THE JOINT TRAVEL REGULATIONS (JTR)

UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

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JOINT TRAVEL REGULATIONS
UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES

1 DECEMBER 2017

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by yellow highlighting and is effective IAW the date of this change unless otherwise indicated.

C. Applicable MAP and/or CAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP and/or CAP Items:

MAP 072-17(E) – Revised Joint Travel Regulations - Chapter 8 – Cost of Living Allowances within the Continental United States (CONUS COLA). Rewrites JTR, Chapter 8 (CONUS COLA).

MAP 115-17(E) – Revised Joint Travel Regulations - Chapter 5, Section 1 – Service Member Permanent Duty Travel (PDT). Rewrites Chapter 5, Part 1 (Uniformed Members) PDT.

MAP/CAP 118-17(I) – Move Pet Quarantine Information from Chapter 5 to DTMO Website. Removes resource information regarding pet transportation from JTR pars. 5430-B, C, D, and E and adds it to the DTMO Website. Since guidance is provided for informational purposes only and not related to a Government funded PCS Allowance, it has been relocated.

MAP 122-17(E) – Overseas Housing Allowance (OHA) Unique – Denmark. Authorizes OHA Unique Expenses to reimburse Service members receiving OHA in Denmark who must pay mandatory renovation costs upon departure from local housing. Affects Appendix K.

MAP 140-17(I) – Command Sponsorship Only Required at Member’s PDS OCONUS. Modifies the language to include that all dependents are authorized safe haven allowances except non-command sponsored dependents at the member’s PDS OCONUS. Also clarifies that a dependent who remains at a member’s previous PDS is also authorized evacuation allowances. These are clarifications from the previous language. Affects Table 6-13, and pars. 060202, 060202-A2, 060205-A, and 060206-A.

MAP/CAP 141-17(I) – Move Appendix Q to the DTMO Website. Removes Appendix Q from the JTR. The information contained in Appendix Q will be moved to the DTMO website at www.defensetravel.dod.mil/Docs/AP-TL-01.pdf. There is no change in authority with this revision. Affects pars. 0501, 5558-A5, 5596-A3a, 5840-C1c-e, and 5950-B2a.

MAP/CAP 144-17(I) – Multiple Alternate Destinations for FEML. Reinserts the language that a traveler may select multiple alternate destinations for Funded Environmental Leave (FEML) in Appendix S. This authority was inadvertently omitted in the rewrite. Affects par. 040401B.

MAP/CAP 146-17(I) – Move Appendix W to the DTMO Website. Moves the information in Appendix W to the DTMO Website. Affects pars. 051402-A, 051402-C, 051402-D2, 051403-A, 5648-A2, and Appendix W.
INTRODUCTION

AUTHORITY, APPLICABILITY, AND ADMINISTRATION OF THE JTR

The JTR implements policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian travelers. It also implements station and certain other allowances. The JTR has the force and effect of law for travelers, and implements statutory regulations and law for DoD civilian travelers. Organizations are expected to take appropriate disciplinary action when travelers willfully fail to follow the JTR. However, unless stated otherwise in the JTR, the disciplinary action cannot be in the form of refusal to pay appropriate travel and transportation allowances.

The JTR applies to:

- Uniformed Service Active and Reserve Component members and their dependents. The Uniformed Services are the U.S. Army (USA), U.S. Navy (USN), U.S. Air Force (USAF), U.S. Marine Corps (USMC), the U.S. Coast Guard (USCG), the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Public Health Service (USPHS).
- DoD civilian employees and their dependents.
- Other authorized travelers who use appropriated DoD funding, including new DoD Senior Executive Service appointees and certain Presidential appointees.
- DoD personal services contract employees.

The JTR does not apply to:

- Contractor employees under a DoD contract for anything other than personal services.
- DoD employees appointed under Title 22 United States Code (U.S.C.) § 2385(d).
- DoD civilian employees performing official assignments funded by a non-DoD Agency who are subject to that Agency’s travel and transportation policies.
- Government employees whose salaries are paid with non-appropriated funds (NAF) traveling on NAF business.
- Foreign personnel traveling under Security Assistance Management Manual authority.

Nothing in the JTR authorizes expenditures for purposes not provided for in Congressional appropriations or in law. This publication is issued under the authority of DoD Instruction 5154.31, Volume (Vol.) 5, “Commercial Travel Management: The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC).” Travelers and travel officials must adhere strictly to the JTR. The traveler could be personally financially responsible for any expense accrued by not complying with the JTR. When the General Services Administration’s Federal Travel Regulation (FTR) authorizes a discretionary travel and transportation allowance that the JTR does not address, the allowance is not authorized or implemented within the DoD.

RESPONSIBILITY FOR THE JTR

The Per Diem, Travel, and Transportation Allowance Committee (PDTATAC) updates and publishes the JTR. The PDTATAC is composed of a Chair and a member representing the Departments of the Army, the Navy, the Air Force, Homeland Security, Health and Human Services, and Commerce. The Committee Chair is the Deputy Assistant Secretary of Defense for Military Personnel Policy.
Each Uniformed Service has a representative on the Military Advisory Panel (MAP) and the Civilian Advisory Panel (CAP). The MAP consists of a representative from each of the Uniformed Services. The CAP consists of a civilian representative from each of the Military Services and the OSD Washington Headquarters Services. The MAP and CAP members report to senior leaders of the Uniformed Services, who serve as members of the PDTATAC.

**EFFECTIVE DATE OF REGULATION CHANGES**

A change to the JTR is effective, unless otherwise noted, on its first publication date. This date appears in the lower left corner of each page. When an effective date is different from the date of first publication, that effective date is indicated.

**INTERPRETATION OF THESE REGULATIONS AND THEIR UNDERLYING LAWS AND REGULATIONS**

DoD certifying officer or disbursing officer may request an advance decision, in accordance with Volume 9 of DoD Regulation 7000.14, “Department of Defense Financial Management Regulation” (DoDFMR), on a claim whose validity or amount is questionable. An Accountable Officer desiring an advance decision on an issue involving the interpretation of the JTR must forward the request for an advance decision through PDTATAC. A traveler who disagrees with a decision by a certifying officer may submit an appeal or reclaim in accordance with DoDFMR, Vol. 9.

In cases of specific travel circumstances in need of clarification, the General Counsel of the Department of Defense (GC DoD), the Defense Office of Hearings and Appeals (DOHA) (for a Service member), and the Civilian Board of Contract Appeals (CBCA) (for a civilian employee) determine how the JTR, the Federal Travel Regulation (for civilian employees), and departmental instructions should be interpreted. Decisions by the GC DoD, DOHA, CBCA (formerly called the General Services Board of Contract Appeals), and the U.S. Government Accountability Office provide guidance for similar cases or situations involving the same circumstances. These decisions are referenced in the JTR, where applicable.

**QUESTIONS, SUGGESTIONS, OR RECOMMENDATIONS**

Submitted questions concerning information in the JTR or suggestions for improvements or recommendations for changes must go through Command channels to the respective Service or Agency PDTATAC representative.

**SERVICE OR DOD AGENCY REGULATION REVIEW PROCESS**

Services or Agencies may issue related administrative procedures provided they do not conflict with or unnecessarily duplicate JTR provisions. DoDI 5154.31, Vol. 5 requires that PDTATAC staff review all DoD written material that implements JTR provisions to ensure that per diem, travel, and transportation allowances, relocation allowances, and certain other allowances are uniformly applied. The review process applies to all DoD Uniformed Services and DoD Agencies. In addition, the USCG, NOAA, and USPHS may submit written material for review as desired. A Service or Agency submitting written material to the PDTATAC must first send the document to its MAP or CAP representative.
# TABLE OF CONTENTS

## CHAPTER 1: GENERAL POLICY

### 0101 BASIC TRAVEL RULES

- 010101. Travel Categories
- 010102. Guiding Principle
- 010103. Traveler Responsibilities
- 010104. Service or Agency Responsibilities

### 0102 OTHER BASIC TRAVEL INFORMATION

- 010201. Key Participants
- 010202. Requirement to Travel
- 010203. Travel Status
- 010204. Government Travel Charge Card (GTCC) and Advance of Funds
- 010205. Defense Travel System (DTS) Use
- 010206. Travel Authorizations and Orders

### 0103 FINANCIAL RULES

- 010301. Receipt Requirements
- 010302. Duplicate Payments and Fraudulent Claims

### 0104 UNIQUE STATUS OR CONDITION

- 010401. Absentee, Straggler, Deserter, or Service Member without Funds
CHAPTER 1: GENERAL POLICY

0101 BASIC TRAVEL RULES

This chapter outlines the basic information that applies to a traveler in any travel category.

010101. Travel Categories

The categories of travel addressed in the JTR are:

A. Temporary Duty (TDY) Travel.

B. Government-funded Leave Travel.

C. Local Travel at the Permanent Duty Station (PDS).

D. Permanent Duty Travel (PDT), including Permanent Change of Station (PCS) Travel.

E. Evacuation Travel.

010102. Guiding Principle

The guiding principle behind the JTR is to travel responsibly. The word “responsibly” means that the traveler exercises the same care in incurring expenses for Government travel that a prudent person would exercise if traveling at personal expense.

010103. Traveler Responsibilities

A. Financial Responsibility. Traveling responsibly includes using the least expensive transportation mode, parking facilities, public transportation, or rental vehicle. It also includes scheduling travel as early as possible to take advantage of discounted transportation rates. The traveler is financially responsible for excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified.

B. Items Not Mentioned. If something is not stated in the JTR, it does not mean that an allowance exists or may be authorized. The philosophy of “It doesn’t say I can’t; therefore, I can” does not apply to the JTR. Instead, if the JTR does not say something can be reimbursed, then it cannot be reimbursed as a travel claim.

C. Ethics Regulations and Rules. The traveler must comply with Federal ethics laws, Department of Defense (DoD) Regulation 5500.7-R, “Joint Ethics Regulation,” and the Agency’s or Service’s ethics regulations and rules. Pay particular attention to rules that pertain to acceptance of travel and transportation benefits, including gifts, favors, and special accommodations from non-Federal sources.

010104. Service or Agency Responsibilities

A. Mission Controls. Each Service or DoD Agency must authorize or approve only the travel necessary to accomplish the Government’s mission effectively and economically while establishing internal controls to ensure that only such travel is authorized. An official responsible for directing travel or approving reimbursement is also responsible for ensuring that funds are used for official travel.
purposes and in accordance with the conditions prescribed in the JTR. A statement must be included on the travel authorization specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives.

B. Traveler Rights. Unless stated otherwise in the JTR, the Service or Agency cannot reduce allowances or deny reimbursements because of limited DoD travel funds. In addition, a Service or Agency cannot direct a traveler to travel at personal expense or at reimbursement rates or amounts inconsistent with the JTR.

0102 OTHER BASIC TRAVEL INFORMATION

The following information applies to all travelers, unless noted otherwise.

010201. Key Participants

Official travel involves the participation of three key players: the traveler, authorizing or approving official, and the Travel Management Company (TMC).

A. Travelers. A traveler is anyone who travels on official business for DoD. Travelers fall into three groups: Service members, civilian employees, and other travelers. JTR allowances may differ among these groups due to law or other regulations.

<table>
<thead>
<tr>
<th>Uniformed Service Members</th>
<th>Civilian Employees</th>
<th>Other Travelers</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Air Force</td>
<td>● Civilians employed by the DoD</td>
<td></td>
</tr>
<tr>
<td>● Army</td>
<td>● Civilians employed by other agencies, but funded by DoD</td>
<td></td>
</tr>
<tr>
<td>● Marine Corps</td>
<td>● Spouse</td>
<td></td>
</tr>
<tr>
<td>● Navy</td>
<td>● Children</td>
<td></td>
</tr>
<tr>
<td>● U.S. Coast Guard</td>
<td>● Other Dependents</td>
<td></td>
</tr>
<tr>
<td>● National Oceanic and Atmospheric Administration</td>
<td>● Family members</td>
<td></td>
</tr>
<tr>
<td>● U.S. Public Health Service</td>
<td>● Relatives</td>
<td></td>
</tr>
<tr>
<td>● Active and Reserve Component (RC) members</td>
<td>● Civilians not employed by the Government</td>
<td></td>
</tr>
</tbody>
</table>

*Table is not all-inclusive.

B. Authorizing or Approving Official (AOs). An AO determines whether travel is necessary and appropriate to the mission, ensures that all expenses claimed by the traveler are valid, and authorizes or approves the expenses if they are valid. Expenses must not be approved if they are inflated, inaccurate, or higher than normal for similar services in the locality. If the JTR indicates an expense, allowance, or other item—such as the mode of transportation—must or may be authorized, it means the AO must give permission before the action takes place. Likewise, if the JTR indicates “may or must be approved,” then the AO may or must give the traveler permission after the action takes place.

C. TMC. The Defense Travel Management Office (DTMO) contracts with TMCs to make travel arrangements for DoD travelers. The General Services Administration (GSA) contracts with TMCs to make travel arrangements for travelers from other Federal agencies. A GSA TMC may be used only when a DTMO-contracted TMC is not available.
1. A DoD traveler must make travel arrangements through an electronic travel system when it is available or through the TMC if it is not available. Any DoD traveler who cannot reach the TMC must contact the AO or designee for assistance. However, lodging may be reserved outside the TMC when arranging for a large number of rooms in advance, such as for training courses, exercises, or conferences, or when safety, health, or security concerns require using specific lodging establishments.

2. The TMC will book a traveler only for economy travel and economy accommodations. However, a traveler may upgrade travel or accommodations at personal expense. Under certain circumstances described in the JTR, other accommodations may be authorized or approved.

3. A traveler, AO, or electronic system must provide the TMC a copy of the travel authorization before ticketing. However, a TMC may issue tickets for official travel authorized by proper verbal, letter, or message authority if travel must begin or is performed before a written travel authorization issued. The AO is responsible for providing a confirmatory travel authorization to the TMC.

010202. Requirement to Travel

Travel is required when other means of conducting business, such as telephone calls or video teleconferencing, are unavailable or cannot meet the mission’s needs. This must be certified in a statement on the travel authorization. Government-funded travel and transportation are used only when officially justified and by the means that meet mission requirements consistent with good management.

010203. Travel Status

The travel authorization establishes when travel status starts and ends. A traveler is authorized travel and transportation allowances only while in a travel status. A travel status begins when a traveler leaves the PDS, residence, or office, or when he or she detaches from or signs out of a unit or agency. It ends when the traveler returns to the PDS, residence, or office, or when he or she arrives at a new PDS by signing in with the new unit or agency.

A. Travel Status Qualifiers. A travel status includes:

1. Time spent away from the PDS on public business under a valid travel authorization.

2. Necessary TDY travel. This includes time spent at a TDY location, regardless of whether duty is performed while traveling or how much time is spent away from the PDS.

3. PCS travel.

4. Necessary delays while awaiting further transportation after travel status begins.

5. Travel to or from a hospital or medical facility for observation or treatment.

6. Travel by Government or other aircraft, including flights for training purposes made under a valid travel authorization that requires one or more landings away from the starting point.

7. Flights for training purposes made in the absence of a travel authorization when it is necessary to remain away overnight.
8. Other circumstances determined jointly by the Secretaries concerned before, during, or after an occurrence that constitutes a travel status.

B. Alternate Departure Points. A traveler may be authorized or approved to begin and end at the following places when it is to the Government’s advantage:

1. Traveler’s residence when the traveler commutes from there daily to the PDS.

2. Location at which the traveler maintains the family residence if it is not the residence from which the traveler commutes daily to the PDS.

3. Place near the traveler’s residence where the privately owned vehicle (POV) is garaged or stored.

Note: Personnel traveling for disciplinary purposes are considered to be in a duty status, but not in a travel status.

C. Travelers Other than Aircrew Member and Courier. Refer to Table 1-2 and Table 1-3 to determine when the travel status begins and ends for a traveler who is not an aircrew member or courier.

<table>
<thead>
<tr>
<th>When a Service member departs…</th>
<th>And proceeds to…</th>
<th>And then to…</th>
<th>Travel Status Starts when Service member departs from…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home.</td>
<td>Transportation terminal.</td>
<td>Not applicable (N/A)</td>
<td>Home.*</td>
</tr>
<tr>
<td>Home.</td>
<td>Office, and performs duty there.**</td>
<td>Transportation terminal.</td>
<td>Office, even though the terminal is at the PDS.***</td>
</tr>
<tr>
<td>Home.</td>
<td>Office, and performs duty there.**</td>
<td>Another duty or departure point within the PDS before going to the transportation terminal.***</td>
<td>The other duty or departure point within the PDS. “Another departure point” is never a transportation terminal.</td>
</tr>
</tbody>
</table>

*The AO may permit the Service member to start official travel from the location at which he or she maintains the family residence if the Service member commutes daily to the PDS from a different location. If to the Government's advantage, the AO may authorize or approve POV use to start at one of the following: the Service member’s residence from which he or she commutes daily to the PDS; the location at which the Service member maintains the family residence, if he or she commutes daily to the PDS from a different location; the place near the Service member’s residence where the POV is garaged or stored.

**Disregard travel to and from the office if the Service member performed no duty there.

***This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.
**Table 1-3. Travel Status End Locations for a Traveler Other Than Aircrew Member or Courier**

<table>
<thead>
<tr>
<th>When a Service member returns...</th>
<th>And proceeds to...</th>
<th>And then to...</th>
<th>Travel Status Ends when Service member returns from...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terminal</td>
<td>Home.</td>
<td>N/A</td>
<td>Terminal. “Returns to” refers to “wheels down.”</td>
</tr>
<tr>
<td></td>
<td>Office, and performs duty there.</td>
<td></td>
<td>Office.</td>
</tr>
<tr>
<td></td>
<td>Another duty or arrival point within the PDS. “Another arrival point” is never a transportation terminal.</td>
<td>Home.</td>
<td>The other duty or arrival point within the PDS before going to the transportation terminal. *</td>
</tr>
</tbody>
</table>

*This does not prevent reimbursement of transportation between home and PDS on travel days as specified in Chapter 2.*

**D. Aircrew Member and Courier Status.** A Service member performing TDY as an aircrew member includes a Service member for whom aircrew duty is an additional duty. It also includes an Armed Forces courier or other Service member whose primary duty makes the air terminal a regular duty place. This does not apply to an RC member for first and last day when called to active duty. Aircrew member status for an RC member only applies after the RC member arrives at the active duty location and terminates when the RC member departs upon relief from active duty. Refer to Table 1-4 and Table 1-5 to determine when the travel status begins and ends for an aircrew member or courier.

**Table 1-4. Aircrew Member or Courier Travel Status Start Locations**

<table>
<thead>
<tr>
<th>When a Service member departs...</th>
<th>And proceeds to...</th>
<th>And then to...</th>
<th>Travel Status Starts when Service member departs from...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home.</td>
<td>Office, and does not perform duty there.</td>
<td>Flight operations or a terminal within the limits of the PDS.</td>
<td>Terminal. “Departs from” refers to “wheels up.”</td>
</tr>
<tr>
<td></td>
<td>Flight operations or a terminal within the limits of the PDS.</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office, and performs duty there.*</td>
<td>Flight operations or a terminal outside the limits of the PDS.</td>
<td>Office.</td>
</tr>
<tr>
<td></td>
<td>Flight operations or a terminal outside the limits of the PDS.</td>
<td>N/A</td>
<td>Home.</td>
</tr>
</tbody>
</table>

*Disregard travel to and from the office if the Service member performed no duty there.*
Table 1-5. Aircrew Member or Courier Travel Status End Locations

<table>
<thead>
<tr>
<th>When a Service member returns to…</th>
<th>And proceeds to…</th>
<th>And then to…</th>
<th>Travel Status Ends when Service member returns from…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight operations or a terminal within the limits of the PDS.</td>
<td>Home.</td>
<td>N/A</td>
<td>Terminal. “Returns to” refers to “wheels down.”</td>
</tr>
<tr>
<td>Flight operations or a terminal outside the limits of the PDS.</td>
<td>Office, and performs duty there.*</td>
<td>Home.</td>
<td>Office.</td>
</tr>
<tr>
<td></td>
<td>Home.</td>
<td>N/A</td>
<td>Home.</td>
</tr>
</tbody>
</table>

*Disregard travel to and from the office if the Service member performed no duty there.

010204. Government Travel Charge Card (GTCC) and Advance of Funds

A traveler is required to use the GTCC to obtain travel advances and to pay for all official travel expenses. A traveler may be exempted from this requirement under certain circumstances. See the DoDFMR, Vol. 9, “Travel Policy,” dated June 2015, for travel advances when the traveler is not issued a GTCC. Advance funds for certain travel and transportation allowances are authorized in law (see DoDI 5154.31, Vol. 4, “Government Travel Charge Card Regulations”).

010205. Defense Travel System (DTS) Use

DoD travelers and AOs must use the DTS to process travel authorizations and vouchers for TDY travel and local travel. A traveler must use the DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters when the DTS’s functionality is available (see DoDI 5154.31, Volume (Vol.) 3, “Commercial Travel Management: Defense Travel System (DTS)”). The TMC processes reservations made in the DTS. The Defense Table of Official Distances programmed in the DTS on the date the voucher is approved for payment is used to calculate the official mileage.

010206. Travel Authorizations and Orders

Travel and transportation allowances are payable only after valid orders are issued. The order directs travel to, from, or between official points and serves as the basis for the trip and associated reimbursements. A travel authorization or order should be issued before travel begins. Travel or expenses incurred before a travel authorization or order is issued are not reimbursable, unless otherwise stated in the JTR. In unusual or urgent situations when travel must begin before a written authorization or order can be issued, a verbal authorization may be given. In such cases, the verbal authorization must be followed up in writing (called a “confirmatory order”) before allowances are paid. A travel order may only contain authority for travel and transportation allowances provided within the JTR. If there is any conflict between a travel order and the JTR, the JTR prevails.

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance.

B. Method of Purchase. All travel authorizations and orders that authorize the purchase of transportation tickets must identify the purchase method. The authorization or order must state whether
the ticket was purchased using an individually billed account or a centrally billed account, or was otherwise personally purchased by the traveler. This is necessary to prevent duplicate reimbursement of transportation tickets. If the purchase method changes after the travel authorization or order is published, then the AO may approve the changed method after the fact on the travel claim.

C. Variations in Travel. Authorizing variations in a travel authorization is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to:

1. Go to destinations not named in the order.

2. Change the specified time spent at a named destination.

3. Change the sequence of the named destinations.

4. Omit travel to named destinations.

D. Blanket or Repeat Travel Authorizations.

1. Most TDY travel authorizations are for a specific trip; although, that trip may contain multiple locations. The travel authorization is complete upon return to the PDS and no additional travel may be undertaken using that order. On rare occasions, a blanket or repeat travel authorization may be needed, which allows a traveler to undertake multiple trips using the same authorization. The travel authorization remains in effect until it is revoked or until the end of the fiscal year. The travel authorization is automatically canceled when the traveler is assigned to a PCS or reaches the time limit specified in the authorization.

