 C.F.R. §§ 550, 401-408. Additional guidance is contained in the ICE Policy on Emergency and Special Evacuation Allowances and the supporting procedures.
2. I hereby authorize ICE program directors, effective September 8, 2008, to provide to evacuees advance payments, evacuation payments and special allowances including reimbursement for subsistence expenses, travel costs, and per diem for a period not to exceed 180 days.
3. I hereby authorize ICE management to designate safe haven locations for all evacuees.
4. I hereby inform evacuees that they should not return to their permanent duty stations until ICE authorizes their return.

5. ICE employees away, e.g., in travel status or on leave, from their duty stations as of September 8, 2008, must contact their management for instructions as to whether to return to their permanent duty stations or proceed to a safe haven location.
6. All employees recently assigned to a new permanent duty station and who are in transit status must contact their management for instructions as to whether to proceed to the duty station, or, report to an alternative duty station, or, proceed to a safe haven location. The decision to proceed will be made on a case-by-case basis by your respective Program office.
7. For purposes of this evacuation order, the following definitions apply:
 - a. Dependent – relative of the employee residing with the employee and dependent of the employee for support.
 - b. Safe Haven – a designated area to which an employee or dependent will be or have been evacuated.

APPROVED:



Julie L. Myers
Assistant Secretary
U.S. Immigration and Customs Enforcement

September 9, 2008

Date

FOR DISTRIBUTION TO ALL ICE PROGRAM HEADS