2. Blanket or repeat travel authorizations must:

   a. Contain a specific expiration date that cannot cross fiscal years.

   b. State that it is a blanket or repeat authorization, as applicable.

   c. State why it is necessary (purpose of order or trips).

   d. List the locations to which the individual may travel and frequency of the trips.

   e. Contain authorizations for any travel and transportation allowances that may be reimbursed on the trips covered by the authorization, such as a rental car or excess accompanied baggage.

   f. Contain estimated travel costs for the period indicated in the order.

   g. Only authorize economy or coach class transportation.

   h. Not authorize an actual expense allowance (AEA).

**Note:** When other than economy or coach class transportation, or AEA, is necessary, the AO may amend the travel authorization to a specific location on an individual trip.
E. Other Types of Authorizations and Orders. A civilian employee traveling using DoD funds is issued a DD Form 1610 or paid through the DTS. A person other than a Service member or civilian employee should be issued an Invitational Travel Authorization (see Appendix X).

F. Amendment to a Travel Authorization or Order. An amended travel authorization is one that is issued by the same organization that issued the original authorization. The amendment modifies the original travel authorization. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

<table>
<thead>
<tr>
<th>Table 1-6. Time Limits for Travel Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY Orders (Other Than Training)</td>
</tr>
</tbody>
</table>
| A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority. | Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment. | ● Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)).
  ● Civilian PCS orders are valid for 1 year from the civilian employee’s transfer or appointment date. See par. 5518 for exceptions. |

*Effective 1 May 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.*

H. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

I. Violation of 180-Day Rule. Issuing a TDY order for 180, or fewer, consecutive days, followed by a brief return to the PDS and then another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, or reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

Note: Exceeding the 180-day consecutive TDY time limit without authorization and approval does not constitute an automatic PCS.
Table 1-7. Authorizing and Approval Authority for TDY of 181 or More Consecutive Days

<table>
<thead>
<tr>
<th>All Service Members Other Than Army</th>
<th>Army Service Members</th>
<th>Civilian Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the Combatant Commander (CCDR) or Deputy CCDR. No further delegation is authorized.</td>
<td>Secretary concerned, Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can be re-delegated to authorize a TDY for a Service member assigned to a Warrior in Transition Unit. In that case, a Flag Officer or civilian equivalent from the U.S. Army Medical Command must first recommend that the Army Compensation Chief authorize or approve the TDY. If the Army Compensation Chief approves the recommendation, then the Service Compensation Chief (a two-star Flag Officer or civilian equivalent) may authorize or approve the TDY.</td>
<td>Secretary concerned, DoD Agency Director, Service or DoD Agency Headquarters (if delegated), Chief of an appropriate bureau or the staff agency specifically designated for that purpose, or the CCDR or Deputy CCDR. This authority can only be delegated as stated for Service or DoD Agency Headquarters.</td>
</tr>
</tbody>
</table>

J. TDY Travel Authorization or Order Issued Before Request to Exceed 180 Days Is Received.

1. If the mission does not permit obtaining the authorization to exceed 180 days before the order is issued, the travel authorization or order may be issued and the request submitted immediately to the appropriate authority listed above. That authority must perform one of the following:

   a. Approve the authorization or order as written.

   b. Direct that the authorization or order be amended to:

      (1) End the duty and return the traveler to the PDS or assign a new PDS.

      (2) Change the assignment from TDY to a PCS.

      (3) Set the period at 180 or fewer days from the TDY report date.

      (4) Authorize a temporary change of station (TCS) if the traveler is a civilian employee and ensure that the tax information is listed in the Remarks section of the TDY order for that civilian employee. A TCS is a temporary relocation of a civilian employee to a new PDS on long-term assignment and subsequent return to the previous PDS after assignment completion.

2. See Chapter 3, Part C for information on civilian employees deployed to Afghanistan or Iraq in support of ongoing contingency operations.

3. For civilian employees, if a TDY will last between 6 months and 30 months, the AO must determine before the travel begins whether the assignment is actually temporary or should be a PCS. If the assignment is determined to be temporary, the AO must then determine if the duty should be a TCS or a TDY. For an assignment to be designated TDY, it must meet all of the following criteria:

   a. Duties are temporary in nature.
b. Assignment is for a reasonable period of time.

c. TDY costs are lower than round-trip TCS or PCS expenses.

4. If the AO determines that a TCS is appropriate for the civilian employee, the civilian employee should refer to Chapter 5.

**0103 FINANCIAL RULES**

**010301. Receipt Requirements**

A. **Retain Receipts.** Travelers are advised to retain ALL receipts for tax or other purposes. The DoDFMR, Vol. 9, “Travel Policy,” dated June 2015, and the Defense Travel System Regulations in DoDI 5154.31, Vol. 3, require an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more. AOs are discouraged from requiring additional receipts except to substantiate reimbursement if a traveler’s claim contains doubtful reimbursement.

B. **Lost Receipts.** If a receipt is impracticable to obtain or has been inadvertently lost or destroyed, a lost receipt statement explaining the circumstances and containing the same information as the lost receipt must be furnished.

**Note:** A lost receipt statement cannot substitute for an online-booking hotel receipt.

**010302. Duplicate Payments and Fraudulent Claims**

A. **Duplicate Payments.** A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. The traveler must repay any such duplicate payments to the Government.

B. **Fraudulent Claims.** If a reasonable suspicion of a falsified expense for lodging, meals, or incidental expenses exists and the suspicion is identified before the traveler is reimbursed, the applicable per diem or AEA is denied for the entire day for which the suspected expense is claimed. If there is reasonable suspicion of a falsified expense other than the cost of lodging, meals, or incidental expenses, the suspicious expense is denied.

**0104 UNIQUE STATUS OR CONDITION**

**010401. Absentee, Straggler, Deserter, or Service Member Without Funds**

A. **Eligibility.** A Service member without funds is eligible for limited travel and transportation allowances. This may be a Service member who is an Absentee and fails to go to the appointed place of duty at the time prescribed, a Straggler who becomes separated from the remainder of a party that is in a travel status on a party transportation ticket, or a Service Member Without Funds who must be at an assigned location, but has no money or means to get there. A Service member who goes on leave without approval and remains absent from the unit, organization, or place of duty with the intent to remain away permanently (10 U.S.C. § 885) is a Deserter. A Deserter who surrenders at, or is apprehended and delivered to, a U.S. Installation other than the Service member’s PDS may be eligible for limited travel and transportation allowances.
B. **Allowances.** Necessary transportation and meal tickets, or the cash equivalent of meal tickets (see Table 2-17), must be furnished for travel to the new PDS or another place directed by proper authority when an Absentee, Straggler, Deserter, or Service Member Without Funds arrives at, or is delivered to, a U.S. Installation other than the Service member’s PDS and is without funds to purchase transportation.

C. **Reimbursement.** A Service member directed to use a specific mode of transportation is not authorized reimbursement if the traveler does not use the directed mode.

D. **Service Member Has a Prior Order.** Transportation and meal tickets, or the cash equivalent of meal tickets, are furnished in connection with the prior order. Refer to Chapter 5 if the Service member is traveling between the old and new PDS. Refer to 020305, “Occasional Meals or Occasional Lodging,” if a Straggler is traveling on an order directing no or limited reimbursement.

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**Note:** Follow regulations for “Permanent Duty Travel” to determine any potential reimbursement between the old and new assignment location.
## TABLE OF CONTENTS

### CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

#### 0201 INTRODUCTION

020101. Transportation Allowance  
020102. Per Diem Allowance  
020103. Miscellaneous Reimbursable Expenses

#### 0202 TRANSPORTATION

020201. Travel does not Use Authorized Transportation  
020202. Excluded Hours  
020203. Transportation Types Most Advantageous to the Government  
020204. Distance Determinations  
020205. Separate Legs of Travel  
020206. Airplane, Train, Ship, and Bus Transportation  
020207. Reimbursement for Commercial Transportation  
020208. Reimbursement for Government Transportation  
020209. Rental Vehicle  
020210. Privately Owned Vehicles (POV)  
020211. Car Ferry Transportation  
020212. Travel in and around the TDY Location  
020213. Ground Transportation

#### 0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES

020301. Daily Allowances  
020302. Allowable Travel Time As It Affects Per Diem  
020303. Lodging  
020304. M&IE Portion of Per Diem
020305. Occasional Meals or Occasional Lodging
020306. Meal Ticket Maximum Rates
020307. AEA (Instead of Per Diem)
020308. Reduced Per Diem
020309. Trip Length As It Affects Per Diem
020310. Lodging and M&IE Per Diem Calculation Rules
020311. Flat-Rate Per Diem Reimbursement during a TDY
020312. Return to Permanent Duty Station (PDS) During Long-Term TDY
020313. Tax Impact of TDY Travel on a Civilian Employee
020314. Impact of the International Date Line (IDL) on Per Diem
020315. Other Circumstances Impacting a Traveler’s Per Diem

0204 MISCELLANEOUS REIMBURSABLE EXPENSES

0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

020501. Shipment of HHG by a Service Member
020502. Storage in Transit and Special Storage of HHG by a Service Member
020503. NTS by a Service Member
020504. Removal of HHG from Storage by a Service Member
020505. Shipment of HHG by a Civilian Employee on TDY

0206 TRAVEL IN AND AROUND THE PDS

020601. TDY within the PDS Local Area but outside the PDS Limits
020602. TDY within the PDS Limits under Emergency Circumstances
020603. Travel within the PDS Local Area
020604. Taxi Use Incident to Authorized Work outside Regularly Scheduled Working Hours
020605. Recruiting Expense Reimbursement
020606. Recruiter-Related Parking Expenses
CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

0201 INTRODUCTION

Standard allowances are the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under an official travel authorization. The information in this chapter applies to all travelers, unless noted otherwise. It includes rules for traveling locally, shipping belongings, and qualifying for the three major types of standard travel and transportation allowances: transportation, per diem, and miscellaneous reimbursable expenses.

020101. Transportation Allowance

The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses. Multiple transportation options are available to a traveler. The Government will consider the needs of the traveler, the purpose of travel, the cost, and other factors and then do one of the following:

A. Provide Government transportation.

B. Purchase commercial transportation on behalf of the traveler.

C. Reimburse the traveler for personally purchased transportation.

D. Reimburse the traveler for use of a privately owned vehicle (POV).

020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. See current per diem rates. Expenditures defined in the JTR as “incidental expenses” are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from “miscellaneous reimbursable expenses.” The following list of standard incidental expenses applies to all travelers:

A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.

B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).

C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.

D. Expenses related to lodging that are listed in the room account.

E. Transportation tips for courtesy transportation (for example, an airport shuttle).
020103. Miscellaneous Reimbursable Expenses

Although miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances, they are discussed in this chapter often as part of either the transportation section or the per diem allowance section. Miscellaneous expenses that are neither transportation-related nor per diem-related may require AO authorization or approval. Section 0204 identifies those miscellaneous expenses not listed in sections or paragraphs that specify transportation or lodging reimbursement.

0202 TRANSPORTATION

This section addresses transportation to, from, and around official travel locations. The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO’s satisfaction that air transportation cannot meet the mission’s requirements efficiently or economically. Each traveler is allowed a seat on the authorized transportation mode. While an AO does not normally direct transportation, he or she may do so for a traveler under certain circumstances. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travel other than by a usually traveled route must be justified for any excess cost to be Government funded.

020201. Traveler Does not Use Authorized Transportation

If an AO authorizes a transportation mode for TDY travel that a traveler does not use, then the traveler is reimbursed for the transportation mode that has been used, up to the cost of the authorized mode, unless stated otherwise in the JTR.

020202. Excluded Hours

Normally, a traveler is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission. The AO must authorize or approve any rest stop. An en route rest stop may only be authorized when the flight exceeds 14 hours and travel is to or from a location OCONUS. An en route rest stop may not be authorized if the traveler is authorized first- or business-class travel. Rest stops may not exceed 24 hours (effective 28 July 2017). Rules and allowances for rest stops during travel are specified in Table 2-1.

<table>
<thead>
<tr>
<th>Table 2-1. En route and TDY Point Rest Stops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Authorized…</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td><strong>Rest Stops at the TDY Point</strong></td>
</tr>
<tr>
<td>• When the circumstances warrant, and must not be automatic.</td>
</tr>
<tr>
<td>• When the AO considers each case individually, considering both funding and mission needs.</td>
</tr>
<tr>
<td>• When the traveler is required to travel</td>
</tr>
</tbody>
</table>
Table 2-1. En route and TDY Point Rest Stops

<table>
<thead>
<tr>
<th>Is Authorized…</th>
<th>Is Not Authorized…</th>
</tr>
</thead>
<tbody>
<tr>
<td>overnight (2400-0600) and the transportation</td>
<td></td>
</tr>
<tr>
<td>mode does not provide adequate sleeping</td>
<td></td>
</tr>
<tr>
<td>accommodations. (effective 28 July 2017)</td>
<td></td>
</tr>
<tr>
<td>• When the scheduled flight exceeds 14 hours</td>
<td></td>
</tr>
<tr>
<td>and travel is to or from a location OCONUS</td>
<td></td>
</tr>
<tr>
<td>unless the traveler is required to travel</td>
<td></td>
</tr>
<tr>
<td>overnight. (effective 28 July 2017)</td>
<td></td>
</tr>
</tbody>
</table>

Rest Stops En Route

- To allow the traveler to start at, near, or after
  the end of the traveler’s regularly scheduled
duty hours.
- During usual rest hours and if the
  transportation mode does not provide
  adequate sleeping accommodations.
- At a location that is an intermediate point, and
  is near to midway in the journey as the
  authorized carrier schedule permits.
- For a period limited to 24 hours, plus
  necessary time to obtain the earliest
  transportation to the authorized destination.
- At a location en route at which the carrier
  permits free stopovers.
- When the origin or destination location is
  OCONUS and travel is by a usually traveled
  route.
- When the scheduled flight is over 14 hours by
  a usually traveled route. A 14-hour period
  includes scheduled flight time, stopovers, and
  plane changes. However, it does not include
  overnight time spent at airports.*
- When en route to the TDY site or upon return
  if the traveler cannot rest before returning to
  work. This must be in the Government’s
  interest and is not automatic.

- For official travel for a permanent change of
  station (PCS), consecutive overseas tour
  (COT) leave, renewal agreement travel
  (RAT), emergency leave, Rest and
  Recuperation (R&R), Funded Environmental
  Morale Leave (FEML), and personnel
  evacuations.
- For personal convenience when a traveler
  chooses to travel by a circuitous route, causing
  excess travel time.
- When a traveler takes leave at a stopover
  location.
- For a traveler authorized first or business
  class accommodations.
- When the flight lasts 14 or fewer hours.
- When travel is within the CONUS.
- When the traveler is provided a rest period at
  the TDY point before reporting for duty.

*The flight length alone is not sufficient justification to authorize or approve an en route rest stop. The
TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day
prior to allow rest before work and the travel authorization must clearly state when the TDY travel was
identified and when travel reservations were made.

020203. Transportation Types Most Advantageous to the Government

A. Preferred Transportation. In the case of TDY travel, the following transportation types are
presumed most advantageous to the Government, unless the AO determines otherwise.

1. Government transportation by air for travel OCONUS is considered the most
advantageous method when reasonably available to meet mission requirements.

2. When Government transportation is not directed, commercial travel by airplane, train, bus,
or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.

3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:

   a. Consider a rental car. See the Defense Travel Management Office (DTMO) rental car agreement and Defense Travel Regulation (DTR) 4500.9-R, Part 1, for instructions and guidance for rental car selection.

   b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

      (1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

      (2) A traveler’s personal choice must not be the sole determining factor for authorization.

   B. Determination Factors. The AO will use the following factors to determine which type of transportation is most advantageous to the Government for TDY travel:

      1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.

      2. Availability of other transportation modes and the effect on productive time.

      3. TDY location in relation to traffic conditions, routing, and weather.

      4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.

      5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.

      6. Productive time lost due to additional travel time.

      7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.

      8. Unavailability of practicable commercial transportation.

      9. Delay to mission caused by the use of an airplane, train, bus, or ship.

   020204. Distance Determinations

   Distances are determined by using the Defense Table of Official Distances (DTOD). It is the only official source for PCS and TDY distance information, including for personally procured moves. If a facility or location is not listed, contact the DTOD Web site. The DTOD does not apply to the following distances, which are determined by odometer readings:
A. In and around the PDS or TDY sites.

B. Between the home or office and the transportation terminal.

C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 5566-C.

E. Round-trip travel between home and the active-duty tour site for a Reserve Component (RC) member on active duty when he or she commutes.

Note: For determining distances when privately owned air transportation is used, see par. 020210.

020205. Separate Legs of Travel

Travel between any two official points listed in Table 2-2 is computed as a separate leg of travel. If the trip involves more than one leg of travel, then each leg is computed separately.

<table>
<thead>
<tr>
<th>Table 2-2. Travel Between Any Two Official Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Actual residence</td>
</tr>
<tr>
<td>2. Home of record</td>
</tr>
<tr>
<td>3. Primary residence</td>
</tr>
<tr>
<td>4. Privately owned vehicle-storage facility</td>
</tr>
<tr>
<td>5. Location of last move home for a Senior Executive Service civilian employee</td>
</tr>
<tr>
<td>6. Safe haven location</td>
</tr>
<tr>
<td>7. Consecutive overseas tours leave location</td>
</tr>
<tr>
<td>1. TDY location</td>
</tr>
<tr>
<td>2. Renewal agreement travel leave location</td>
</tr>
<tr>
<td>3. Permanent duty station (PDS)</td>
</tr>
<tr>
<td>4. Passenger point of embarkation</td>
</tr>
<tr>
<td>5. Privately owned vehicle-unloading port or vehicle-processing center</td>
</tr>
<tr>
<td>6. A designated place</td>
</tr>
<tr>
<td>7. Place from which entered or called to active duty</td>
</tr>
</tbody>
</table>

020206. Airplane, Train, Ship, and Bus Transportation

A. Missed or Canceled Travel Arrangements. A traveler who misses or cancels travel arrangements must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements. A traveler must also notify the AO of such situations. A traveler who is stranded while on official travel because arranged transportation was involuntarily canceled must contact the AO or supervisor for guidance concerning lodging or other arrangements. Failure to follow these procedures may make a traveler financially liable for any resulting expenses.

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for
the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. Refer to DoDFMR, Volume (Vol.) 9, for procedures on reporting stolen tickets.

C. Unused Tickets. All unused tickets, including a portion of a ticket, coupons, exchange orders, refund slips, airfare adjustment notices, and similar items and information relating to the unused transportation must be turned into the TMC.

D. Replacement Transportation. A traveler who lacks sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost-charge basis in accordance with DoD Agency regulations (DoD Regulation 4500.9-R, Defense Transportation Regulation, Part 1) or Service regulations.

E. Lost, Stolen, or Unused Government Transportation Request (GTR). A traveler, or other accountable person, must safeguard a GTR at all times because he or she may be held liable for any Government expenditure caused through personal negligence in safeguarding the GTR. If a GTR is lost, stolen, or unused, immediately notify the proper official, the named carrier, and other local carriers in accordance with Service or DoD Agency procedures and regulations.

F. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from commercial carriers for accompanied baggage that is lost, delayed, or damaged. However, accepting the payment may affect any potential claim against the Government for the lost baggage. A traveler who intends to file a claim against the Government for the baggage’s loss, delay, or damage should speak with a Government Claims Office before accepting a carrier’s compensation.

G. Frequent-Flyer Miles or Other Promotional Benefits. A traveler can keep any frequent-flyer points or miles, hotel rewards, or rental car upgrades accumulated during official travel, as long as those promotional items are available to the general public or to a class consisting of all civilian employees or Service members. If a traveler voluntarily gives up a seat on an airplane, then the traveler is responsible for any additional costs incurred, such as additional lodging or meal expenses. Also, a traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money.

H. Registered or Trusted Traveler Program. Use of Government funds to obtain membership in registered or trusted traveler programs, such as Fly Clear, is statutorily prohibited (5 U.S.C. §5946 and GSA Bulletin FTR 08-05 of June 25, 2008).

I. U.S. Carriers Required. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel (49 U.S.C. §40118(d) and 55 Comp. Gen. 510, B-138941, March 31, 1981). The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available.

1. The Fly America Act does not mandate travel across the continental United States (CONUS) when traveling between two locations OCONUS.

2. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used. If a U.S. flag air carrier service or a U.S. flag ship is available for an entire trip and the traveler uses a non-U.S. flag air carrier or foreign flag ship for any part of the trip, the transportation cost on the non-U.S. flag air carrier or the foreign flag ship is not payable (FTR §301-10.143 and 41 CFR §301-10.181).
3. Documentation must be provided to the traveler to support all reasons when a non-U.S. flag air carrier is used in accordance with Service regulations. The documentation should include the traveler’s name, non-U.S. flag air carrier used, flight number, origin, destination and en route points, dates, justification and the authorizing or approving official’s title, organization, and signature. Endorsements on the order or Government-travel-procurement document, made in accordance with Service regulations, are acceptable.

### Table 2-3. Rules for U.S. Flag Carriers

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
</table>
| **U.S. Flag Air Carrier**
a U.S. flag air carrier is available, and the carrier performs the required commercial air transportation, and its use serves the mission, | a traveler must use the available U.S. flag air carrier. |
| a U.S. flag air carrier is not reasonably available for the most direct point between two OCONUS locations, | use of a non-U.S. flag air carrier may be authorized or approved (GSBCA 16632-RELO, July 15, 2005). |
| a comparable or different kind of a non-U.S. flag air carrier costs less, or is preferred, by the Service or traveler, or considered more convenient, | a traveler must still use the available U.S flag air carrier. |
| the only U.S. flag air carrier available requires boarding or leaving the carrier between midnight and 6 a.m., or travel during those hours, | the U.S. flag air carrier must still be used if available. The AO may authorize or approve the traveler a brief non work period, limited to 24 hours if the destination is other than the traveler’s PDS. |
| an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route, | a non-U.S flag air carrier may not be used. |
| a U.S. flag air carrier offers nonstop, direct service with no aircraft change, | a U.S. flag air carrier must be used unless such use would extend travel time including delay at origin, by 24 or more hours. |
| a U.S. flag air carrier does not offer nonstop or direct service between origin and destination, | a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier such use would result in one of the following:
  - Increase the number of foreign location aircraft changes made by two or more.
  - Extend travel time by 6 or more hours.
  - Require a connect time of 4 or more hours at a foreign interchange point.* |
| a U.S. flag air carrier does not provide service on a particular flight segment, | a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.* |
| a U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier, | a non-U.S. flag air carrier may be used. If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier.*(59 Comp. Gen. 223 (1980)). |
| the AO determines that a US flag air carrier | a non-U.S. flag air carrier may be used.* |
### Table 2-3. Rules for U.S. Flag Carriers

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>cannot provided needed air transportation or</td>
<td>a non-U.S flag air carrier may be used.*</td>
</tr>
<tr>
<td>cannot accomplish the mission,</td>
<td></td>
</tr>
<tr>
<td>a non-U.S. Government source pays for transportation directly, or</td>
<td></td>
</tr>
<tr>
<td>later reimburses by:</td>
<td></td>
</tr>
<tr>
<td>● A foreign government (for example, Foreign Military Sales funded</td>
<td></td>
</tr>
<tr>
<td>with foreign customer cash or repayable foreign military finance</td>
<td></td>
</tr>
<tr>
<td>credits),</td>
<td></td>
</tr>
<tr>
<td>● An international agency,</td>
<td></td>
</tr>
<tr>
<td>● Another organization,</td>
<td></td>
</tr>
<tr>
<td>transportation is paid by a non-Federal source, in accordance with</td>
<td></td>
</tr>
<tr>
<td>the JTR, DoD 5500.07-R, or Service regulation for non-DoD Services,</td>
<td></td>
</tr>
<tr>
<td>a non-U.S flag air carrier service would be 3 hours or less, and</td>
<td></td>
</tr>
<tr>
<td>the U.S. flag carrier use would at least double the en route travel</td>
<td></td>
</tr>
<tr>
<td>time,</td>
<td></td>
</tr>
<tr>
<td>medical reason including the need to reduce the number of</td>
<td></td>
</tr>
<tr>
<td>connections and delays when transporting a person in need of</td>
<td></td>
</tr>
<tr>
<td>treatment,</td>
<td></td>
</tr>
<tr>
<td>first-class accommodations are the only option on a U.S. flag</td>
<td>a non-U.S flag air carrier may be used.*</td>
</tr>
<tr>
<td>air carrier,</td>
<td></td>
</tr>
<tr>
<td>the transportation is provided under a bilateral or multilateral</td>
<td></td>
</tr>
<tr>
<td>air agreement to which the U.S. Government and the Government of a</td>
<td></td>
</tr>
<tr>
<td>foreign country are parties and the Department of</td>
<td></td>
</tr>
<tr>
<td>Transportation has determined it meets the requirements of the</td>
<td></td>
</tr>
<tr>
<td>Fly America Act,</td>
<td></td>
</tr>
<tr>
<td>a traveler’s safety is at risk, such as a terrorist threat against</td>
<td>the AO can authorize or approve a non-U.S. flag air carrier. The risk</td>
</tr>
<tr>
<td>the traveler</td>
<td></td>
</tr>
<tr>
<td>the use of a U.S. flag air carrier would result in a delay to the</td>
<td>a non-U.S. flag air carrier can be used, if it reduces the delay (56</td>
</tr>
<tr>
<td>traveler and involves more than 48 hours of additional per diem,</td>
<td>Comp. Gen. 216 (1977)).*</td>
</tr>
<tr>
<td>the only U.S. flag air carrier service between foreign points</td>
<td></td>
</tr>
<tr>
<td>requires travel between midnight and 6 a.m., to include boarding</td>
<td></td>
</tr>
<tr>
<td>and exiting the carrier, and a non-U.S. flag air carrier does not</td>
<td></td>
</tr>
<tr>
<td>require travel at during those hours,</td>
<td></td>
</tr>
<tr>
<td>U.S. Flag Ship</td>
<td></td>
</tr>
<tr>
<td>a U.S. flag ship cannot provide the transportation service</td>
<td>transportation may be obtained aboard a foreign flag ship.* (B-190575,</td>
</tr>
<tr>
<td>required,</td>
<td>May 1, 1978).</td>
</tr>
<tr>
<td>a U.S. flag ship would seriously interfere with or prevent the</td>
<td>the AO may authorize or approve the use of a foreign flag ship.*</td>
</tr>
<tr>
<td>performance of official business,</td>
<td></td>
</tr>
<tr>
<td>a U.S. flag ship is not available,</td>
<td>the transportation or other appropriate officer may authorize or</td>
</tr>
<tr>
<td>the request for foreign flag ship is for</td>
<td>approve use of a foreign flag ship.*</td>
</tr>
<tr>
<td>a foreign flag ship may not be authorized or</td>
<td></td>
</tr>
</tbody>
</table>
Table 2-3. Rules for U.S. Flag Carriers

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons</td>
<td>approved.*</td>
</tr>
</tbody>
</table>

**Note:** When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier. If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability document is needed.

**Note:** 49 USC §40118(d) permits the Secretary of State and the Administrator of the Agency for International Development to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to Service members, civilian employees, or any of their dependents.

J. Class of Service Used in Transportation. A traveler must use economy or coach accommodations on an airplane, train, or ship. However, the order-issuing AO may authorize travel on transportation that offers only premium-class service, such as Acela.

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service from the appropriate authority within 7 days after travel is completed. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

2. Table 2-5 identifies who can authorize or approve premium-class accommodations. Only a person senior to the traveler may authorize or approve an upgraded class of service.

3. The flight length alone is insufficient justification to authorize or approve business-class travel. The AO must first consider using economy or coach-class fare and scheduling the traveler to arrive the day before TDY begins to allow appropriate rest. The second choice is to use economy or coach-class fare and arrange a rest stop, preferably at a no-cost point allowed by the airline with the traveler scheduled to arrive on the day TDY starts. The last option is to use business-class accommodations with a scheduled arrival on the day TDY starts.

4. Travel authorization for upgraded accommodations must be retained in accordance with Records Management procedures.

5. A travel authorization must include:
   a. The cost difference between economy or coach class and the upgraded ticket. Refer to the DTMO website for decision support tools regarding premium class travel.
   b. The paragraph number in the JTR for the conditions that justify the change in class of service.
   c. A statement that the traveler is responsible for the cost difference between the transportation class for which the traveler was eligible and the cost of an upgraded class of service.
purchased if the accommodations are not approved after the fact.

<table>
<thead>
<tr>
<th>Table 2-4. Travelers Changing Class of Service</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>approved to use non-U.S. flag carrier and economy or coach accommodations do not meet adequate sanitation or health standards,</td>
</tr>
<tr>
<td>other transportation accommodations are not available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after considering the TDY location, cost, and travel time,</td>
</tr>
<tr>
<td>the traveler’s or Service’s needs require use of accommodations that do not meet minimum standards,</td>
</tr>
<tr>
<td>accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than unrestricted economy or coach (effective 1 May 2017),</td>
</tr>
<tr>
<td>the AO determines the added cost of Economy Plus, Coach Elite Seating, or additional fee seating is in the Government’s interest,</td>
</tr>
<tr>
<td>the AO determines the added cost of economy plus or coach elite airfare seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,</td>
</tr>
<tr>
<td>Government property or a traveler would be endangered using less costly accommodations,</td>
</tr>
<tr>
<td>a protective detail accompanies a traveler who is authorized more costly accommodations,</td>
</tr>
<tr>
<td>a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,</td>
</tr>
</tbody>
</table>
| lower class accommodations are not reasonably available for departure within 24 hours of the traveler’s proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled, | the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following:  
  ● When the TDY travel was identified.  
  ● When travel reservations were made.  
  ● The cost difference between economy or coach transportation and the business- or first-class transportation selected. |
| a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work, |  |
Table 2-4. Travelers Changing Class of Service

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the following personnel are required for</td>
<td>the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.</td>
</tr>
<tr>
<td>the mission:</td>
<td></td>
</tr>
<tr>
<td>• Federal advisory committee members;</td>
<td></td>
</tr>
<tr>
<td>• Special high-level invited guests;</td>
<td></td>
</tr>
<tr>
<td>• U.S. Armed Forces attachés</td>
<td></td>
</tr>
<tr>
<td>accompanying foreign government</td>
<td></td>
</tr>
<tr>
<td>minister traveling to the United</td>
<td></td>
</tr>
<tr>
<td>States to consult with U.S. Federal</td>
<td></td>
</tr>
<tr>
<td>Government officials.</td>
<td></td>
</tr>
<tr>
<td>a non-Federal source pays for business-</td>
<td>the travel authorization must state that the transportation has been paid by a non-Federal source. Refer to DoD 5500.7-R and Service issuances.</td>
</tr>
<tr>
<td>class transportation in advance,</td>
<td></td>
</tr>
<tr>
<td>a non-Federal source pays for first-</td>
<td></td>
</tr>
<tr>
<td>class transportation in advance, and</td>
<td></td>
</tr>
<tr>
<td>at least one of the other circumstances</td>
<td></td>
</tr>
<tr>
<td>in this table for first-class travel</td>
<td></td>
</tr>
<tr>
<td>is also met,</td>
<td></td>
</tr>
<tr>
<td>using business class results in overall</td>
<td>a cost comparison must be stated on the travel authorization.</td>
</tr>
<tr>
<td>savings to the Government by eliminating</td>
<td></td>
</tr>
<tr>
<td>overtime, additional subsistence costs,</td>
<td></td>
</tr>
<tr>
<td>or lost productivity time,</td>
<td></td>
</tr>
<tr>
<td>foreign-government personnel are</td>
<td></td>
</tr>
<tr>
<td>traveling in the Government’s interest</td>
<td></td>
</tr>
<tr>
<td>and the traveler’s country has</td>
<td></td>
</tr>
<tr>
<td>regulations, a memorandum of</td>
<td></td>
</tr>
<tr>
<td>understanding, a memorandum of</td>
<td></td>
</tr>
<tr>
<td>agreement, or a status of forces</td>
<td></td>
</tr>
<tr>
<td>agreement that requires business or</td>
<td></td>
</tr>
<tr>
<td>first-class accommodations,</td>
<td></td>
</tr>
<tr>
<td>an en route stopover is an overnight</td>
<td>business class is not allowed.</td>
</tr>
<tr>
<td>stay and an en route rest stop is</td>
<td></td>
</tr>
<tr>
<td>authorized or an overnight rest period</td>
<td></td>
</tr>
<tr>
<td>occurs at the TDY location before</td>
<td></td>
</tr>
<tr>
<td>beginning work,</td>
<td></td>
</tr>
</tbody>
</table>

K. Medical or Special Needs. Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options such as reserving economy plus, coach elite seating, or bulkhead seating that provide extra leg room or purchase two coach seats before recommending premium class travel. Only the authorities listed in Table 2-5 may authorize or approve premium class travel. If the traveler requires an attendant or escort, see Table 2-4, for criteria to authorize or approve premium-class accommodations for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler’s medical condition or special need in writing:

1. Every six months for a temporary condition.

2. Every two years for a lifelong condition.
Table 2-5. Other than Economy or Coach Class Authority

<table>
<thead>
<tr>
<th>Agencies</th>
<th>First Class</th>
<th>Business Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSD and Defense Agencies</td>
<td>Administration and Management Director.*</td>
<td>Administration and Management Director. May be delegated no lower than a three-star or civilian-equivalent level.</td>
</tr>
<tr>
<td>Joint Staff</td>
<td>Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.</td>
<td>Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.</td>
</tr>
<tr>
<td>CCMD</td>
<td>Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command’s three-star deputy or vice commander.</td>
<td>CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.</td>
</tr>
<tr>
<td>Military Departments</td>
<td>Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*</td>
<td>Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*</td>
</tr>
<tr>
<td>U.S. Public Health Service (USPHS) Members Only</td>
<td>Secretary of Health and Human Services.*</td>
<td>Flag officers at the two-star level or their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority*</td>
</tr>
<tr>
<td>National Oceanographic and Atmospheric Association (NOAA) Corps Members Only</td>
<td>NOAA Corps Director.*</td>
<td></td>
</tr>
<tr>
<td>U.S. Coast Guard Members Only</td>
<td>Secretary of Homeland Security.*</td>
<td>Coast Guard Commandant or Vice Commandant.*</td>
</tr>
</tbody>
</table>

*No further delegation.

L. Not Authorized. Unless authorized or approved for medical reasons or physical handicap in accordance with the par. 020206-K upgraded accommodations are not authorized for the types of travel listed in Table 2-6.

Table 2-6. Travel Not Authorized for Upgraded Accommodations

<table>
<thead>
<tr>
<th>Leave Travel</th>
<th>Evacuations</th>
<th>Permanent Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency leave</td>
<td>• Personnel evacuations</td>
<td>• PCS</td>
</tr>
<tr>
<td>• R&amp;R</td>
<td>• Family visitation travel</td>
<td>• COT</td>
</tr>
<tr>
<td>• FEML</td>
<td></td>
<td>• RAT</td>
</tr>
<tr>
<td>• Emergency visitation travel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

M. Commercial Air Transportation. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1. General Services Administration (GSA) City Pair Program Fares

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these
routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. For details see the GSA City Pair Program, the Defense Travel Regulation (DTR) 4500.9-R, Part 1, the Federal Travel Regulation (FTR) §301-10, and computation examples. City Pair Program flights are identified by the fare basis codes of either “YCA” or “–CA.”

(1) YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability. As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

(2) –CA refers to a contracted, unrestricted coach-class fare that is capacity controlled. Only a certain number of seats are available on a given flight at the –CA rate. A –CA airfare should be used when available and only the YCA should be used for cost comparison.

b. A command cannot permit a TMC to purchase YCA airfare when a –CA airfare is available and the AO determines that a –CA airfare meets the mission’s needs. Personal frequent flyer points or miles use is not a valid reason to request a YCA airfare when a –CA fare is available. A traveler who elects to use a YCA airfare when a –CA airfare is available, in order to use points or miles, is financially responsible to the Government for the cost difference between the YCA airfare and the –CA airfare. CBCA 1511-TRAV, 7 May 2009.

c. When a City Pair Program fare is not available, the lowest-cost economy or coach unrestricted fare should be used.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs. When a City Pair Program fare is available, the AO must use the “Restricted Fares Checklist,” located on the DTMO website, when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline’s restricted fare before selecting another airline’s restricted economy or coach airfare. The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.

Note: When a restricted airline ticket is changed or canceled, any remaining value may only be used for future official travel. Under no circumstances may the traveler pay any penalty and then use the ticket or partial credit for personal travel.

3. Involuntarily Denied Flight Boarding. A traveler who is involuntarily denied boarding on a flight must contact the TMC to book a new flight if a subsequent flight cannot be provided without additional cost to the Government. Any compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)). The traveler must request that the carrier show the “Treasurer of the United States” as payee on the compensation check, in accordance with DoDMR, Vol. 9.

Table 2-7. Transportation Allowances for Commercial Air Travel

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>no written policy specifies which airport to use and multiple airports in the same area are available for use,</td>
<td>the traveler may select which airport to use. A traveler can only be required to use a specific airport when the command or installation has a written policy that requires using it because it is</td>
</tr>
</tbody>
</table>
Table 2-7. Transportation Allowances for Commercial Air Travel

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>local written policies do not permit a traveler to select which of multiple airports in the same area to use,</td>
<td>the traveler must follow the local written policy in selecting an airport.</td>
</tr>
<tr>
<td>a traveler is unable to travel by air due to a medical condition or genuine fear of flying that would result in a serious physical or psychological reaction,</td>
<td>the AO may authorize an alternate type of transportation after receiving a medical authority’s written certification that the condition or fear prevents travel by air.</td>
</tr>
<tr>
<td>a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,</td>
<td>the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the Fly America Act.</td>
</tr>
</tbody>
</table>

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved. Only the authorities in Table 2-5 may authorize or approve other than coach or economy class accommodations under the following circumstances (OMB Bulletin 93-11, April 19, 1993):

1. The travel can be completed only by ship.
2. The travel is performed more economically or efficiently by ship.
3. The travel is for medical reasons.
4. The travel is for security reasons.
5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

020207. Reimbursement for Commercial Transportation

A. Commercial Air, Train, Ship, or Bus Transportation. A traveler is reimbursed the authorized or approved transportation cost, which includes the fare and the TMC fee. If a traveler uses Government-procured transportation for part of a leg of travel, reimbursement to a traveler must be reduced by the cost of the Government-procured transportation. However, advanced seat assignment and additional-fee seating is a personal choice. Any fee incurred for changing the seat assignment is not reimbursed unless it is in the Government’s interest, such as would be the case for an eligible traveler with a medical or special need.

B. Transoceanic Ship Travel. Reimbursement for a traveler who uses unauthorized or unapproved transoceanic ship travel is limited to the policy-constructed cost. The policy-constructed cost is the sum of the transportation cost and the TMC fee that the Government would have incurred if travel had been performed using the authorized transportation type.

C. Miscellaneous Reimbursable Expenses Associated with Commercial Air, Train, Ship, or Bus. Commercial air, train, ship, or bus reimbursable transportation expenses consist of:
1. Fees for the first checked bag. Any additional cost because of size or weight must be authorized or approved.

2. Excess accompanied baggage when it is authorized or approved. To be authorized or approved, the contents of the baggage must be required for the traveler’s official duty and must not be available at the TDY location. Refer to Chapter 5 for allowances related to unaccompanied baggage.

3. Accompanied baggage that goes to the original destination on an unused portion of a ticket after the traveler prematurely leaves the carrier if the traveler provides a full explanation of facts that is acceptable to the Transportation Officer or AO.

4. Expedited return to the travel origination point of accompanied baggage from which a Service member or civilian employee has become separated during a troop movement, when authorized or approved in accordance with Service regulations.

5. The extra cost of a paper ticket add-on fee when authorized or approved as necessary and documented, such as an airline work stoppage.

6. One-way mileage, at the TDY mileage rate, from home or place of duty to a transportation terminal for each way, or round-trip mileage if being dropped off or picked up, when a traveler uses a POV.

7. Ground transportation between interim terminals when traveling on official business.

8. In-flight internet connections are not reimbursable unless authorized or approved and determined they are used to perform official business.

9. Arrival or departure taxes or fees that are charged for entry or exit from a foreign country may be reimbursed if the traveler incurs the expense directly, rather than including in the transportation ticket cost.

D. Miscellaneous Reimbursable Expenses for Travelers with Medical or Special Needs. A traveler with medical or special needs may receive reimbursement for the following additional transportation-related miscellaneous costs:

1. Specialized services provided by a commercial carrier that are necessary to accommodate the traveler’s disability or special need, such as specialized transportation to, from, or at a TDY location.

2. The cost of renting or transporting specialized equipment, such as a wheelchair, needed in transit or at the TDY location.


4. Baggage handling tips for a traveler with a disability.

E. Reimbursement When a TMC Is Available but Not Used. When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.

F. Reimbursement When a TMC Is Not Available. When the AO certifies that a TMC is not
available to arrange the required official transportation, the traveler receives reimbursement for the actual authorized or approved transportation costs, including the transaction fee. The total transportation reimbursement must not exceed the policy-constructed fare that meets mission requirements.

020208. Reimbursement for Government Transportation

A. Reimbursement for Government Plane, Ship, or Bus. An AO may direct a traveler to use Government transportation, such as a plane, ship, or bus. When a traveler does not use the directed mode, reimbursement is not allowed. A traveler is not ordinarily charged for baggage expenses when using Government transportation. The AO must authorize or approve any charges for excess accompanied baggage.

B. Government Automobile. An AO may direct a traveler to use a Government automobile when taking an airplane, train, bus, or ship is not advantageous to the Government. In these cases, the traveler must use a Government automobile, if one is available. If an AO determines a Government automobile would be more expensive than a POV, then the AO may authorize a POV. See Table 2-9 for information about the circumstances under which a Government automobile is directed but a POV is used instead.

Note: A Government automobile is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler’s subsistence, health, or comfort.

C. Reimbursement for Use of a Government Automobile. A traveler using a Government automobile may receive reimbursement for:

1. Gas and oil.
2. Ferry fares, storage fees, guard fees, and repairs.
3. Bridge, road, or tunnel tolls.
4. Parking fees when the AO authorizes or approves them.
5. Insurance to cover liability for damage, personal injury, or death to third parties when traveling in foreign locations where law requires the insurance coverage.
6. The cost of an international driver’s license, including the cost of photos, when mission essential.

020209. Rental Vehicle

A. Obtaining Authorization. An AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus (CBCA 2956-TRAV, January 31, 2013). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.
2. Mission requirements.

3. Cost is the same or less for a non-compact vehicle.

4. Multiple travelers are authorized to travel in the same rental vehicle.

5. Government material for official business requires more space.

6. Safety, such as driving during severe weather or on rough or difficult terrain.

B. **Reimbursement for Use of a Rental Vehicle.** A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes the related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not reimbursed.

C. **Reimbursement for Rental Vehicle Insurance.** The Government is self-insured. A traveler should verify that a rental vehicle is part of the [U.S. Government Rental Car Agreement](https://www.dfas.mil/), which provides full insurance coverage. The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement.

<table>
<thead>
<tr>
<th>Table 2-8. Rental Vehicle Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>a traveler does not obtain the rental vehicle through a TMC,</td>
</tr>
<tr>
<td>the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,</td>
</tr>
<tr>
<td>multiple travelers go to one location,</td>
</tr>
<tr>
<td>a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,</td>
</tr>
<tr>
<td>a daily administrative fee is charged due to the <a href="https://www.dfas.mil/">U.S. Government Rental Car Agreement</a>, which includes a Government administrative rate supplement (GARS),</td>
</tr>
<tr>
<td>the mission requires an international driver’s license,</td>
</tr>
<tr>
<td>a breathalyzer is required in a foreign country and the traveler returns it unused,</td>
</tr>
<tr>
<td>a breathalyzer is required in a foreign country and it is used,</td>
</tr>
</tbody>
</table>
### Table 2-8. Rental Vehicle Expenses

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.</td>
<td></td>
</tr>
<tr>
<td>fees for the upgrade are reimbursable if the equipment is part of the rental agreement; however, equipment purchased separately from the rental vehicle agreement is not reimbursable.</td>
<td></td>
</tr>
<tr>
<td>non-standard equipment, such as snow tires, is necessary,</td>
<td></td>
</tr>
<tr>
<td>the AO determines that use of a one-way rental is advantageous to the Government,</td>
<td>the drop-off fee may be reimbursed.</td>
</tr>
<tr>
<td>the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,</td>
<td></td>
</tr>
<tr>
<td>the AO authorizes or approves a global-positioning system,</td>
<td>the traveler may receive reimbursement.</td>
</tr>
<tr>
<td>a traveler incurs gas or oil expenses,</td>
<td>the traveler may receive reimbursement.</td>
</tr>
<tr>
<td>the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,</td>
<td></td>
</tr>
<tr>
<td>the AO authorizes or approves use of a toll-collection transponder when necessary for official use,</td>
<td></td>
</tr>
<tr>
<td>the traveler pays for access fees, for example, additional fees for access to an airport location,</td>
<td></td>
</tr>
</tbody>
</table>

**D. Reimbursement for Rental Vehicle Damage.** A DoD traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business if the claim is adjudicated payable. Refer to [DoDFMR, Vol. 9, Chapter 4; DoDFMR, Vol. 10, Chapter 12](#); and the [Guidebook for Miscellaneous Payment](#) for information on how to request reimbursement.

1. The Government may make direct payment to the rental car company, instead of the traveler, if appropriate. Requests for payment must be accompanied by supporting documentation, ordinarily statements, itemized bills, and an accident report (see [DoDFMR, Vol. 9](#), for details). A DoD traveler may file accident reports at the DTMO Web site if the damaged vehicle is covered under the [DTMO rental car agreement](#).  

2. A non-DoD traveler who rents a vehicle pursuant to a valid DoD-funded travel authorization must follow written Service or DoD Component guidance in documenting and filing a claim for vehicle damage.

**Note:** See [DTMO rental car agreement](#), and [DTR, 4500.9-R, Part 1](#) for further instructions and guidance for the rental vehicle selection. A rental vehicle is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler’s subsistence, health,
or comfort.

020210. Privately Owned Vehicles (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler’s POV (53 Comp. Gen 67 (1973)). If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed (see mileage rates). When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

Note: Charges related to repairs, depreciation, maintenance, towing, and other similar expenses for a POV are not reimbursable through the travel voucher process. Service members may seek reimbursement by following procedures in DoDI 1340.21 (Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests). Civilian employees may seek reimbursement by using Service procedures and referencing the Personnel Claims Act (31 U.S.C. § 3721).

<table>
<thead>
<tr>
<th>Table 2-9. General Rules when Using a POV</th>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a TDY traveler picks up or drops off other official passengers at home,</td>
<td>the traveler claiming the mileage may claim reimbursement for the extra distance based on odometer readings or other acceptable evidence.</td>
<td></td>
</tr>
<tr>
<td>a traveler is directed to use a Government automobile with other travelers, but instead uses a POV,</td>
<td>mileage reimbursement is not authorized if the Government automobile makes the trip.</td>
<td></td>
</tr>
<tr>
<td>a traveler uses a POV instead of an authorized (but not directed) and available Government vehicle,</td>
<td>the traveler is limited to reimbursement at a POV other mileage rate for the official distance. Reimbursable expenses associated with driving a POV and incurred during travel between the PDS and a TDY location are not authorized.</td>
<td></td>
</tr>
</tbody>
</table>

A. Reimbursement for Privately Owned Automobiles or Motorcycles. The TDY mileage rate is different for automobiles, motorcycles, and airplanes. A self-propelled mobile home is paid at the automobile mileage rate.

<table>
<thead>
<tr>
<th>Table 2-10. Reimbursement for Privately Owned Automobiles and Motorcycles</th>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>the official distance between authorized locations—as determined by the DTOD or from appropriate distances (non DoD Services)—is 400 miles or less one way or 800 miles or less round trip,</td>
<td>use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD distance between official points. No cost comparison is required.</td>
<td></td>
</tr>
<tr>
<td>the official distance between authorized locations (as determined by the DTOD) is greater than 400 miles one way, or greater than 800 miles round trip,</td>
<td>the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.</td>
<td></td>
</tr>
<tr>
<td>a traveler uses a POV instead of the authorized transportation type (other than a Government</td>
<td>reimbursement is limited to the constructed cost of the authorized transportation type.</td>
<td></td>
</tr>
</tbody>
</table>
B. Reimbursement for Privately Owned Airplanes. A traveler is reimbursed mileage based on aeronautical charts when an AO determines that using a privately owned airplane is more advantageous to the Government than using other transportation modes.

1. If a traveler cannot determine the distance by aeronautical charts, then he or she must determine it by multiplying the flight time by the aircraft’s cruising speed. Additionally, the traveler may receive reimbursement for landing, parking, and tie-down fees.

2. If a traveler uses an airplane provided by an Aero Club, then allowable expenses include:
   a. The hourly fee imposed by the Aero Club.
   b. Fuel charges if not reimbursable by the Aero Club.
   c. Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

C. Reimbursement for Privately Owned Boat and Helicopter. When a privately owned boat or helicopter, but not a privately owned plane, is used to the Government’s advantage, reimbursement is for actual operating costs rather than TDY mileage. Reimbursable costs are limited to:

   1. Fuel.
   2. Oil.
   3. Aircraft parking.
   4. Landing and tie-down fees.
   5. Boat docking fees.

Note: To convert kilometers to statute miles, multiply the number of kilometers by 0.62. To convert nautical miles to statute miles, multiply the nautical distance times 1.15077945.

D. Requests for POV Expense Reimbursement (Service Members Only). When it is to the Government’s advantage, the AO may authorize or approve reimbursing actual travel costs instead of mileage when all of the following three circumstances are met:

   1. The Service member requests it.
   2. The request is justified due to unusual circumstances and documents the circumstances.
   3. POV mileage reimbursement would be a financial hardship for the Service member.
E. Limits to Actual Expense Reimbursement for Travel by POVs (Service Members Only).

Actual expense reimbursement is limited to:

1. Automobile or motorcycle: fuel, oil, parking fees, ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries.

2. Airplane: fuel, oil, parking fees, tie-down fees, and hanger fees.


F. Cost Comparisons Between Use of a POV and Other Modes of Transportation—Computation and Calculation Rules. When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV mileage is compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost plus the TMC fee. The per diem that the Government would have incurred if travel had been performed by the authorized transportation mode is paid. No other costs, such as taxi fare or parking, are included in the comparison.

<table>
<thead>
<tr>
<th>Table 2-11. Cost Comparison Rules for Using a POV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td><strong>Vehicle v. Rental Car</strong></td>
</tr>
<tr>
<td>air, train, bus, or Government-provided</td>
</tr>
<tr>
<td>transportation is not provided or available,</td>
</tr>
<tr>
<td>the AO determines that a rental car is more</td>
</tr>
<tr>
<td>economical, but the traveler uses a POV,</td>
</tr>
<tr>
<td><strong>Vehicle v. Bus</strong></td>
</tr>
<tr>
<td>neither air nor rail transportation is provided,</td>
</tr>
<tr>
<td><strong>Vehicle v. Commercial Airplane</strong></td>
</tr>
<tr>
<td>a traveler is authorized to use a commercial</td>
</tr>
<tr>
<td>airplane and uses a POV instead,</td>
</tr>
<tr>
<td>the policy-constructed airfare includes an airfare available through the GSA City Pair Program,</td>
</tr>
<tr>
<td>the policy-constructed airfare turns out to be, or to include, a GSA City Pair Program airfare and both a YCA and a -CA airfare are available,</td>
</tr>
<tr>
<td>an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,</td>
</tr>
<tr>
<td><strong>Vehicle v. Train</strong></td>
</tr>
<tr>
<td>air accommodations are not provided between origin and destination points,</td>
</tr>
</tbody>
</table>
Table 2-11. Cost Comparison Rules for Using a POV

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,</td>
<td>the constructed cost comparison also may be made with rail transportation, including related per diem.</td>
</tr>
<tr>
<td>extra fare service has been authorized as being to the Government’s advantage,</td>
<td>the constructed cost comparison may be limited to a maximum of the cost of extra fare service.</td>
</tr>
</tbody>
</table>

Aero Club Aircraft v. Commercial Air

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,</td>
<td>reimbursement to the pilot is for the actual necessary expenses, limited to the Government’s transportation cost, for the pilot and accompanying travelers.</td>
</tr>
</tbody>
</table>

G. Reimbursement for Mixed-Mode Travel When POV Is Involved. When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see par. 020205), the travel is mixed mode. Reimbursement depends upon whether or not use of the POV was more advantageous to the Government.

Table 2-12. Mixed-Mode Allowances and Reimbursements

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allowances</td>
<td></td>
</tr>
<tr>
<td>an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,</td>
<td>the allowances are a combination of the following:</td>
</tr>
<tr>
<td></td>
<td>• TDY mileage for the distance traveled by POV.</td>
</tr>
<tr>
<td></td>
<td>• The airplane, train, bus, or rental car transportation cost.</td>
</tr>
<tr>
<td></td>
<td>• Per diem for the actual en route travel.</td>
</tr>
<tr>
<td></td>
<td>Reimbursement for these allowances is based on whether or not a POV is advantageous to the Government.</td>
</tr>
</tbody>
</table>

Determining Reimbursement

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>POV use is more advantageous to the Government,</td>
<td>reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.</td>
</tr>
<tr>
<td>POV use is not to the Government’s advantage,</td>
<td>reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.</td>
</tr>
</tbody>
</table>

H. Effect on Reimbursement If Order Is Canceled While Traveler Is En Route to, At, or Returning from a TDY Location. If a TDY order is canceled while the traveler is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS. Allowances are limited to the cost of the round-trip travel distance between the PDS and the TDY location (see CBCA 2463-TRAV dated November 11, 2011, and B-129607, dated November 21, 1956).
Chapter 2: Standard Travel and Transportation Allowances

I. Miscellaneous Reimbursable Expenses. If using a POV is more advantageous to the Government, in addition to a TDY mileage allowance, a traveler may be reimbursed for the following:

1. Ferry fares.
2. Bridge, road, and tunnel tolls.
4. Cost of obtaining an international driver’s license when the mission requires one, including the cost of the photos.

020211. Car Ferry Transportation

Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, is eligible for car ferry allowances. A traveler who is authorized to use a car ferry must use a U.S. flag ferry, when available. The English Channel tunnel (Chunnel) is considered a ferry only for computation purposes.

A. Reimbursement for Car Ferry Transportation. The AO may authorize reimbursement for car ferry transportation. A traveler may be reimbursed for personal transportation costs, limited to the cost of Government-procured ferry transportation. Reimbursement includes any costs associated with the vehicle’s movement on the car ferry. The AO may also authorize TDY mileage for the official distance (based on the DTOD) from both:

1. The PDS location to the car ferry’s port of embarkation and the car ferry’s port of debarkation to the traveler’s TDY location.
2. The TDY location back to the PDS location, again taking into account the ports of embarkation and debarkation.

B. Excess Costs. If the Government pays for transporting a POV on an oceangoing car ferry and that transportation results in excess costs, the Government will bear those costs and will not collect the excess costs from the traveler.

020212. Travel in and around the TDY Location

A. Travel Locations. Transportation expense reimbursement in the TDY area may be authorized or approved for travel between:

1. Lodging and duty site.
2. Duty sites.
3. Lodging or duty site and dining facility.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.
1. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

2. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in par. 020210.

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:
   a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.
   b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.

2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

020213. Ground Transportation

A. Ground Transportation to Terminals and Rental Car Facilities. A traveler should always use Government or courtesy transportation to terminals and rental car facilities, if available. Travelers may use:

1. Taxis or limousines.
2. Buses.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses.

<table>
<thead>
<tr>
<th>Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>If…</td>
</tr>
<tr>
<td>a traveler uses a POV and the TDY requires at least one night’s lodging,</td>
</tr>
</tbody>
</table>
### Chapter 2: Standard Travel and Transportation Allowances

#### 0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES

Per diem allowance rates are based on the TDY location, stopover point, or other authorized official duty points, but not on the lodging location. Ordinarily, per diem is based on a traveler’s TDY location at 2400 hours (midnight). If a traveler obtains lodging outside the area covered by the locality rate for the TDY location because of personal preference or convenience, then per diem is limited to the maximum rate prescribed for the TDY location.

##### 020301. Daily Allowances

The Government pays per diem on a daily basis, for whole days (see current per diem rates). This does not include PDS departure and return days. The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate, plus the applicable meal rate and incidental expense (M&IE) rate, unless otherwise stated in the JTR. The total should not exceed the applicable maximum per diem rate for the TDY location. If the U.S. Government furnishes meals and lodging at no cost to the traveler, then the total value of the meals and lodging plus the incidental expense rate is limited to the maximum locality per diem rate.

##### 020302. Allowable Travel Time As It Affects Per Diem

The AO determines the allowable travel time by the official distance, the type of transportation authorized, and the transportation used. However, if the actual travel time is less than the allowable travel time, then the AO approves per diem only for the actual days traveled. All time that is not official travel time must be accounted for in accordance with appropriate personnel regulations.

---

**Table 2-13. Reimbursement for Ground Transportation to Terminals and Rental Car Facilities**

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,</td>
<td>he or she may include up to 20% of the fare—the maximum allowed amount for a tip—as part of the total fare amount claimed. The tip is not separately reimbursable.</td>
</tr>
<tr>
<td>a traveler uses a POV to or from home or place of duty to a transportation terminal,</td>
<td>he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.</td>
</tr>
<tr>
<td>a traveler uses Government transportation or a POV to take the most direct route,</td>
<td>the AO may allow ferry fares, and road, bridge, and tunnel tolls.</td>
</tr>
<tr>
<td>a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,</td>
<td>he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.</td>
</tr>
<tr>
<td>a traveler parks at a terminal,</td>
<td>he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.</td>
</tr>
<tr>
<td>a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,</td>
<td>the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.</td>
</tr>
</tbody>
</table>
A. **POV, Government Automobile, or Rental Vehicle.** When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 5155 (Service members) and 5605 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler’s control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances. See computation example 1 and computation example 2.

B. **En Route Per Diem.** A traveler’s en route per diem is limited to the lesser of the actual time used or the time allowed for the authorized mode of transportation. En route per diem is the per diem received between travel points excluding per diem while at the TDY or leave location.

C. **Airplane, Train, or Bus.** When a traveler receives authorization to travel by commercial air, the maximum time allowed in the CONUS and within areas OCONUS is one day. When the Government purchases commercial air, train, or bus transportation, per diem is allowed for the actual time needed to travel over the direct route including necessary delays. For travel by commercial train, the scheduled departure and arrival dates are used. A traveler who elects to travel by a transportation mode other than the one authorized is limited to the actual time used, not to exceed the allowed travel time for the mode of transportation authorized.

**Note:** When the authorized transportation mode is not used, the AO considers the traveler’s required check-in time, travel time from home or office to the airport, scheduled arrival time at the terminal, and travel time from the terminal to home as well as transportation costs when constructing travel. Constructing travel is calculating estimated costs based on the authorized mode of transportation to compare to the traveler’s actual costs.

### 020303. Lodging

A traveler on TDY must reserve lodging compliant with [U.S. Fire Administration guidelines](http://www.usfire.gov/lodging) through the electronic travel system or the servicing TMC ([5 U.S.C. § 5707a](http://www.ntis.gov/)). A DoD traveler must use the [Integrated Lodging Program Pilot](http://www.integratedlodging.com) (ILPP) facilities if available (see Appendix X) for information about the ILPP). The Government cannot direct the traveler to accept inadequate accommodations. Each Service or DoD agency must ensure that 90% or more of all official travelers in the US or non-foreign areas OCONUS use commercial lodgings that comply with the U.S. Fire Administration guidelines.

A. **Booking Commercial Lodging.**

1. A traveler is responsible for any charges in excess of the per diem rate.

2. A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.

3. If a traveler cannot book commercial lodging using the TMC (including the electronic travel system) then the traveler must book directly with the commercial lodging facility (including the hotel’s online Web site).

4. If a traveler obtains lodging through an online booking agent, reimbursement is authorized only when the traveler provides a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, September 13, 2011](http://www.dtic.mil/)):
a. Daily hotel room costs.

b. Daily hotel taxes.

c. Daily miscellaneous fees, if applicable.

**Note:** Only itemized charges are considered for reimbursement. Online booking receipts often break out the cost of the room, but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

### B. Booking Government Quarters

1. A DoD Service member must use available Government quarters if ordered to a U.S. installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILPP site. A civilian employee is required to use Government quarters at an ILPP site. If the electronic reservation system cannot reserve Government quarters, then make reservations through [www.dodlodging.net](http://www.dodlodging.net) or by contacting the Government quarters facility directly.

2. Commercial lodging that is contracted by the Government is considered Government quarters. ILPP is considered Government quarters. Lodging (at no expense to the traveler) may be booked without using the TMC outside the electronic travel system.

### C. Use of Government Quarters

Government quarters are available to USCG, NOAA, and USPHS personnel only if the travel order directs their use. For Government quarters policy for Service members, see Table 2-14.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,</td>
<td>he or she is required to use Government quarters.</td>
</tr>
<tr>
<td>a Service member is provided a non-availability number for an installation initially,</td>
<td>he or she is not required to seek or check for Government quarters when on TDY to that installation.</td>
</tr>
<tr>
<td>a Service member is on TDY at a foreign installation,</td>
<td>he or she is not required to check for Government quarters availability unless directed to do so in the travel order.</td>
</tr>
<tr>
<td>a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,</td>
<td>the AO may direct use of Government quarters on that installation.</td>
</tr>
<tr>
<td>a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,</td>
<td>he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a statement of non-availability at that location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.</td>
</tr>
<tr>
<td>adequate Government quarters are available on the U.S. installation to which a Service member is</td>
<td>the Service member is limited to the reimbursement cost of Government quarters on</td>
</tr>
</tbody>
</table>
Table 2-14. Government Quarters Use

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>assigned TDY, but the Service member chooses to use other lodging.</td>
<td>the assigned TDY installation (44 Comp. Gen. 626 (1965)).</td>
</tr>
<tr>
<td>adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging.</td>
<td></td>
</tr>
<tr>
<td>adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,</td>
<td>the Service member is treated as though no Government quarters are available and is authorized the locality M&amp;IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).</td>
</tr>
</tbody>
</table>

D. **Limiting Per Diem not Permitted.** Per diem reimbursement cannot be limited to the Government quarters rate if the installation to which a Service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters.

E. **Government Quarters Are Unavailable.** Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.

2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:
   a. A Service member attending a Service school at a Uniformed Service facility.
   b. Any O-7 through O-10 officer who personally determines quarters availability.

3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

4. TDY is at a Joint Base and the Government quarters are located at a geographically separate part of the Joint Base from the duty location without a common perimeter.

F. **Required Documentation When Government Quarters Are not Available.** When Government quarters are not available, a DoD Service member is not required to obtain paper statements to justify reimbursement for commercial lodging and per diem. The AO must authorize or approve reimbursement for commercial lodging when a Service member documents at least one of the following:

1. A Government quarters non-availability confirmation number provided by the Service’s lodging registration process.

2. The date the Service member attempted to make reservations, along with the phone number and name of the billeting office’s point of contact.

3. The Service member’s certification that Government quarters were not available upon arrival.
Table 2-15. Lodging Reimbursement Rules

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>an official traveler shares a room with a non-official traveler,</td>
<td>the official traveler is reimbursed the actual daily lodging cost based on the single occupant rate, limited to the lodging portion of the locality per diem rate. A traveler who leases more spacious lodging to accommodate a non-official traveler is not reimbursed for the additional expense.</td>
</tr>
<tr>
<td>multiple travelers on official travel share a room,</td>
<td>each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate.*</td>
</tr>
<tr>
<td>multiple travelers sign a lease for lodging,</td>
<td>each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*</td>
</tr>
<tr>
<td>a civilian employee lodges with friends or relatives,</td>
<td>the civilian employee may be reimbursed for the additional lodging costs that the hosts incur for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.</td>
</tr>
<tr>
<td>a Service member lodges with friends or relatives,</td>
<td>the Service member is not authorized lodging reimbursement (see par. 020304).</td>
</tr>
<tr>
<td>a traveler is en route or arrives at the TDY or stopover location at 2400 or later,</td>
<td>the traveler is allowed per diem as if arrival took place on the preceding day.</td>
</tr>
<tr>
<td>lodging is not available at the TDY location,</td>
<td>the AO may authorize or approve obtaining lodging in an adjacent locality where the per diem rate is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.</td>
</tr>
<tr>
<td>a traveler purchases or already owns a residence used for lodging during official travel,</td>
<td>reimbursement is not authorized for any costs or expenses associated with this lodging.</td>
</tr>
<tr>
<td>a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a “rent-to-buy” option,</td>
<td>all associated mortgage interest and property taxes previously claimed must be repaid.</td>
</tr>
</tbody>
</table>
| a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel, | reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY:  
  ● Parking fees.  
  ● Utility connection, use, and disconnection fees.  
  ● Electricity, gas, water, sewage, bath, and shower fees.  
  ● Dumping fees. |
Table 2-15. Lodging Reimbursement Rules

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a traveler is lodged in the CONUS or non-foreign area OCONUS,</td>
<td>a lodging tax is a reimbursable expense.</td>
</tr>
<tr>
<td>a traveler is lodged in a foreign area OCONUS,</td>
<td>the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.</td>
</tr>
<tr>
<td>no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,</td>
<td>the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.</td>
</tr>
</tbody>
</table>

*For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.*

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (see computation example). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.
2. Dumping.
3. Showers.
4. Cleaning or maid fees.
5. Cable TV.
6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.
7. Monthly local telephone use. Monthly fees do not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.
8. Parking space when RV is used.
9. Appropriate and necessary furniture rental.
10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.
11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an “option-to-buy” plan
is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental (CBCA 1961-TRAV, July 20, 2010). A traveler cannot be reimbursed for shipment or purchase of furniture (GSBCA 16699-TRAV, August 17, 2005).

**Note:** These items do not apply to contracted TDY lodging.

<table>
<thead>
<tr>
<th>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>the Internet (Wi-Fi) is required at the lodging location for official purposes,</td>
</tr>
<tr>
<td>certain fees are not optional, such as tourism, safe, service, or resort fees,</td>
</tr>
<tr>
<td>the TDY is canceled or curtailed,</td>
</tr>
<tr>
<td>a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,</td>
</tr>
<tr>
<td>the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler’s control,</td>
</tr>
<tr>
<td>a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,</td>
</tr>
<tr>
<td>the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,</td>
</tr>
<tr>
<td>dual lodging is requested and appears to meet criteria for approval,</td>
</tr>
<tr>
<td>lodging is required on the day of departure from the TDY site,</td>
</tr>
<tr>
<td>advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,</td>
</tr>
</tbody>
</table>
Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign OCONUS area.</td>
<td>reimbursement is not authorized.</td>
</tr>
</tbody>
</table>

Note: For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

020304. M&IE Portion of Per Diem

M&IE reimbursement does not require expense itemization or receipts unless an actual expense allowance (AEA) has been authorized or approved for some portion of the M&IE.

A. Meal Portion of Per Diem. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. Meal rates change depending on who the traveler is (Service member or civilian employee), the location, and the number and types of meals available. After travel is completed, meal rates can be reduced only if the traveler received a deductible meal (see Table 2-18). When a traveler stays with friends or relatives, he or she is authorized the TDY location M&IE rate if otherwise eligible.

Table 2-17. Types of Meal Rates

<table>
<thead>
<tr>
<th>Type of Rate</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locality Meal Rate</td>
<td>Is based on the traveler’s TDY location or stopover point, and applies when the traveler must purchase all meals commercially.</td>
</tr>
<tr>
<td>Proportional Meal Rate (PMR)</td>
<td>Applies when either of the following occur:</td>
</tr>
<tr>
<td></td>
<td>A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization.</td>
</tr>
<tr>
<td></td>
<td>One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling.</td>
</tr>
<tr>
<td></td>
<td>The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&amp;IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&amp;IE rate.</td>
</tr>
<tr>
<td></td>
<td>The PMR does not apply when the traveler is traveling.</td>
</tr>
<tr>
<td>Standard Government Meal Rate (GMR)</td>
<td>The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation.</td>
</tr>
<tr>
<td></td>
<td>The GMR does not apply when the Service member is traveling.</td>
</tr>
<tr>
<td></td>
<td>The GMR must be directed in the travel authorization.</td>
</tr>
<tr>
<td>Discounted GMR</td>
<td>The discounted GMR is the cost for food minus facility operating costs.</td>
</tr>
</tbody>
</table>
Table 2-17. Types of Meal Rates

<table>
<thead>
<tr>
<th>Type of Rate</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>civilian employee</td>
<td>reimbursed the discounted meal rate if he or she is charged</td>
</tr>
<tr>
<td></td>
<td>for food while supporting field duty operations.</td>
</tr>
<tr>
<td>Incidental Expense Only</td>
<td>Applies when all three meals are provided at no cost to the traveler.</td>
</tr>
<tr>
<td></td>
<td>Table 2-18 explains which meals are deductible.</td>
</tr>
</tbody>
</table>

B. Determining if a Meal Is Deductible. Table 2-18 defines what is considered a deductible meal and what is not. See computation example.

Table 2-18. Deductible and Non-Deductible Meals

<table>
<thead>
<tr>
<th>Deductible Meal</th>
<th>Non-Deductible Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided based on an agreement between the Government and any organization if</td>
<td>Box or bagged meal from a Government dining facility (for example, a Meal, Ready to</td>
</tr>
<tr>
<td>the travel authorization directs the meal for a Service member or indicates</td>
<td>Eat), except when that box or bagged meal from the Government dining facility is the</td>
</tr>
<tr>
<td>the facility providing the meal is available for a civilian employee.</td>
<td>only way to provide the Service member an adequate meal.</td>
</tr>
<tr>
<td>Included in a registration fee.</td>
<td>In-flight meals.</td>
</tr>
<tr>
<td>Paid by the Government and furnished at no cost to the traveler.</td>
<td>Furnished on a commercial or military aircraft.</td>
</tr>
<tr>
<td>Furnished at no cost to the traveler while attending a course of instruction</td>
<td>Effective 1 May 2017</td>
</tr>
<tr>
<td>at a school, if the Government ultimately pays the school for the meal’s cost.</td>
<td>Government meals consumed in a Government dining facility.</td>
</tr>
<tr>
<td>Provided by a lodging establishment for which a charge is added in the lodging</td>
<td>Provided by a private individual other than the traveler.</td>
</tr>
<tr>
<td>cost.</td>
<td></td>
</tr>
<tr>
<td>Provided by a lodging establishment when meals are included in the lodging</td>
<td>A no-cost complimentary meal provided by a lodging establishment.</td>
</tr>
<tr>
<td>cost under an agreement between the Government and the lodging establishment.</td>
<td></td>
</tr>
<tr>
<td>Light refreshments (including a continental breakfast), included as part of a</td>
<td>Light refreshments (including a continental breakfast) included as part of a</td>
</tr>
<tr>
<td>registration fee if they meet the requirements above and are served at a meal</td>
<td>registration fee if served during a break and not at a meal time.</td>
</tr>
<tr>
<td>time.</td>
<td></td>
</tr>
</tbody>
</table>

C. Deductible Meals Unable to Be Consumed. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler meets all of the following criteria:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs, in which case the AO may require substantiating documentation from the appropriate professional authority.

2. Attempted, but is unable to make, alternative meal arrangements for a substitute meal.

3. Is unable to eat an otherwise deductible meal due to medical restrictions, religious beliefs, or requirements of the mission.

D. Government Dining Facilities. A Government dining facility is available only when the Government quarters on the U.S. installation on which the Service member is assigned TDY are adequate and available. Government facilities should be used to the maximum extent possible.
1. Use of the Government dining facility must be directed in the travel authorization. The authorization must state when a Service member is to receive the PMR or GMR. Otherwise, the locality meal rate is paid. Schoolhouse training or other excepted circumstance may impact meal rate payable.

2. A dining facility is considered not available:
   a. When Government lodging on the U.S installation is not available.
   b. On travel days.
   c. When an AO determines that:
      (2) There is excessive distance between the Government dining facility and places of duty or lodging.
      (3) Transportation is not reasonably available between the Government dining facility and places of duty or lodging.
      (4) Duty hours and Government dining facility operating hours are incompatible.

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

Effective 1 May 2017

4. An organization may not treat TDY members as permanent party by providing Government meals in a dining facility at no charge. A TDY member pays for meals in the Government dining facility except in the following circumstances: Essential Unit Mess, field duty, sea duty, members traveling together with no reimbursement or Joint Task Force Operations. See DoD FMR, Vol 7A, Ch 25.

E. Incidental Expense Portion of Per Diem. The portion of per diem reimbursement for incidental expenses includes, but is not limited to:

   1. Tips related to lodging, baggage, and transportation (to include courtesy transportation).
   2. Laundry and dry cleaning while OCONUS.
   3. Various service charges.

Note: Laundry and dry-cleaning expenses are a personal expense and are not reimbursable as part of per diem, AEA, or a miscellaneous reimbursable expense within the CONUS.

F. Incidental Expense Reimbursement Rates. The reimbursement rates for incidental expenses
Chapter 2: Standard Travel and Transportation Allowances

Differ by location:

1. CONUS Incidental Expenses are $5.00.

2. OCONUS Locality Incidental Expenses are the rate when the TDY is not on a U.S. installation. If the AO determines that a reduced rate for incidental expenses is adequate, then the $3.50 may be authorized.

3. OCONUS Reduced Incidental Expenses ($3.50) are the rate when a traveler is assigned to a TDY at a U.S. installation and lodged in Government quarters, except for en route travel days. If the AO determines that the $3.50 is inadequate, then the OCONUS locality rate for incidental expenses may be authorized and stated on the travel authorization. This does not apply on any day the Service member is traveling.

020305. Occasional Meals or Occasional Lodging

Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise authorized.

A. Service Member. Occasional meals or occasional lodging may be authorized or approved when the Service member is:

1. Escorting an arms-control inspection team or its members. This applies within PDS limits, and only for a Service member escorting an arms-control inspection team or its members while engaged in activities related to the implementation of an arms-control treaty or agreement during the in-country period referenced in the treaty or agreement.

2. On TDY within the PDS local area, but outside the PDS limits.

3. Service members are traveling together with no or limited reimbursement.

4. On TDY or training duty aboard a ship.

5. On field duty.

6. A Service member (straggler) who is separated from others traveling together under a travel authorization directing no or limited reimbursement travel.

7. In Essential Unit Messing (EUM).

8. Hospitalized as an inpatient.

9. Part of the Senior Reserve Officers’ Training Corps (SROTC). Lodging and meal expenses are authorized or approved at a point of delay for an SROTC member traveling to or from field training or practice cruises and delayed through no personal fault at a location where neither Government quarters nor a Government dining facility is available.

B. Reimbursement Limitation

1. The lodging cost allowed is limited to the lodging portion of the locality per diem rate.
2. In special or unusual circumstances when the amounts claimed exceed the lodging portion of the locality per diem rate, the AO may authorize reimbursement for the actual cost of occasional lodging.

3. When a Service member is required to procure or retain unoccupied lodging or to procure or retain lodging at more than one location on any calendar day, dual-lodging reimbursement applies.

4. If the AO determines that a Service member is required to procure meals, then the reimbursement is the actual amount paid, limited to the PMR (no incidental expense), and based on the applicable locality per diem rate.

5. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

C. Civilian Employee

1. A civilian employee may be reimbursed expenses for occasional meals or occasional lodging expenses that the civilian employee must incur at a time when the meals or lodging are furnished without cost (or at nominal cost) for TDY of more than 12 hours.

2. When the traveler is not authorized per diem, but must purchase meals and lodging:
   a. The AO may authorize or approve reimbursement for the actual amount paid, up to the PMR (no incidental expenses) for meals, or for lodging up to the lodging portion of the locality per diem rate.
   b. The AO may authorize the actual expense allowance (AEA) if the actual meal expense is more than the PMR or the lodging cost exceeds the lodging portion of the locality per diem rate.

020306. Meal Ticket Maximum Rates

Meal tickets may be issued to Service members only as specifically authorized by the JTR. The current rates are on the DTMO Web site.

020307. AEA (Instead of Per Diem)

An AEA is a form of reimbursement that, in unusual circumstances, enables a TDY traveler to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA must be stated in the travel authorization when authorized in advance of travel. All travelers going to the same place at Government expense, at which AEA is authorized, should be treated the same if possible.

A. Maximum Amount. An AEA is the lesser of the two: actual expenses incurred or the AEA maximum amount. An AO may authorize or approve an AEA of up to 300% of the locality per diem rate (rounded to the next higher dollar). See computation example.

B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for lodging and M&IE exceeds the maximum locality AEA per diem rate, then decrease the
Chapter 2: Standard Travel and Transportation Allowances

1. M&IE AEA rate to the descending dollar and add the extra cents to the AEA lodging amount. The daily amount is not prorated for fractions for the day; however, the AO must review and approve expenses incurred and claimed for a fraction of the day.

2. The reimbursement method and daily maximum for the departure day from the PDS are the same as for the first location where lodging is required. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 020310 applies for reimbursement when return travel to the PDS requires two or more days.

3. Only one reimbursement method is authorized for each TDY location, except when one reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler’s status and TDY location at 2400 on that calendar day. See computation example.

4. When TDY is a special mission and non-deductible meals are available under special arrangements, AEA for such meals is limited to the charge for each meal or limited to the arranged charges for three meals per day.

<table>
<thead>
<tr>
<th>Table 2-19. Considerations Impacting AEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>If…</td>
</tr>
<tr>
<td>traveling with a dignitary</td>
</tr>
</tbody>
</table>
| traveling to an area where costs have escalated for a short period of time | it is during a special function or event, such as the following:  
  ● A missile launch,  
  ● A summit meeting,  
  ● A sports competition,  
  ● The World’s Fair,  
  ● A convention,  
  ● A national or natural disaster, including its aftermath, | the traveler may be authorized an AEA. |
| affordable lodging is not available within reasonable commuting distance of the TDY point | the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging, |
| the traveler must incur much higher expenses than normal during similar travel situations | the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations, |
| TDY is scheduled for 31 days or more      | the traveler is at one location for 31 consecutive days or more, | AEA cannot be authorized or approved, except when the TDY is to a presidentially declared disaster or pandemic area. |
C. Traveling to Disaster Area. An AEA is usually authorized on an individual trip basis. However, the DoD Component has authority, using the Secretarial Process, to issue a blanket AEA authorization to cover the AEA expenses of all travelers in a presidentially declared disaster or pandemic area.

D. Authority to Exceed 300%. In rare instances, OCONUS, more than 300% of lodging may be required.

1. Authority for a Service Member. In advance of travel, the AO must submit a request directly to the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), Chief at the address on the first page of the JTR. Requests must be addressed “ATTN: Policy & Regulations Branch” when submitted by U.S. Mail or fax, or with the subject “AEA REQUEST” for a request sent by e-mail. The Secretary concerned for specific classified missions OCONUS may authorize a Service member to receive AEA for lodging costs that exceed 300% of OCONUS per diem rates. This authority cannot be re-delegated.

2. Authority for a Civilian Employee. No authority in the Federal Travel Regulation (FTR) allows a civilian employee to be reimbursed more than 300% of AEA. The civilian employee may be authorized AEA for lodging only or lodging and M&IE, limited to the AEA maximum amount.

E. AEA Authorized for Lodging Only.

1. Reimbursement of the actual cost of lodging, not to exceed the maximum amount authorized in the AEA, is allowed.

2. M&IE is paid at the locality per diem rate without itemization.

F. AEA Authorized for Lodging and M&IE.

1. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required.

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not accrue on a daily basis are averaged over the days at the TDY location.

3. See computation example 1 and computation example 2.

4. Reimbursement for Incidental Expenses may not exceed the Incidental Expense rates in par. 020304-F.

G. Duration of AEA. An AEA may be paid for the entire trip, during travel, or during a portion of the TDY. However, an AEA that is paid for M&IE applies by location for the entire TDY period at that location.

1. Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

2. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies.

H. AEA Not Payable. An AEA may not be claimed for meals or lodging that is:
1. Included in a registration fee.

2. Procured at the traveler’s PDS or residence.

3. Purchased while at or en route to or from a nearby carrier terminal when travel begins or ends there. AEA also cannot be claimed when a meal is part of a transportation ticket price and is provided during the trip, but the traveler chooses to purchase a meal after leaving the airplane, train, bus, or ship.

**020308. Reduced Per Diem**

An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging- or meal-cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel.

**A. Authority to Reduce Per Diem.**

1. For a Service member, the authority to reduce a per diem rate rests with the DoD Component head or the Secretary concerned. These entities may only re-delegate it to the chief of a DoD Component headquarters or the Service bureau or staff agency.

2. For a civilian employee, only a DoD Component head may authorize a reduced per diem rate, except as otherwise specified in the JTR.

**B. Requests for Reduced Per Diem.**

1. Reduced per diem rates may be requested for as low as zero and, once authorized, must be stated in the travel authorization. If a request is submitted and approved after travel begins, an amendment to the original travel authorization is made, and applies to a future period. The reduced per diem does not apply on en route travel days. An increase to the reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis.

2. Submit requests for reduced per diem through the appropriate authority on the DTMO website. Requests must include the current lodging and meal costs, the traveler’s name, travel dates, the TDY location, the point of contact’s name and phone number for the request, and the recommended reduced per diem rate.

**C. Exception for U.S. Coast Guard (USCG).** USCG Service members assigned to detached duty at USCG stations (small), USCG Search and Rescue detachments, USCG air facilities, USCG auxiliary operation stations, and Operation Bahamas, Turks and Caicos may be paid 75% of the reduced M&IE, if any, prescribed for the site on travel days, if applicable.

**020309. Trip Length As It Affects Per Diem**

The length of a TDY trip has a major impact on the amount of per diem reimbursement.
Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*

<table>
<thead>
<tr>
<th>When Travel Is...</th>
<th>For The...</th>
<th>Then The Per Diem Rate Is Based on...</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 hours or less,</td>
<td>Not applicable.</td>
<td>Per diem is not authorized.</td>
<td></td>
</tr>
<tr>
<td>more than 12 hours but less than 24 hours and no lodging is required,</td>
<td>Not applicable.</td>
<td>the highest locality rate for each day.</td>
<td>75% of the highest M&amp;IE rate for each calendar day in a travel status.**</td>
</tr>
<tr>
<td>more than 12 hours but less than 24 hours and lodging is required,</td>
<td>Not applicable.</td>
<td>the TDY location or stopover point</td>
<td>Lodging up to the per diem rate plus 75% of the M&amp;IE rate for each day of travel.**</td>
</tr>
<tr>
<td>24 hours or more and no lodging is required en route,</td>
<td>en route travel days to the TDY location,</td>
<td>the rate for the next official destination.</td>
<td>● 75% of the locality M&amp;IE rate for the day of departure from the PDS. ● 100% of the applicable M&amp;IE rate for the subsequent days of travel.</td>
</tr>
<tr>
<td></td>
<td>en route travel days from the TDY location to the PDS,</td>
<td>the rate for the last official destination.</td>
<td>● 100% of the applicable M&amp;IE rate for the day of departure from the TDY location. ● 75% of the locality M&amp;IE rate for the day of arrival at the PDS.</td>
</tr>
<tr>
<td>24 hours or more and lodging is required en route,</td>
<td>en route travel days to the TDY location,</td>
<td>the TDY or stopover point where lodging is procured.</td>
<td>Lodging up to the per diem rate plus 75% of the locality M&amp;IE rate for the day of departure from the PDS. ● 100% of the applicable M&amp;IE rate for the subsequent days of travel. 100% of the applicable M&amp;IE rate for the day of departure from the TDY location. 75% of the locality M&amp;IE rate for the day of arrival at the PDS.</td>
</tr>
</tbody>
</table>

*Refer to par. 020311 for trips of 31 or more days.

**Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.

Note: Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized delay point whether or not overnight lodging was required.

020310. Lodging and M&IE Per Diem Calculation Rules

The calculation of per diem allowance for each day at a TDY location based on the actual amount paid for lodging, limited to a ceiling amount, plus an allowance for M&IE, the total limited to the applicable maximum per diem rate for the TDY location concerned.

A. Reimbursement While En Route from Home or PDS to TDY Location. Lodging reimbursement is based on the actual cost of lodging, limited to the lodging portion of the locality per diem rate at the TDY location or at the stopover. The M&IE for the departure day is 75% of the M&IE
rate of the traveler’s stopover point or TDY location that night if lodging is used. If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the rate at the next destination.

B. Reimbursement at Stopover Points. A stopover point is necessary when travel is for more than 1 day. That generally means that lodging is required. Lodging at the stopover point does not include sleeping in the transportation terminal. Per diem at a stopover point is based on the locality per diem rate at the stopover. See computation example.

C. Reimbursement at the TDY Location. For each full day, a traveler receives the actual cost of lodging limited to the lodging portion of the locality per diem rate of the stopover point or TDY location at 2400 hours, plus the applicable M&IE rate. If lodging is required for a TDY that lasts more than 12 hours, but less than 24 hours, then reimbursement is for the actual cost of lodging, limited to the lodging portion of the locality per diem rate plus 75% of the M&IE rate. A meal provided by a friend or relative or by a commercial company on an airplane, train, bus, or ship does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals.

D. Reimbursement While En Route between TDY Locations. When a traveler departs one TDY location and goes to another, the M&IE rate is 100% based on the traveler’s new TDY location (or stopover point, if lodging is used). If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the new TDY location.

E. Reimbursement While En Route from TDY Location to Home or PDS. Lodging reimbursement for a stopover point en route to the home or PDS is based on the actual cost of lodging, limited to the lodging portion of the locality per diem at the stopover point.

1. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (whether that day was spent at the last TDY location or at a stopover point, if lodging was used). Any TDY locations en route on the day travel ends do not affect the M&IE rate for that return day to the PDS or home.

2. For U.S. Coast Guard Service members, the per diem is based on the M&IE applicable to the last TDY or authorized delay point the day travel ends (return day to the PDS, home, or authorized delay point), whether or not overnight lodging was required there.

020311. Flat-Rate Per Diem Reimbursement during a TDY

Effective 1 May 2017

Flat-rate per diem applies when a traveler is assigned on a long-term TDY at one location for more than 30 days. It is a percentage of the locality per diem rate and the percentage amount depends on the length of the TDY specified in the travel authorization. The lodging portion of flat-rate per diem only applies when a traveler actually incurs a cost for suitable commercial lodging. The reduced flat rate applies to the day of arrival through the day prior to departure. This applies to both lodging and M&IE. However, if the traveler departs from the PDS and arrives at the TDY location on the same day the 75% will apply to the M&IE. This rate may not be further reduced. The provisions of par. 020303-G do not apply under flat-rate per diem because they are part of the lodging portion of the flat rate.

A. Compute the Flat Rate. Apply the appropriate percentage rate to the local per diem rate in accordance with the rules listed in Table 2-21. Compute flat-rate per diem beginning on the day after arrival at the TDY point. Flat-rate per diem ends at 2400 on the day before the day of departure from the TDY location.
Chapter 2: Standard Travel and Transportation Allowances

B. **Lodging Reservations.** A traveler ordered on a long-term TDY who is authorized a flat-rate per diem, but who cannot personally arrange suitable commercial lodging through the electronic travel system must contact the TMC for assistance.

C. **Retain Proof of Lodging.** Lodging receipts are not required for reimbursement of flat-rate per diem, but proof that lodging costs were incurred may be required to be shown to the AO. Documents that are not receipts, (e.g., a signed lease, GTCC statements, or canceled checks) can substitute as proof of lodging costs. Expenses for retained lodging (actual cost) during an authorized absence may be reimbursed as a miscellaneous expense, limited to the lodging portion of the flat-rate per diem allowance, and receipts are required.

D. **Lodging Taxes.** Lodging taxes may be separately reimbursed in the CONUS and non-foreign locations OCONUS unless the combined cost of the lodging and taxes is less than the lodging portion of the flat-rate per diem. In that case, the total combined cost is reimbursed. Lodging receipts are required when reimbursing lodging taxes separately. See computation example 1 and computation example 2.

E. **Flat-Rate Per Diem not Reducible.** The flat rate may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the flat-rate per diem, unless Government quarters and meals are available or the Secretary concerned reduces it to a lower rate.

<table>
<thead>
<tr>
<th>Table 2-21. Flat-Rate Per Diem Rules for TDY Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>TDY is 31-180 days at a single location,</td>
</tr>
<tr>
<td>TDY is 181 days or more at a single location,</td>
</tr>
<tr>
<td>the per diem rate changes during the travel</td>
</tr>
<tr>
<td>period,</td>
</tr>
<tr>
<td>the traveler cannot occupy long-term lodging</td>
</tr>
<tr>
<td>on the day of arrival at the TDY location,</td>
</tr>
<tr>
<td>neither the traveler nor the TMC can find</td>
</tr>
<tr>
<td>suitable lodging within the reduced rate,</td>
</tr>
<tr>
<td>Government quarters are available or provided</td>
</tr>
<tr>
<td>or commercial lodgings are provided at no cost</td>
</tr>
<tr>
<td>to the traveler,</td>
</tr>
<tr>
<td>the GMR, PMR, or incidental expenses only</td>
</tr>
</tbody>
</table>
Table 2-21. Flat-Rate Per Diem Rules for TDY Travel

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government quarters and all three meals are available in a Government dining facility,</td>
<td>the GMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.</td>
</tr>
<tr>
<td>all three meals are provided at Government expense and at no cost to the traveler,</td>
<td>the incidental portion of per diem applies and flat-rate per diem does not.</td>
</tr>
<tr>
<td>a travel authorization is later amended and the TDY travel will end 31 (or 181) days or more from the amendment date,</td>
<td>the reduced flat-rate per diem applies beginning on the day after the amendment is issued.</td>
</tr>
<tr>
<td>flat-rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days,</td>
<td>dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.</td>
</tr>
<tr>
<td>actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate per diem in the CONUS or non-foreign area OCONUS,</td>
<td>lodging taxes are not reimbursed separately.</td>
</tr>
<tr>
<td>a traveler is assigned additional TDY travel to another location for more than 30 days,</td>
<td>the flat-rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.</td>
</tr>
<tr>
<td>no lodging costs are incurred for any reason, a traveler is staying with friends and relatives, a traveler is staying in a home that the traveler owns or is purchasing,</td>
<td>the lodging portion of flat-rate per diem does not apply.</td>
</tr>
<tr>
<td>a traveler is staying in Government quarters, and meals are not available in the dining facility,</td>
<td>actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&amp;IE portion of per diem.</td>
</tr>
<tr>
<td>the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&amp;IE were reduced,</td>
<td>the M&amp;IE portion of flat-rate per diem may be waived in advance.*</td>
</tr>
<tr>
<td>the reduced flat-rate M&amp;IE is insufficient based on the circumstances of the TDY,</td>
<td>the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize, in advance, or approve payment of actual expenses after travel is performed for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**</td>
</tr>
<tr>
<td>TDY is to a presidentially declared disaster or pandemic area.</td>
<td>the AO may authorize in advance or approve the locality per diem rate or AEA up to 300%, see par. 020307-C.</td>
</tr>
</tbody>
</table>

*Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&IE per diem may be authorized through the Secretarial Process, in advance, for a traveler not located in the CCMD or JTF commander’s area of responsibility.

**Authority may not be delegated below the three-star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests reimbursement in excess of the authorized flat-rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the GTCC, used in accordance with the Travel and Transportation Allowing Program (TTAP).
Chapter 2: Standard Travel and Transportation Allowances

Transportation Reform Act of 1998. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.

F. Advance Authorization for Full M&IE Not Possible. There are times when conditions necessitating full locality M&IE are not known in advance, and advance authorization is not possible. In such cases, the authorization for payment of full M&IE may include approval for payment of the actual expenses for meals and incidentals expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

G. Flat-Rate Per Diem and TDY Days Reduced. A traveler on long-term TDY receiving flat-rate per diem normally makes long-term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the length of the stay. When such an increase occurs, the flat-rate per diem still applies. However, any excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs—the flat-rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense—is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat-rate per diem amount.

H. Required Report to PDTATAC, Chief. All authorized payments of full M&IE for 31 days or more must be reported to the PDTATAC, Chief. The authorizing CCMD or Service must report each occurrence, to include the TDY dates for which the M&IE portion of the locality per diem rate is required, any unclassified site locations, the average cost of M&IE, and the number of personnel affected. Reports go to the PDTATAC, Chief at the mailing address or fax number on the title page of this publication, or at dodhra.mc-alex.dlmo.mbx.pdtatac-staff@mail.mil.

I. M&IE Portion of Flat Rate Per Diem is Exempt. The locations in Table 2-22 are deemed so remote that the traveler has very limited access to a food source for meals. The cost of meals exceeds the meals portion of the flat-rate per diem.

<table>
<thead>
<tr>
<th>Location</th>
<th>Effective Date</th>
<th>Recertification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake Island</td>
<td>May 17, 2016</td>
<td>May 18, 2018</td>
</tr>
<tr>
<td>Johnston Island</td>
<td>May 17, 2016</td>
<td>May 18, 2018</td>
</tr>
<tr>
<td>Midway Island</td>
<td>May 17, 2016</td>
<td>May 18, 2018</td>
</tr>
<tr>
<td>Palau (Civic Action Team)</td>
<td>Feb 26, 2016</td>
<td>Feb 26, 2018</td>
</tr>
</tbody>
</table>

020312. Return to Permanent Duty Station (PDS) During Long-Term TDY

Long-term TDY means continuous travel for 31 days or more (other than deployment). For purposes of this provision, the return to the PDS location must be accomplished on non-duty days or during non-duty hours. Any expenses greater than what is allowed are the traveler’s responsibility. The return must be either to the PDS location or to the place from which a traveler commute daily to the PDS location. There are two types of returns to the PDS location:

A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.
2. Allowance is for the round-trip cost of transportation and per diem between the TDY location and the PDS location. No per diem is payable at the PDS location.

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler’s convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.

**Note:** Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

B. **Voluntary Returns.** A TDY traveler may voluntarily return to the PDS or residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods.

1. No per diem or AEA is payable while at the PDS.

2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, or what it would have cost had the traveler remained at the TDY location.

3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.

4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.

5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

**020313. Tax Impact of TDY Travel on a Civilian Employee**

Long-term TDY may impact a civilian employee’s taxes when the duration of TDY travel at one location is more than 365 consecutive days. Although the Government may consider this TDY travel, the Internal Revenue Service (IRS) may consider TDY of this duration as permanent and any travel and transportation allowances associated with that TDY as taxable income.

A. **TDY Changes.** If a TDY is expected to last less than one year, but the expectation changes some time during the TDY so that the TDY is anticipated to last more than one year, then the IRS may treat that TDY as temporary until the date that the expectation changed. Allowances from that date forward at that location become taxable income. Allowances received before the expectation changed are not taxable (see CBCA 2594-TRAV April 13, 2012).

B. **Breaks Between TDYs.** There must be a 7-month break between TDYs at one location to stop the IRS 365-day clock. When a TDY lasts less than 1 year at one location and the civilian employee returns to the PDS and then returns to the same TDY location for another TDY, allowances for the second TDY may become taxable. The IRS may consider the second TDY a continuation of the first TDY if at least 7 months have not elapsed since the first TDY ended.
C. Income Tax Reimbursement Allowance for Civilians (ITRA). A civilian employee may partially offset the additional Federal, state, and local income tax liabilities that result from official travel through eligibility for an ITRA. The ITRA will not reimburse a civilian employee for the full amount of the tax liability, as it takes into account only income taxes. The ITRA does not compensate for employment taxes (Federal Insurance Contributions Act or Medicare) on these amounts.

D. AOs Must Advise a Civilian Employee. An AO must advise each civilian employee of the potential obligations for additional income tax if a TDY is expected to fall within possible taxable time frames. State tax rules differ by state and locality. The AO should advise each civilian employee to consult a tax expert for guidance on the tax impact on specific situations. Refer to the Federal Travel Regulation, Section 301-11.604, for ITRA details.

F. Agency Liability. An AO must be aware that the Agency may be liable for the Agency portion of employment taxes related to the civilian employee’s TDY travel.

020314. Impact of the International Date Line (IDL) on Per Diem

The IDL is an imaginary line along the 180th meridian where each calendar day begins. Thus, when it is Thursday east of the IDL, it is Friday west of the IDL.

<table>
<thead>
<tr>
<th>Table 2-23. IDL Impact on Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>If…</td>
</tr>
<tr>
<td>crossing the IDL while traveling from West to East,</td>
</tr>
<tr>
<td>crossing the IDL while traveling from East to West,</td>
</tr>
</tbody>
</table>

020315. Other Circumstances Impacting a Traveler’s Per Diem

A. Hospitalization. A traveler who is an inpatient is not authorized per diem reimbursements during hospitalization except for specific circumstances. Refer to Chapter 3, Part D for rules regarding inpatient and outpatient treatment.

B. Traveler Dies or Goes Missing While in a TDY Status. A traveler is authorized transportation and per diem through the end of the calendar day of the death. A traveler who is determined to be missing under the Missing Persons Act is authorized per diem through the end of the calendar day on which the traveler was declared missing (44 Comp. Gen. 657 (1965)).

C. Personnel Are Traveling Together and Travel Authorization Directs Limited or No Per Diem Reimbursement. The AO may direct personnel to travel together away from the PDS because the mission requires them to remain together, not just because it saves money. Per diem is not authorized, even at a reduced rate, on travel days when personnel are traveling together; the travel authorization directs limited or no reimbursement; and transportation, food, and lodging expenses are provided without costs to travelers.

1. The AO may authorize occasional meals and lodging when traveling, not at the TDY location.

2. The rules on personnel traveling together begin when a traveler departs the PDS location and end at 2400 on the day that a traveler arrives at the TDY location. Then, it begins again at 0001 on
the day that a traveler departs the TDY location and ends when the traveler returns to the PDS location. A civilian employee pays the food cost and operating expenses (surcharge) and is authorized reimbursement only for the food cost.

D. Per Diem Payment During Field Duty. Field duty is a specific status normally associated with war games and field exercises, and is so directed in the travel authorization. During field duty, the Government provides lodging and meals to the traveler. The lodging may be non-transient barracks or tents, and the meals may be field rations.

1. Per diem is not authorized for a Service member in a field-duty status or for a civilian employee providing noncombatant support, or while accompanying, a military unit that is on designated field duty. However, the senior commander in charge of an exercise, or a designee, may authorize per diem reimbursement if lodging is not available without charge or meals are not available without charge for an enlisted Service member. The Secretary concerned authorizes payment of per diem, including reduced per diem.

2. If a civilian employee pays the discounted GMR for meals consumed in a dining facility while on field duty or for field rations, then the civilian employee may be reimbursed the actual costs incurred. The AO may authorize occasional meals and lodging expenses when needed.

3. The field-duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field-duty status ends.

4. The Secretary concerned may authorize a lower per diem for a Service member on field duty deployed OCONUS away from the PDS. The authorized rate is paid instead of the prescribed per diem rate and may be paid while the Service member is in field duty. The total per diem paid during the entire period is about equal to the per diem that would have been paid for the time not in a field duty status. The Secretary concerned may delegate the authority to a Department headquarters, bureau or staff agency chief, or Naval Systems Headquarters commander with no further delegation. When authorized, the reduced per diem rate is paid regardless of the location OCONUS.

E. Essential Unit Messing (EUM) for Meals. EUM refers to using the Government dining facility as a unit or group, and cannot be applied to an individual traveler. It may be required for operational deployments or training for certain courses, when the Secretary concerned, the Combatant Commander, or the Joint Task Force (JTF) Commander determines that it is essential for accomplishing training and readiness or is necessary for military operations.

1. EUM applies to organizational units, operational elements, operational deployments, or detachments. When EUM has been established, the Government provides meals to a Service member, and the M&IE is reduced to only the applicable incidental expenses. The AO may authorize occasional meals and lodging when necessary.

2. A civilian employee, when in EUM and in a training status, may receive the discount GMR. The civilian employee in EUM while supporting an operational deployment or contingency operation receives the incidental expenses portion of per diem and the discount GMR.

3. The rules on paying per diem for meals during EUM begin at 0001 on the day after arrival or the first full EUM day and end at 2400 on the day before EUM ends.

F. Per Diem While Aboard a Government Ship. Per diem for the arrival day on board and departure day are based on the port rates. Per diem is not authorized on the days of arrival and departure
from the ship, if the port is the traveler’s PDS and meals are furnished with or without charge. The traveler is not charged lodging costs on a Government ship. If a traveler must retain lodging at the same or prior TDY location, then the actual daily lodging cost is paid, not to exceed the locality lodging per diem ceiling for the TDY location ashore.

1. A Service member TDY aboard a ship is provided meals with or without charge, and is ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.

2. If a civilian employee pays for meals aboard a Government ship, the current GMR is paid for each meal, unless the AO authorizes a different special rate. If the GMR is payable, reimbursement commences at 0001 on the day after arrival and terminates at 2400 on the day before the time aboard the ship ends.

3. If a civilian employee performs TDY ashore and is authorized to procure lodging and meals at personal expense, then the civilian employee may be reimbursed up to the maximum locality per diem rate.

G. Per Diem for TDY on a Foreign (Non-Government) Ship or TDY on a Ship Constructed by a Commercial Contractor (Acceptance Trials Before Commissioning). A Service member is not authorized per diem when the Government furnishes both quarters and all meals without charge.

1. If a Service member is required to retain lodging at the same or prior TDY location, then dual lodging is authorized in accordance with JTR rules.

2. The rules on paying per diem on a foreign ship, or a ship constructed by a commercial contractor, begins at 0001 on the day after arrival and ends at 2400 on the day before the status ends.

H. Per Diem While Traveling on a Commercial Ship—Travel of 24 or More Hours (Excludes Oceangoing Ferry). Per diem is based on the port’s location for the arrival and departure days. A traveler is not authorized reimbursement for meals if they are furnished without charge or included as part of the accommodations.

1. A traveler is authorized reimbursement for meals equal to the furnished meal cost and the AO must set the meals portion of per diem equal to the anticipated expenses and indicate the circumstances warranting the rate.

2. If the AO establishes a per diem rate payable for travel of 24 or more hours on a commercial ship, the per diem commences at 0001 on the day after arrival and terminates at 2400 on the day before the status ends.

I. TDY In Connection with Fitting-out or Conversion of a Ship or Service Craft. Per diem is authorized for a Service member during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service, and the day the ship is decommissioned or service craft is placed out of service. Per diem ends on the day the Service member’s assignment is changed from either of the following:

1. TDY in connection with fitting-out or conversion of a ship or service craft to permanent duty aboard that ship or service craft.

2. Permanent duty aboard the ship in connection with ship decommissioning or placement of
the service craft out of service changes, even if that status change takes place before the ship commissioning or decommissioning or before the date the service craft is placed in or out of service.

J. Per Diem While Traveling on a Car Ferry. If lodging on the car ferry is not required, then the M&IE while on the ferry is the rate applicable to traveler’s location at 2400 on the day departing the ferry. If lodging is required, then:

1. Reimbursement for required accommodations is authorized unless included in the ferry transportation cost.

2. The daily per diem rate for the arrival day on the ferry through the day before the departure day from the ferry is equal to the highest CONUS M&IE rate.

3. On the departure day from the ferry, the M&IE rate is the rate applicable to the traveler’s location at 2400 on that day.

K. Per Diem Not Allowed During Permissive TDY. Permissive TDY is TDY at no cost to the Government. See DoDFMR, Vol. 9 for more information.

L. Per Diem When Lodging and Meals Procured Under Contract. A contracting officer may contract for rooms and or meals for a traveler on TDY, or a group of travelers. The total daily amount the Government pays for a traveler’s lodging and M&IE is limited to the applicable locality per diem rate for the location concerned or the authorized or approved AEA limit. When lodging and meals are contracted, reimbursement is limited to the incidental expense portion of per diem and is not authorized for other items or services paid for by a traveler.

M. Per Diem When Delaying Return Travel to Use Reduced Travel Fares. When the traveler elects to stay at a TDY location longer than required by the assignment to qualify for reduced transportation fares and the AO authorizes or approves the action, per diem or AEA for the additional time may be paid if both of the following conditions are met:

1. The delay does not extend the TDY time beyond the time when the traveler is required to be back at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

2. The delay does not exceed the cost of travel as originally planned.

N. Travel on a Non-workday to a Location Other than the PDS. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. See par. 033301 for effect of leave or administrative absence on per diem.

O. Allowances When a TDY Is Abandoned. When a civilian employee abandons a TDY for personal reasons acceptable to the AO, either before reporting to the TDY location or before the assignment is complete, then only travel and transportation allowances to the abandonment point are allowed. If the personal reasons are unacceptable to the AO, then no travel and transportation allowances are authorized. Costs to return to the PDS are the civilian employee’s responsibility unless the civilian employee completed the TDY.
P. Brief Stay in the PDS Vicinity during a TDY.

1. A civilian employee traveling between TDY locations who has to stop at the PDS airport in connection with the transportation and remain overnight at a hotel instead of going home or going to the workplace may be eligible for travel allowances. The stay at the PDS vicinity is due to circumstances beyond the traveler’s control and not for the traveler’s convenience (GSBCA 16144-TRAV, November 14, 2003).

2. Per diem must be paid as specified in Section 0203.

Q. TDY Location Becomes PDS.

1. Service Member. When a Service member is on TDY and receives a PCS order that makes the TDY location the Service member’s new PDS, the impact on travel allowances is as follows (for travel to the new PDS, see Chapter 5):

   a. If the change is effective immediately, per diem at the TDY location stops effective on the day the Service member receives the PCS order.

   b. If the change is effective on a specified future date, per diem continues for the TDY involved and the return to the old PDS.

2. Civilian Employee

   a. Whenever possible, coordinate the civilian employee’s TDY with the notice about a change to the PDS so that the civilian employee has time to return to the old PDS from the TDY location. This allows the civilian employee time to arrange for a residence sale, dependent and household goods (HHG) transportation, and travel to the new PDS in time to report for duty on the PCS effective date.

   b. Payment of per diem stops on the date the civilian employee receives notice that the TDY location becomes the PDS, unless he or she is performing a TDY at the new PDS before the transfer is effective. In such case, per diem is paid and the TDY is terminated by a return to the old PDS, where the civilian employee performs substantial duty.

      (1) The civilian employee is authorized PCS allowances if the transfer is in the Government’s interest. See Chapter 5 for PCS allowances.

      (2) If the PDS change is effective at some specific future date, and the civilian employee completes the TDY and returns to the old PDS before the PCS effective date, then return transportation and en route per diem are at TDY rates under the TDY order. The civilian employee and dependents are then eligible for PCS transportation and per diem from the old PDS to the new PDS under the PCS order. See Chapter 5 for PCS allowances.

      (3) If the PDS change is effective immediately, or if the civilian employee completes the TDY and returns to the old PDS after the effective date of the PCS orders, then transportation and per diem from the TDY location to the old PDS are at the PCS transportation and per diem rates under the PCS order. The civilian employee and dependents are then eligible for PCS travel from the old PDS to the new PDS, also under the PCS order. See Chapter 5 for PCS allowances.

      (4) When the civilian employee returns to the old PDS from the TDY location that becomes the new PDS, no per diem is payable at the old PDS, regardless of whether the return is before
or after the effective date of the PCS order.

R. Return to PDS Directed During Non-Workdays. The AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met:

1. Expense for round-trip transportation and per diem or AEA en route is less than the per diem or AEA that would have been paid had the traveler remained at the TDY location.

2. The last workday at the TDY location before returning to the PDS is not adversely affected.

3. The first workday at the TDY location after return from the PDS is not adversely affected.

4. The travel authorization states the traveler must return to the PDS for non-workdays.

S. Navigational Proficiency Flights. A Service member is not authorized per diem for a navigational proficiency flight when the flight is authorized or approved at the Service member’s request.

**0204 MISCELLANEOUS REIMBURSABLE EXPENSES**

<table>
<thead>
<tr>
<th>Table 2-24. Miscellaneous Expenses Not Listed Elsewhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Late payment fee on the Government Travel Charge Card (GTCC), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with DoDI 5154.31, Vol. 4).</td>
</tr>
<tr>
<td>2. Expedited delivery charges for the GTCC—when the AO authorizes or approves.</td>
</tr>
<tr>
<td>3. An international transaction fee of up to 1% for qualifying transactions charged by the GTCC provider, as listed on the billing statement, or a personal charge card if the Service member is exempt from using the GTCC.</td>
</tr>
<tr>
<td>4. A merchant surcharge of up to 4% on the GTCC, or a personal charge card if the Service member is exempt from using the GTCC.</td>
</tr>
<tr>
<td>5. Storage of baggage or property used on official business—when the AO authorizes or approves. The necessity must be explained in writing.</td>
</tr>
<tr>
<td>6. Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the GTCC is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.</td>
</tr>
<tr>
<td>7. Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.</td>
</tr>
<tr>
<td>8. The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.</td>
</tr>
<tr>
<td>9. Guide services—when the AO authorizes or approves.</td>
</tr>
<tr>
<td>10. Interpreter services—when the AO authorizes or approves.</td>
</tr>
<tr>
<td>11. For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee</td>
</tr>
</tbody>
</table>
passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air... Check the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries.

12. Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.

13. The AO may authorize or approve reimbursement for the following costs related to military working dogs:
   - Transportation cost of a military working dog, whether included in the handler’s fare or when billed separately to transport the dog as cargo.
   - Kennel-handling fees at the air terminal for military working dogs.
   - Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog.
   - Cleaning fees for a rental vehicle when transporting a military working dog.

14. A baggage transfer fee may be authorized or approved limited to the customary local rate for intermodel transfers between authorized transportation modes. The necessity for the transfer must be explained in writing.

15. A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government’s advantage. The civilian employee’s PDS must not be the state where he or she is on TDY.

16. The cost of a value added tax relief certificate used to avoid paying lodging taxes.

17. Energy surcharge fees.

18. Driver (vehicle services)—when the AO authorizes or approves.

0205  SHIPMENT AND STORAGE OF HHG WHILE ON TDY

020501. Shipment of HHG by a Service Member

A. Eligibility. A Service member who is on TDY for 31 or more days may be eligible for travel allowances to ship HHG.

B. Allowances. Service members must comply with the limitations on weight and transportation for shipping HHG.

   1. TDY Weight Allowances

      a. The AO may authorize or approve shipment of HHG up to the weight allowance in Table 2-25 designated for the Service member’s grade. In addition to the HHG weights authorized in Table 2-25, the AO may also authorize shipment of professional books, papers and equipment as specified in par. 5268 and required medical equipment as specified in par. 5192.

      (1) The Service member’s grade on the day travel begins determines which weight allowance is allowed. If the travel authorization is amended, modified, canceled, or revoked, HHG must be transported to the proper destination at Government expense (see par. 5208).

      (2) On a case-by-case basis, the Secretary concerned may authorize a higher TDY HHG weight allowance, up to 1,000 pounds, for a Service member below grade O-7. The higher weight
allowance may be authorized when failure to increase the TDY weight allowance would create a significant hardship for Service member.

(a) The TDY HHG shipment is in addition to, and does not include the weight of, any authorized unaccompanied baggage or any accompanied baggage included on a passenger transportation ticket.

(b) The weight of the TDY HHG is the actual unpacked and uncrated weight. The Transportation Officer should establish this weight before packing if possible. For details on determining the net shipping weight of HHG, see pars. 5202, 5204, and 5206.

(c) When a Service member is ordered from a TDY location to a new PDS, or when a TDY location becomes the new PDS, the weight of the TDY HHG shipment allowed is in addition to any weight allowance for PCS HHG shipments.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Weight Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Officer Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>O-10</td>
<td>2,000*</td>
</tr>
<tr>
<td>O-9</td>
<td>1,500</td>
</tr>
<tr>
<td>O-8 and O-7</td>
<td>1,000</td>
</tr>
<tr>
<td>O-6, O-5, O-4, W-5, and W-4</td>
<td>800</td>
</tr>
<tr>
<td>O-3, O-2, O-1, W-3, W-2, and W-1</td>
<td>600</td>
</tr>
<tr>
<td><strong>Enlisted Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>E-9</td>
<td>600**</td>
</tr>
<tr>
<td>E-8</td>
<td>500</td>
</tr>
<tr>
<td>E-7 to E-1, and Aviation Cadet</td>
<td>400</td>
</tr>
<tr>
<td>Service Academy Cadet or Midshipman</td>
<td>350</td>
</tr>
</tbody>
</table>

*The Secretarial Process may authorize additional weight, up to 2,000 lbs. (up to 4,000 lbs. total), for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

**A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, Sergeant Major of the Marine Corps, or Senior Enlisted Advisor to the National Guard Bureau, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the Service member’s military career.

2. **PCS Weight Allowance for Shipping HHG during TDY**

a. For the following situations, the Service member’s PCS weight allowance as specified in par. 5200-B, may be shipped, in addition to the authorized or approved TDY shipment of HHG in Table 2-25. Circumstances and locations warranting the addition of the PCS HHG weight allowance to the TDY HHG shipment are the following:
(1) A PCS with TDY en route (see par. 5284-A).

(2) Orders directing a TDY with no return to the PDS, or directing the TDY pending further assignment. If the Service member is required to vacate Government quarters, then HHG may be either packed and moved from the Government quarters to private sector housing in the old PDS vicinity, or placed in non-temporary storage (NTS) under par. 020503.

(3) When a travel authorization for a TDY does not specify the duration and Section 0312 (ITDY) applies.

(4) TDY performed under an order pending a PCS to a PDS OCONUS. HHG may be shipped to any combination of the following locations:

(a) PDS OCONUS.

(b) Any location in the CONUS that the Service member specifies.

(c) An NTS location (see par. 020503).

b. For a TDY under an order pending a PCS assignment to a ship, the following apply:

(1) Other than a PCS assignment to a ship described as “unusually arduous sea duty” or considered as possible or likely to be at sea for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. HHG may be transported to a combination of the following:

(a) The ship’s home port.

(b) From Government quarters to private sector housing in the old PDS vicinity if required to vacate Government quarters.

(c) NTS identified in par. 020503.

(2) When a PCS assignment is described as “unusually arduous sea duty” or considered as possible or likely to be at sea continuously for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. The designation of a ship, unit, or afloat staff as “unusually arduous sea duty” must be specified in writing through the Secretarial Process. HHG may be transported to any combination of the following:

(a) The duty station OCONUS.

(b) Any location in the CONUS the Service member specifies.

(c) NTS identified in par. 020503.

c. A Service member on a TDY order in connection with building, fitting out, converting, or reactivating a ship is authorized PCS HHG weight allowances as specified in par. 5200-B if the TDY order directs duty on board when the ship is commissioned. The destination options for where to transport HHG depend on whether the sea duty is unusually arduous. If the sea duty:

(1) Is not specified as “unusually arduous,” then HHG may be transported to a combination of the ship’s home port and NTS under par. 020503.
(2) Is specified as “unusually arduous” or considered as possible or likely to be at
sea continuously for a year or longer, then HHG may be transported to a combination of any location in
the CONUS the Service member specifies and NTS under par. 020503.

3. Transportation

a. The transportation methods in par. 5210 apply.

b. A Service member on a TDY order may ship HHG anywhere if the origin is the TDY
location or from anywhere if the destination is the TDY location. However, the reimbursement is limited
to what it would have cost to ship the HHG between these authorized points:

(1) From the PDS—or home or PLEAD for an RC member—to the TDY location.

(2) TDY location to TDY location.

(3) From the last TDY location to the old or new PDS (see par. 5320 for a Service
member released or separated from active duty from the TDY location). If the TDY is pursuant to an
order directing no return to the PDS, pending further assignment, indeterminate TDY, or in connection
with a PCS, refer to pars. 020501-B2a(1), 020501-B2a (2), and 020501-B2a (3) for locations between
which shipment is authorized.

c. HHG not authorized or approved for transportation, or not within the Service
member’s TDY weight allowance must not be transported with authorized HHG. The Service member
must arrange separate transportation of such articles at personal expense. If a HHG shipment at
Government expense is discovered to include unauthorized articles, then the Service member is
financially responsible for reimbursing the Government all costs expended to transport the unauthorized
articles. If the cost of the articles improperly transported cannot be established, see par. 5206.

d. Service regulations may restrict the type of HHG shipped to a TDY location based on
unusual circumstances, such as local customs, laws, or military necessity of the mission. Any restrictions
or limits on the content of the HHG authorized for shipment must be stated on the travel
authorization.

C. Lost or Destroyed HHG.

1. When an original HHG shipped while on TDY is destroyed or lost during transport,
through no fault of the Service member, a replacement shipment within the authorized weight allowance
may be made at Government expense (68 Comp. Gen. 143 (1988)).

2. A designated Service representative may authorize or approve forwarding an authorized
HHG shipment while on TDY to the proper destination when, through no fault of the Service member, the
HHG shipment is misdirected or otherwise separated from the Service member.

020502. Storage in Transit and Special Storage of HHG by a Service Member

HHG storage for a Service member may be authorized as either “storage in transit” (SIT) or “special
storage.”

A. Storage in Transit (SIT) Eligibility. A Service-designated official may authorize or approve
SIT as necessary for reasons beyond the Service member’s control if the Service member is either on a
PCS with a TDY or deployment en route or is on a TDY or deployment for 90 days or less.

B. SIT Allowances. The Service member’s HHG, up to the TDY weight allowance, may be placed in SIT.

Note: See Chapter 5 when HHG are in SIT and the Service member is on a PCS with deployment or TDY for 91 or more days, or for an indefinite period.

C. Special Storage Eligibility.

1. Active-duty Service Member. The Secretarial Process may authorize or approve special storage when a Service member is on a TDY or deployment for 91 or more days, or an indefinite period, and no PCS is involved.

2. RC Member. The Secretarial Process may authorize or approve special storage for an RC member who is called or ordered to active duty under emergency or extenuating circumstances for reasons other than training and who is ordered to a TDY for any length of time or to a deployment.

D. Special Storage Allowances. The Service member’s HHG, up to the PCS weight allowance, may be placed in special storage when authorized or approved. Storage costs include shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into or remove them from a storage facility. See Chapter 5 for storage facility selection. Special storage cannot be authorized or approved for a Service member who is authorized a “home of selection” allowance and has HHG in NTS when recalled to active duty.

E. Storage after TDY or Deployment. HHG storage may continue for up to 90 days after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

020503. NTS by a Service Member

A. NTS Eligibility. NTS is authorized only when a Service member is ordered on a PCS with TDY en route or while on a TDY in the situations listed in Table 2-26.

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

<table>
<thead>
<tr>
<th>Table 2-26. NTS While on a TDY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>the TDY is without a return to the PDS or is pending further assignment,*</td>
</tr>
<tr>
<td>the TDY is an ITDY,**</td>
</tr>
<tr>
<td>the TDY is pending an assignment OCONUS or to a ship,*</td>
</tr>
</tbody>
</table>
Chapter 2: Standard Travel and Transportation Allowances

020504. Removal of HHG from Storage by a Service Member

A. Delivery out of Storage. Delivery of HHG out of storage is authorized at Government expense as long as the travel authorization and the transportation allowances are valid, regardless of the length of time in storage. This includes shipments that have been converted to storage at the Service member’s expense.

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 5296. HHG stored as specified in par. 5242 or under one of the following conditions may be transported to any subsequent PDS:

1. A TDY order that is without return to a PDS or pending further assignment.

2. A TDY order pending assignment to a location OCONUS or to a ship.

3. An ITDY order.

020505. Shipment of HHG by a Civilian Employee on TDY

A. Eligibility. A civilian employee on TDY for 31 days or more may be authorized or approved unaccompanied baggage. No other HHG shipment is authorized in connection with a long-term assignment treated as a TDY.

Note: For a civilian employee on a TDY lasting between 6 months and 30 months that is treated as a temporary change of station, see Chapter 5.

B. Allowance. The unaccompanied baggage weight limit is 350 pounds. Unaccompanied baggage is limited to additional clothing, personal effects, and equipment directly related to the mission, locality, or unusual conditions of the TDY. No authorization exists for excess accompanied baggage when unaccompanied baggage is authorized.

0206 TRAVEL IN AND AROUND THE PDS

The DoD installation, base, or senior commanders must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies (39 Comp. Gen. 397 (1980)). If the activity does not have a senior commander or is not located on a military installation, then the senior official determines the local area for that PDS location. The “local area” is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.
020601. TDY within the PDS Local Area but outside the PDS Limits

A. Eligibility. A Service member or civilian employee who requires overnight lodging in the PDS area to perform a TDY in the vicinity of, but outside the PDS limits may be eligible for travel allowances.

B. Allowances.

1. Transportation. The AO may authorize the transportation selected in accordance with par. 020203 and reimbursement of the transportation expenses as specified in Chapter 2.

2. Per Diem
   a. The AO may authorize per diem if the travel period is more than 12 consecutive hours and overnight lodging is required.
   b. Per diem is not authorized for a TDY performed outside the PDS limits even if it is in the vicinity of the PDS, unless overnight lodging is required.

020602. TDY within the PDS Limits under Emergency Circumstances

A. Eligibility.

1. A traveler delayed in the PDS vicinity because of unavoidable weather-related circumstances beyond the traveler’s control, such as a hurricane or snow storm, that cause a transportation delay after returning from a TDY may be eligible for travel allowances (CBCA 2371-TRAV, May 18, 2011).

2. Competent authority may authorize travel and transportation allowances for a Service member who performs duty under all of the following circumstances:
   a. During emergencies that threaten injury to human life or damage to Federal Government property.
   b. At a location within the PDS limits.
   c. At other than at the Service member’s residence or normal duty location.
   d. At overnight accommodations used for duty.

B. Allowances

1. Refer to Section 0202 for transportation allowances.

2. Per diem is payable in connection with eligible transportation delays at the PDS (CBCA 2371-TRAV, May 18, 2011) in accordance with par. 020310.

020603. Travel within the PDS Local Area

Refer to par. 020315 for stops at the PDS airport between TDY locations.
A. **Eligibility.** Service member or civilian employee who travels in the local area of the PDS on official business may be eligible for the travel allowances.

B. **Allowances**

1. **Transportation**
   
   a. The AO may authorize or approve reimbursement for transportation expenses incurred in the PDS area for travel during official duty hours:

      (1) Between either the office or duty point and another place of business.

      (2) Between places of business.

      (3) Between the residence and place of business other than the office or duty point.

   b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace (see computation example 1, computation example 2, and computation example 3). Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

      (1) Local public transit when tokens, tickets, or cash fares are not provided.

      (2) Taxi fares.

      (3) Hire and operation of a rental vehicle, including necessary parking fees.

   c. Travel by a POV may not be directed, but may be permitted. Reimbursements are made only to the traveler responsible for the POV’s operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV’s operating expenses. When a POV is authorized or approved, reimbursement is for:

      (1) Mileage based on the vehicle’s odometer readings.

         (a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance. See computation example 1 and computation example 2.

         (b) If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler’s ordinary transportation cost to get to work and back to the residence.

      (2) Actual cost for parking fees; ferry fares; and bridge, road, and tunnel tolls, as well as for mandatory trip insurance for travel in foreign countries.

   d. If a POV and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, the traveler is reimbursed all of the following:
(1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(2) The POV’s parking fees.

(3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

**Note:** See computation example 1 and computation example 2.

e. A Service member who visits a medical facility in the local area may receive a transportation allowance.

(1) A Service member who is *ordered* to travel to a medical facility in the local area to obtain a physical examination, a medical diagnosis, or medical treatment is on official business and must be reimbursed for transportation when Government transportation is not provided. Reimbursement is authorized for transportation for additional appointments to complete a required physical examination.

(2) A Service member who *voluntarily* travels to a medical facility to obtain a medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

f. A civilian employee may have to pay taxes on reimbursements received for local travel.

(1) Reimbursement of local travel to and from the civilian employee’s residence and the alternate work location is taxable as wages when the civilian employee is both:

(a) Expected to work at a temporary or alternate location for more than one year and for more than 35 workdays in a calendar year.

(b) Traveling daily between the residence and a temporary or alternate work location within the general commuting area and to and from the residence within a day.

(2) If there is an expectation that the civilian employee will work at a temporary or alternate location for more than 35 workdays in a calendar year, the AO must advise the civilian employee of the potential Federal, state, and local income tax obligations. Tax rules may differ by state and locality.

(3) The ITRA outlined in par. 020313 does not apply to local travel.

2. **Per Diem.** Per diem allowances are listed in Table 2-27.

<table>
<thead>
<tr>
<th>Table 2-27. Per Diem within the Local Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Per Diem is Authorized…</strong></td>
</tr>
<tr>
<td>For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is</td>
</tr>
<tr>
<td>For a civilian employee who travels or has a TDY</td>
</tr>
</tbody>
</table>

11/01/17  2-60
Table 2-27. Per Diem within the Local Area

<table>
<thead>
<tr>
<th>Per Diem is Authorized…</th>
<th>Per Diem is Unauthorized…</th>
</tr>
</thead>
<tbody>
<tr>
<td>authorized per diem at the old PDS (B-161267, August 30, 1967). For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see DoDFMR Vol. 7A, Military Pay Policy-Active Duty and Reserve Pay).</td>
<td>within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station (CBCA 1795-TRAV, March 12, 2010, B-318229, December 22, 2009). At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. For a Service member hospitalized at the PDS.</td>
</tr>
</tbody>
</table>

3. **Occasional Meals and Lodging.** Occasional meals and lodging are authorized as specified in par. 020305 for a Service member who escorts:

   a. An entire Arms Control Inspection team within the PDS limits.

   b. One or more members of an Arms Control Inspection team engaged in activities within the PDS limits that relate to the implementation of an arms-control treaty or agreement during the in-country period referred to in the treaty or agreement (37 U.S.C. § 494).

020604. **Taxi Use Incident to Authorized Work outside Regularly Scheduled Working Hours**

   A. **Eligibility.** A Service member or civilian employee, who depends on public transportation for travel, is eligible for travel allowances if officially authorized to work outside of regular working hours and is traveling during hours of infrequently scheduled public transportation or darkness.

   B. **Allowances.** The official who authorized duty outside the regular working hours or the traveler’s supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations (58 Comp. Gen. 188 (1978); B-171969.42, January 9, 1976; B-202836, November 19, 1981; and B-307918, December 20, 2006).

020605. **Recruiting Expense Reimbursement**

   A. **Eligibility.** An Armed Forces member who is permanently assigned to a recruiting organization and performing recruiting duty as either a primary or additional duty is eligible for reimbursement of specific costs involved in the performance of official duty.

   B. **Allowances.** A recruiter is authorized a reimbursement limited to $75 per month unless an exceptional monthly expense justifies exceeding this threshold for the actual and necessary costs of:

   1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist in the recruiting effort.

   2. Parking fees at itinerary stops.
3. Official telephone calls.

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

5. Other small, necessary recruiting expenditures.

6. Personally procured and consumed meals at non-Government events when the following conditions apply:
   a. A meal is integral to the event and the recruiter is required to participate because of his or her assigned duty.
   b. Attendance during meal time is required to fully participate in the function.
   c. The recruiter is not free to take the meal elsewhere without being absent from the event’s essential purpose.

7. Reimbursement is not authorized for:
   a. Expenses covered or prohibited by other Service regulations or elsewhere in the JTR.
   b. Meals purchased for personal consumption.

8. Service regulations may authorize a funds advance.

020606. Recruiter-Related Parking Expenses

A. Eligibility. A DoD Service member or a civilian employee who incurs parking expenses while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving as a recruiter for the Armed Forces.

2. Assigned to an Armed Forces military entrance processing facility.

3. Detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located.

B. Allowances. The traveler is authorized reimbursement for the portion of the monthly parking expenses that exceeds $25. This reimbursement is limited to $200 in any month.

1. The reimbursement covers all expenses for parking a POV at the PDS work site or TDY location.

2. The statutory authority for reimbursement of parking expenses does not include any parking that is contracted in advance.
# TABLE OF CONTENTS

## CHAPTER 3: TDY TRAVEL

### PART A: BUSINESS TRAVEL

#### 0301 ROUTINE TEMPORARY DUTY (TDY)
- 030101. Common Business Travel
- 030102. TDY before Reporting to the First Permanent Duty Station (PDS)

#### 0302 CONFERENCES (NOT FOR TRAINING)
- 030201. Conference Attendance and Participation

#### 0303 RESERVE COMPONENT (RC) TRAVEL (OTHER THAN TRAINING)
- 030301. RC Member Performing Active Duty with Pay Who Commutes
- 030302. RC Member Performing Active Duty with Pay Who Does Not Commute
- 030303. RC Member Performing Active Duty without Pay
- 030304. Dual-Status Military Technician Performing Active Duty without Pay

#### 0304 RETIRED SERVICE MEMBER RECALLED TO ACTIVE DUTY
- 030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)

#### 0305 INVITATION TO TRAVEL
- 030501. Invitational Travel Allowances
- 030502. Consultants and Experts

#### 0306 PRE-EMPLOYMENT INTERVIEW WITH DOD FOR CIVILIAN EMPLOYMENT

#### 0307 JUSTICE AND CRIMINAL MATTERS
- 030701. Service Member or Civilian Employee Who Serves as a Witness
- 030702. Witness Is Not Employed by the Government
- 030703. Juror Travel
- 030704. Travel Associated with Sexual Assault
- 030705. Threatened Civilian Law Enforcement Officer
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>030706.</td>
<td>Travel for Disciplinary Action</td>
</tr>
<tr>
<td>030707.</td>
<td>Prisoner on Commandant’s Parole</td>
</tr>
<tr>
<td>030708.</td>
<td>Guards Transporting a Prisoner</td>
</tr>
<tr>
<td>030709.</td>
<td>Paroled Prisoner</td>
</tr>
</tbody>
</table>

**0308 TRAVEL RELATED TO SERVICE ACADEMIES OR SCHOOLS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>030801.</td>
<td>Travel Incident to Nomination and Admission to a Service Academy</td>
</tr>
<tr>
<td>030802.</td>
<td>School Board Member Travel</td>
</tr>
<tr>
<td>030803.</td>
<td>Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes</td>
</tr>
<tr>
<td>030804.</td>
<td>DoDEA Academic Competitions and Co-Curricular Activities</td>
</tr>
</tbody>
</table>

**0309 TRAVEL TO RECEIVE OR PRESENT AWARD**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>030901.</td>
<td>Receive Non-Federally Sponsored Honor Award</td>
</tr>
<tr>
<td>030902.</td>
<td>Award Ceremony Related to Presentation</td>
</tr>
</tbody>
</table>

**0310 REPATRIATION OF A CIVILIAN EMPLOYEE**

**0311 TRAVEL WHILE ON DUTY WITH PARTICULAR UNITS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031101.</td>
<td>Mobile Units</td>
</tr>
<tr>
<td>031102.</td>
<td>Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port</td>
</tr>
<tr>
<td>031103.</td>
<td>Service Members Conducting Aerial Surveys</td>
</tr>
<tr>
<td>031104.</td>
<td>Army Corps of Engineers-Related Travel</td>
</tr>
<tr>
<td>031105.</td>
<td>Crash Firefighter and Operations and Maintenance Technician</td>
</tr>
</tbody>
</table>

**0312 INDETERMINATE TDY (ITDY)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031201.</td>
<td>ITDY Determination</td>
</tr>
</tbody>
</table>

**0313 COURIER TRAVEL**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031301.</td>
<td>Accompanying Package or Controlled Pouch</td>
</tr>
</tbody>
</table>
### 0314 REPATRIATION OF A SERVICE MEMBER HELD CAPTIVE

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031401.</td>
<td>Family Member Travel in Connection with the Repatriation of a Service Member Held Captive</td>
</tr>
</tbody>
</table>

### 0315 ARMED FORCES, NATIONAL, AND INTERNATIONAL AMATEUR SPORTS COMPETITION

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031501.</td>
<td>Amateur Athletes Train, Attend, or Compete</td>
</tr>
</tbody>
</table>

### 0316 OBSERVER TO UNITED NATIONS (UN) PEACEKEEPING ORGANIZATION

### 0317 LABOR ORGANIZATION REPRESENTATIVE TRAVEL

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031701.</td>
<td>Labor-Management Meetings</td>
</tr>
</tbody>
</table>

### 0318 TRAVEL WITH A DIGNITARY

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031801.</td>
<td>Dignitary</td>
</tr>
<tr>
<td>031802.</td>
<td>Exceptions for Traveling with a Member of Congress</td>
</tr>
</tbody>
</table>

### 0319 FAMILY PROGRAMS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>031901.</td>
<td>Chaplain-Led Program Functions</td>
</tr>
<tr>
<td>031902.</td>
<td>Yellow Ribbon Reintegration Program Event</td>
</tr>
</tbody>
</table>

### 0320 TRAVEL IN THE EVENT OF DEATH

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>032001.</td>
<td>Escort for Remains of a Deceased Service Member</td>
</tr>
<tr>
<td>032002.</td>
<td>Funeral of a Deceased Service Member, Cadet, or Midshipman</td>
</tr>
<tr>
<td>032003.</td>
<td>Escort of Eligible Relative of Service Member—Funeral</td>
</tr>
<tr>
<td>032004.</td>
<td>Funeral Honors Duty Travel</td>
</tr>
<tr>
<td>032005.</td>
<td>Memorial Service for a Deceased Service Member</td>
</tr>
<tr>
<td>032006.</td>
<td>Family Member Attendance during Transfer of Remains</td>
</tr>
<tr>
<td>032007.</td>
<td>Deceased Civilian Employee or Dependent</td>
</tr>
<tr>
<td>032008.</td>
<td>Escort for Remains of Deceased Civilian Employee</td>
</tr>
</tbody>
</table>
PART B: TRAINING TRAVEL

0321 CONFERENCES FOR TRAINING

032101. Training Conferences outside the Permanent Duty Station (PDS)
032102. Training Conferences at the PDS

0322 SERVICE MEMBER

032201. Courses of Instruction at a School or Installation
032202. Field Training Exercises, Maneuvers, and Simulated Wartime Operations

0323 RESERVE COMPONENT (RC) MEMBER

032301. RC Member Called or Ordered to Active Duty for Training (ADT)
032302. RC Member Called or Ordered to Active Duty with Pay for a Specific Duty Status
032303. Inactive Duty Training (IDT) with or without Pay
032304. IDT outside the Normal Commuting Distance

0324 CADET OR MIDSHIPMAN

032401. Service Academy Applicant, Cadet, Midshipman, or Graduates
032402. Senior Reserve Officer Training Corps (SROTC)—Advanced Training
032403. Traveler in the Financial Assistance Program for SROTC Cadets or Midshipmen
032404. Reserve Officer Training Corps (ROTC) Cadet on Recruiting Duty

0325 SPOUSAL TRAINING

032501. Spouse’s Presence Furthers DoD’s Interests

0326 CIVILIAN EMPLOYEE

032601. Training in the PDS
032602. Training outside the PDS Area
PART C: DEPLOYMENTS, EXERCISES, MANEUVERS, WAR GAMES, AND CONTINGENCY OPERATIONS

0327 ROUTINE OR ROTATIONAL DEPLOYMENTS

032701. Deployment Allowances

0328 EXERCISES, MANEUVERS, AND WAR GAMES

032801. Exercises, Maneuvers, and War Games Allowances

0329 OPERATIONAL DEPLOYMENTS AND CONTINGENCY OPERATIONS

032901. Reimbursement Options

032902. Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation

032903. HHG Storage for a Service Member on TDY for an Operational Deployment or Contingency Operation

032904. POV Storage when a Service Member is TDY for an Operational Deployment or Contingency Operation

032905. POV Storage when a Civilian Employee is TDY for an Operational Deployment or Contingency Operation

PART D: MEDICAL TRAVEL

0330 VARIOUS TYPES OF MEDICAL TRAVEL

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

033002. Emergency Travel Due to Illness or Injury

033003. Convalescent Leave Transportation

033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations

033005. Transfer to or from a Medical Facility or to Home—including Insane or Mentally Incompetent Patients

033006. Service Member Discharged from St. Elizabeth’s Hospital, a Department of Health and Human Services (HHS) Medical Facility, or a Veterans Affairs Medical Center

033007. Medical Specialty Care Travel of More Than 100 Miles

033008. Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component (RC) Member
Ch 3: TDY Travel

033009. Organ Donation
033010. Participation in Health Surveillance Program

0331 MEDICAL TRAVEL WHEN STATIONED OCONUS

033101. Dependent Medical Care Travel OCONUS
033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS

0332 DESIGNATED INDIVIDUAL AND NON-MEDICAL ATTENDANT TRAVELING TO A WOUNDED, ILL, OR INJURED SERVICE MEMBER OR CIVILIAN EMPLOYEE

033201. Travel of a “Designated Individual” for the Health and Welfare of a Wounded or Ill Service Member
033202. Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet
033203. Travel of a “Designated Individual” for the Health and Welfare of a Wounded or Ill Civilian Employee

PART E: LEAVE IN CONJUNCTION WITH TDY

0333 LEAVE AND TDY

033301. Leave or Personal Travel Combined with Official Travel
033302. Leave Taken while on a TDY with Long-Term Lodging (Not Flat-Rate)
033303. Ship Relocated During Authorized Absence

0334 PERSONAL EMERGENCIES WHILE ON TDY AWAY FROM THE PDS

033401. Service Member Personal Emergency Travel While on TDY
033402. Civilian Employee Personal Emergency Travel While on TDY

0335 SERVICE MEMBER ON A TDY AFTER EVACUATION

033501. Lodging Expenses for a Service Member on Leave during an Authorized or Ordered Evacuation
CHAPTER 3: TDY TRAVEL

PART A: BUSINESS TRAVEL

0301  Routine Temporary Duty (TDY)

030101.  Common Business Travel

A.  Eligibility.  A Service member or civilian employee may be eligible for travel allowances on a routine TDY when:

1.  Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.

2.  Providing technical assistance.

3.  Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.

4.  Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business (56 Comp. Gen. 661 (1977)).

5.  The Component head or designee determines that circumstances justify sending an official representative to a funeral.

6.  The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

B.  Allowances.  A traveler on routine TDY ordinarily receives the transportation and per diem allowances specified in Chapter 2. However, depending on the reason for travel, who travels, and other circumstances, other computation rules may apply and impact the amount that a traveler is reimbursed. The AO must verify that the traveler does not meet the conditions addressed elsewhere in Chapter 3.

030102.  TDY Before Reporting to the First Permanent Duty Station (PDS)

If a new civilian employee or appointee is required to perform TDY before reporting to the first PDS, then he or she is authorized the standard travel and transportation allowances specified in Chapter 2.

0302  Conferences (Not for Training)

Refer to Section 0321, “Conferences for Training,” for allowances available to a traveler who attends a conference for training purposes.

030201.  Conference Attendance and Participation

A.  Eligibility.  A traveler may be authorized to attend a conference or meeting that contributes to
improved conduct, supervision, or management of a Uniformed Service’s or Department of Defense (DoD) Component’s functions and activities (5 U.S.C. § 4110 and 37 U.S.C. § 455). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized (38 Comp. Gen. 800 (1959)).

1. Government-Sponsored Conferences. Attendance at Government expense may be authorized when the traveler’s attendance at a conference is required or related to executing official duties, for conducting Government business. This includes:

   a. Conferences sponsored or co-sponsored by a Federal Agency required in the performance of official duties.

   b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating when it is related to official duties or for the purpose of transacting Government business.

   c. Conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the Services or the DoD Component function or activity and attendance is in the Service member or civilian employee’s official performance.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with DoD 5500.7-R, “Joint Ethics Regulation (JER),” which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

   a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs, present scientific and technical papers that advance the development of U.S. resources, or maintain an effective professional, scientific, technical, managerial, and supervisory workforce.

   b. An appropriate security officer at the traveler’s activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. A Service member or civilian employee who attends such meetings must be briefed about security implications, when necessary, before attendance.

B. Allowances

1. Conference registration fees authorized in the travel authorization or approved on a travel voucher are reimbursable. The travel authorization should state:

   a. Whether the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see Chapter 2).

   b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler
receives the incidental expenses portion of per diem only.

2. When the Service or DoD Component sponsors a conference, meal costs must be identified, whether included in a conference registration fee or contracted for separately. Unless the AO has authorized or approved an actual expense allowance (AEA) for meals – for attendees in a travel status – reimbursement is limited to the locality meal rate. The maximum contracted amount for one or two meals for an attendee in a travel status is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement

1. A conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS does not involve travel, per diem, or a travel authorization.

2. Charges or fees for light refreshments or snacks are reimbursable only when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

Note: Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per 37 U.S.C. §474. Authority to pay related training costs at the PDS is in 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469.

3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation (FTR) §301–74.23) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. If an individually billed Government Travel Charge Card (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon as a written order is generated. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from FTR §301–74.24). If a traveler was reimbursed a discounted conference registration fee before the event and then fails to attend the event, then he or she must seek a refund and repay the Government for the advance.

1. If no refund is made, then the advanced payment must be absorbed as a preparatory travel expense if the traveler’s failure to attend the event was because of:

   a. A decision by the Service or DoD Component concerned.

   b. An acceptable reason beyond the traveler’s control, such as an emergency or illness.
Chapter 3: TDY Travel
Part A: Business Travel

0303 Reserve Component (RC) Travel (Other Than Training)

“Reserve Component” (RC) refers to the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Army National Guard of the United States, the Air Force Reserve, the Air National Guard of the United States, the Coast Guard Reserve, and the Reserve Corps of the Public Health Service (37 U.S.C. §101).

030301. RC Member Performing Active Duty with Pay Who Commutes

A. Eligibility. An RC member on an official order who travels daily between the duty location and either the primary residence or place from which entered (or called) to active duty (PLEAD) may be eligible for travel allowances (see par. 032301).

B. Allowances. The allowances for an RC member who commutes are specified in Table 3-1. In such circumstances, the commuting RC member may begin travel from a location other than the primary residence.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
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<tbody>
<tr>
<td>both the primary residence and place of active duty are in the corporate limits of the same city or town, the RC member commutes daily between the primary residence and place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area, the AO or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206, “Travel in and around the PDS,” and the duty involved permits commuting, the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with Section 0206, “Travel in and around the PDS,” the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements), the commuter travels locally at the active-duty location,</td>
<td>travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: ● Primary residence. ● Place of assigned unit. ● Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence. the RC member’s commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting. see Chapter 2 for local travel.</td>
</tr>
</tbody>
</table>
030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. **Eligibility.** An RC member on official orders who does not commute daily, but travels between the duty location and the primary residence or PLEAD, which are outside the local area of the duty location, may be eligible for travel allowances (see pars. 032301 and 032302).

B. **Allowances**

1. **180 or Fewer Days at Any One Location (with No Break in Service)**

   The standard travel and transportation allowances specified in Chapter 2 for TDY are payable.

   a. If the RC member begins travel from a PLEAD other than the primary residence, then transportation allowances are authorized from the PLEAD to the duty location, and return to the PLEAD or primary residence. However, the reimbursement is limited to what it would have cost for transportation had the traveler only traveled between the RC member’s primary residence and duty location.

   b. When the original duty period is extended due to unforeseen circumstances, standard travel and transportation allowances continue for the entire period as long as the days remaining on the existing order, plus the number of days added by the extension, total 180 or fewer days.

2. **181 or More Days at Any One Location (with No Break in Service) When the RC Member Does Not Commute**

   a. An assignment that lasts for 181 or more days at one location becomes a PCS (see Chapter 5). Per diem is not payable at the PCS location.

   **Effective 1 May 2017**

   b. When an original order is amended to extend the TDY to 181 or more days **from the date of the amendment**, the TDY location becomes a PDS. Travel and transportation allowances are not payable beginning from the day of the amended order.

   c. The standard travel and transportation allowances specified in Chapter 2 may be authorized when the Secretarial Process determines that the call to active duty or an extension is required by any of the following:

   1. Unusual circumstances.
   2. Emergency circumstances.
   3. Contingency operations.
   4. Exigencies of the Service concerned.

C. **Muster Duty.** A Service member on Muster Duty earns pay for the assignment, but is not authorized travel and transportation allowances (see the DoDFMR, Vol. 7A, par. 580205.A).
030303. RC Member Performing Active Duty without Pay

A. Eligibility. An RC member who is not a dual-status military technician and is performing active duty without pay for any reason other than training may be eligible for travel allowances.

B. Allowances. An RC member performing active duty without pay may be authorized or approved reimbursement for:

1. Mileage at the authorized automobile or motorcycle mileage rate for travel to and from the duty station, including travel required in connection with a qualifying physical examination or conditions precedent to the duty involved.

2. Occasional meals or occasional lodging (see par. 020305).

C. Reimbursement. Travelers are not authorized per diem and AEA at the PDS (44 Comp. Gen. 615 (1965); 46 Comp. Gen. 319 (1966)).

030304. Dual-Status Military Technician Performing Active Duty without Pay

A. Eligibility. A dual-status military technician (10 U.S.C. §10216) on leave from technical employment and performing active duty without pay (5 U.S.C. §6323(d)) outside the United States may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances. A dual-status military technician can be authorized per diem through the Secretarial Process.

0304 Retired Service Member Recalled to Active Duty

This section does not apply to a Service member traveling in connection with a periodic physical examination (see Chapter 3, Part D).

030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)

A. Eligibility. A retired Service member receiving retainer pay who is called or ordered to active duty, on the Temporary Disability Retired List, in the Fleet Reserve, or in the Fleet Marine Corps Reserve is eligible for travel allowances.

B. Allowances. An eligible retired Service member is authorized the same travel and transportation allowances that an RC member on active duty with pay would receive (see Chapter 2).

0305 Invitation to Travel

Invitational travel authorizations (ITA), see Appendix A1, should be issued judiciously to ensure prudent use of Government funds. A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives. A sample ITA is contained in Appendix X.
030501. Invitational Travel Allowances

A. Eligibility. A traveler on invitational travel must be serving without compensation or for $1 a year, or be a volunteer covered by 10 U.S.C. §1588. The person cannot be employed by the Government or employed by the Government as an expert or consultant more than intermittently, paid on a daily basis when actually employed under 5 U.S.C. §5703, nor be a contractor’s employee traveling in the performance of the contract (see Appendix X). An AO may authorize invitational travel using an ITA when:

1. It is in the DoD Component’s interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity.

2. An individual is requested to lecture, instruct, or give a demonstration at an activity held in connection with a DoD operation or program.

3. An individual, alone or as part of a group, confers on an official DoD matter with DoD officials and performs a direct service, such as providing advice or guidance to DoD. An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business (55 Comp. Gen. 750 (1976)).

4. An individual is a sponsor, or is in a similar official capacity, or participates in a ceremony directly related to a DoD Component’s interest.

Note: Simple attendance at a ceremony does not allow travel under an ITA except as provided for funeral travel (see Section 0320, “Travel in the Event of Death”).

5. An individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority.


7. An auxiliary chaplain is intermittently employed by the Government to provide religious services or emergency ministrations.

8. An individual who is not a Service member or civilian employee and travels as an attendant or escort.

9. Travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.

10. A spouse is authorized to travel.

   a. A spouse of a Service member or civilian employee is traveling for a representational purpose that is not mission essential. The spouse’s invitational travel must meet all of the following applicable conditions:

      (1) The AO determines that a spouse may travel with the sponsor, at Government expense, when the spouse’s presence would further the interests of the DoD, the Military Service, or the Command when the spouse travels to:
(a) Attend a function in which the DoD sponsor is participating in an official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

(b) Attend a function—with or without the DoD sponsor—attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in an official capacity.

(c) Attend a function—with or without the DoD sponsor—where a substantial number of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis.

b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role. Individuals on invitational travel for this reason are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees.

c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in DoD Directive (DoDD) 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel,” may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel” and DoD Instruction 4515.13, “Air Transportation Eligibility.” This authority does not constitute blanket approval authority.

d. The AO for all other spousal travel under item 030501.A10 is one of the following:

(1) Office of the Secretary of Defense Executive Secretary for Special Airlift Missions and Operational Support Airlifts for requests from the Office of the Secretary of Defense, the DoD Agencies, and outside the DoD.

(2) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff.

(3) CCDR or designees for requests from a Service member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual’s Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. Major Commands are those ordinarily commanded by four-star General Officers or Flag Officers.

(4) Secretary of a Military Department, or designees, for requests from a staff member.

(5) Service Chief or designees for requests from a Service member or civilian employee within the Service. This authority may be further delegated in writing, but may not be
delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

B. Allowances

1. Unless otherwise stated below, individuals on invitational travel are authorized the standard travel and transportation allowances specified in Chapter 2 for civilian employees, except as identified in par. 030501-A. An ITA provides for travel and transportation of an individual from the place of business or traveler’s home to the place at which that individual’s services are required, and return to the origin.

2. For spousal travel under par. 030501.A10, the allowance is for Government-funded transportation only.

   a. The travel authorization must include the following statement: “This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled.”

   b. Approval authorities must maintain records of all approved requests for spousal travel that, at a minimum, detail all of the following:

      (1) The spouse’s name.

      (2) Dates and purpose of travel.

      (3) Any other information that supports justification of the approval.

   c. Authorization or approval of spousal travel for official purposes requires the exercise of good judgment in application. AOs must be mindful of the need to withstand public scrutiny and avoid the appearance that spousal travel is being abused.

C. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or civilian employee traveling on non-appropriated fund business.

2. Transportation of the dependent of an individual traveling on an ITA.

3. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.

4. A Service member or civilian employee unless the individual is:

   a. Retired. This may include retired military personnel from foreign countries.

   b. Authorized pre-employment interview travel under Section 0306 and the Service member or civilian employee is in a leave status during such travel (B-219046, September 29, 1986).
c. Traveling as a non-medical attendant and included on an ITA issued to a patient.

5. Contractors (see Appendix X).

6. Foreign military personnel.

030502. Consultants and Experts

A. Eligibility

1. A consultant or expert who is in an employment status with or without compensation is eligible for travel expenses and allowances while traveling on an ITA (5 U.S.C. §5703).

2. A consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period are eligible for travel expenses and allowances.

B. Allowances. Consultants or experts may receive the following allowances when the AO determines it is in the Government’s best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for a privately owned vehicle (POV), as specified in Chapter 2, used for official travel between the traveler’s home or place of business and the place of TDY outside of that area.

2. Transportation expenses for local travel—when all official travel is located in the same metropolitan or geographic area—between the traveler’s home or place of business and the place of TDY.

3. Travel expenses for recurring round-trip travel between the traveler’s home or place of business and the place of TDY when it adheres to par. 020203.

4. Per diem allowances as specified in Chapter 2 while on a TDY away from the area in which the traveler’s home or place of business is located.

5. AEA when justified as outlined in Chapter 2, except for consultants and experts employed under 50 U.S.C. App. 2061.

C. Employment Not Intermittent. When Government service is not intermittent, no authority exists for per diem or AEA at the regular PDS (B-123282, August 12, 1955, 35 Comp. Gen. 90 (1955) and B-128160, November 1, 1956, 36 Comp. Gen. 351 (1956)). However, per diem may be authorized in connection with another TDY at a place of duty away from the regular duty location.

0306 Pre-Employment Interview with DoD for Civilian Employment

A. Eligibility. An interviewee is an individual who a DoD Component is considering for civilian employment.

B. Allowances. When pre-employment interview allowances are offered, they are the same as the standard travel and transportation allowances specified in Chapter 2 to a civilian employee.
1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.

2. A Service member on leave travels on an ITA for pre-employment interview travel.

3. A civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in 5 CFR Part 572.

2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler’s lodging, such as a meeting room.

D. DoD Component Responsibilities

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 5558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. Components must use a Government-procured transportation document or a centrally billed GTCC to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.

4. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the DoDFMR, Vol. 9. DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.

5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

E. Interviewee Responsibilities. The interviewee is expected to exercise the same care in
incurring expenses that a prudent person would exercise if traveling on personal business.

1. Transportation tickets should be provided by the interviewing DoD Component. The interviewing DoD Component may authorize the interviewee to obtain tickets directly from a Travel Management Company (TMC) under contract to the Government.

2. An interviewee must use the City Pair Program fares and is bound by the rules in Chapter 2.

3. The interviewee is responsible for, and accountable for, all transportation tickets and Government-procured transportation documents issued until they are used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a “Notice to Traveler” and attached to the ticket or transportation document when issued to the interviewee. This statement must also inform the interviewee that he or she is financially responsible for the value of the tickets issued if the interview trip is canceled or rescheduled after tickets or Government-procured transportation documents are issued.

4. If the interviewee exchanges a ticket for one of lesser value, then the carrier should issue a receipt or a ticket-refund application. The carrier is required to make a refund directly to the appropriate DoD Component billing office. The DoD Component must provide the interviewee with a “bill charge to” address for the carrier to use in sending a refund by attaching a copy of the transportation document, or some other document containing this information, to the ticket or travel authorization (41 CFR §101-41.210-1).

F. Funds Advance. The interviewee cannot be issued a travel advance. The interviewee cannot use a GTCC issued to a civilian employee or travelers cheques issued by a Government contractor to pay for pre-employment interview travel.

0307 Justice and Criminal Matters

030701. Service Member or Civilian Employee Who Serves as a Witness

A. Eligibility. The presiding hearing officer determines if travel is necessary when a witness’s testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective.

B. Allowances. See Table 3-2.

C. Reimbursement. Expenses paid by the court, authority, or party causing the civilian employee to be called as a witness for a non-Government entity must be deducted from the travel authorization.
### Table 3-2. Witness Travel

<table>
<thead>
<tr>
<th>Active-Duty Service Members</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness for the United States (other than as a defendant) in a case not involving a Service</td>
<td>Witness on behalf of the United States for local, state, territory, or District of Columbia governments in a criminal or civil case in which the Service has a strong, compelling, and genuine interest and is directly related to a Service or Service member</td>
<td>Witness subpoenaed for a Congressional committee, a private individual, or a corporation</td>
<td></td>
</tr>
<tr>
<td>Payment contact</td>
<td>Department of Justice (DoJ).</td>
<td>AO.</td>
<td>The individual or agency requesting testimony.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Civilian Employee</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Witness for the United States in a case involving his or her employing activity</td>
<td>Witness in a case not involving his or her employing activity</td>
<td>Witness in an official capacity for a non-Government entity</td>
<td></td>
</tr>
<tr>
<td>Payment contact</td>
<td>AO. (The employing Agency pays for travel.)</td>
<td>Contact the Agency paying for travel. (The responsible Agency pays travel expenses.)</td>
<td>AO. (The employing Agency pays for travel.)</td>
</tr>
</tbody>
</table>

#### 030702. Witness Is Not Employed by the Government

A. **Military Court Martial.** A person other than a Service member or civilian employee, who is called as a witness before a military court martial, is issued an ITA and authorized travel and transportation allowances under Service administrative regulations. This does not include a witness who testifies at a pretrial hearing conducted under Article 32, Uniform Code of Military Justice (10 U.S.C. §832).

B. **Adverse Action Case Involving Service Member or Civilian Employee.** The presiding hearing officer must determine that the witness’s testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

C. **Federal Administrative Hearing.** When a complainant who is no longer a Government employee serves as a witness in an administrative hearing related to his or her Federal employment, he or
Chapter 3: TDY Travel
Part A: Business Travel

she is issued an ITA and is eligible for the same standard travel and transportation allowances as a civilian employee in Chapter 2 if retroactively reinstated to Federal service. The hearing must be within Federal employment regulations it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974).

030703. Juror Travel

A civilian employee who serves as a juror does not receive travel and transportation allowances through the policies in this regulation and is not issued a TDY order.

030704. Travel Associated with Sexual Assault

A. Eligibility. A Service member who is a sexual assault victim traveling to testify or participate in a court martial, hearing, pre-trial interview, or other hearing or panel, including Congressional, in connection with the sexual assault is eligible for travel allowances (DoDD 6495.01, “Sexual Assault Prevention and Response (SAPR) Program,”).

B. Allowances. A traveler is authorized the standard travel and transportation allowances specified in Chapter 2. Ordinarily, the appropriate office for issuing subpoenas or other requirements to appear for the event requiring the victim to testify or participate will fund and authorize the travel for the victim. The sexual assault victim’s commanding officer or AO may authorize or approve an escort to accompany the sexual assault victim on the trip, or a medical authority may authorize an attendant when required. If the sexual assault victim is not a Service member or civilian employee, then the Service or Agency determines which AO authorizes or approves an attendant or escort.

C. Attendant or Escort. Table 3-3 provides the allowances for an attendant or escort to travel.

<table>
<thead>
<tr>
<th>Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the Attendant or Escort is...</strong></td>
</tr>
<tr>
<td>a Service member or a civilian employee,</td>
</tr>
<tr>
<td>a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,</td>
</tr>
<tr>
<td>a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency,</td>
</tr>
<tr>
<td>a non-Government civilian traveling on an ITA,</td>
</tr>
</tbody>
</table>

030705. Threatened Civilian Law Enforcement Officer

A. Eligibility. A civilian law enforcement officer, an investigator, and his or her immediate family may be eligible for travel allowances as specified in FTR § 301-31 when their lives are in jeopardy because of the civilian employee’s assigned duties.

B. Allowances. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in FTR § 301-31.

C. DoD Component Responsibilities.

1. The DoD Component head can delegate the authority to authorize or approve payment of
transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

2. The DoD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from threats to civilian law enforcement officers.

D. DoD Risk Evaluation Process.

1. When a situation occurs that appears to be life-threatening, the DoD Component must:
   a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.
   b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.
   c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.
   d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of par. 030705. If the threatened individual is directed to move into temporary accommodations during the DoJ’s initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual to their home.
   e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ’s advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee’s PDS.

   3. The DoD Component must determine how long allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

030706. Travel for Disciplinary Action

A. Eligibility. A Service member ordered to travel for disciplinary action is not in a travel status to perform official business, but is still eligible for limited travel allowances.

   B. Allowances. A Service member receives limited allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense for its Service member for
disciplinary action. Per diem is not authorized.

1. **Transportation.** A Service member should use a Government vehicle, if available, or the AO will direct Government-procured transportation. However, if Government-procured transportation is not available, then Service member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used or, if choosing to instead use a POV, is authorized mileage reimbursement at the Other Mileage Rate (see Table 2-7) for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. Reimbursement is not limited to the cost of the directed transportation mode and a cost comparison is not required.

2. **Lodging.** If barracks are not available at no cost, then the Service member should use visiting transient quarters and be reimbursed the Government quarters service charge. If the office responsible for scheduling and arranging the disciplinary travel cannot arrange Government quarters, then the Service member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented as specified in Chapter 2.

3. **Meals.** The AO must direct the Service member to use meal tickets, if available. If meal tickets are not available, then a Service member who buys meals during actual travel is reimbursed for meal costs, limited to the maximum rate allowed per meal.

**030707. Prisoner on Commandant’s Parole**

A prisoner on “Commandant’s Parole” must remain under the supervision of the Commandant of a U.S. disciplinary barracks. This conditional release from confinement must be authorized by the Secretary concerned and is exercised when the Service member has not started serving the court martial sentence because appellate review of the case is not complete.

A. **Eligibility.** A prisoner released on Commandant’s Parole is eligible for travel allowances.

B. **Allowances.**

1. **Meals and Transportation.** The Service member is furnished meal tickets in addition to transportation in-kind to the home of record or other authorized destination. Transportation expenses are not reimbursed.

2. **Subsequent Travel.** If transportation in-kind and meal tickets cannot be provided for any of the following purposes, then reimbursement is authorized in accordance with the limitations specified in Chapter 2 for actual transportation costs and occasional meals as specified in Chapter 2. The Service member is furnished transportation in-kind and meal tickets, if practical and appropriate, for travel from the home of record or other authorized destination to the location concerned, and for return travel if it is required for official travel for:

   a. A rehearing ordered when the Service member is not already in a travel status.

   b. Hospitalization.

   c. A physical examination.

   d. Discharge.
e. Other purposes incident to the parole.

030708. **Guards Transporting a Prisoner**

A. **Eligibility.** A prisoner of the United States and the guards assigned to move him or her from the place of initial confinement to a U.S. installation are eligible for travel allowances.

B. **Allowances**

1. **Transportation.** When a prisoner is moved on public transportation, the Service member in charge should obtain Government-procured transportation for all Service members and the prisoner named in the travel authorization. Transportation in-kind and accommodations for prisoner and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

2. **Meals.** If cooked meals or box lunches are not provided, then the Service member in charge of the movement must secure meal tickets for the prisoner in sufficient quantity to cover the travel involved.

**Note:** Guards transporting a prisoner receive the standard travel and transportation allowances specified in Chapter 2.

C. **Reimbursement.** Guards may be reimbursed for expenses incurred on behalf of the prisoner during initial travel between the place of initial confinement and a U.S. installation. Military guards are authorized reimbursement for transportation, lodging, and meals purchased on behalf of a prisoner who made no prior arrangements and lacks funds to purchase necessary items. Transportation reimbursement is authorized for the actual amount of personal funds the guard spent on behalf of the prisoner. Total reimbursement for meals and lodging must not exceed per diem or the actual expense allowances for a Service member on TDY (see Chapter 2).

D. **Documentation.** Guards are responsible for maintaining control of all travel and transportation documents, including tickets, for themselves and the prisoner and cannot surrender them to the prisoner for any reason. The documents must be in the name of the Service member responsible for guarding the prisoner. That Service member in charge must sign the papers when a signature is proper.

030709. **Paroled Prisoner**

A. **Eligibility.** A Service member paroled from confinement is authorized transportation allowances.

B. **Allowances.** The Service member is authorized transportation in-kind to the home of record or to the place authorized for residence. The provisions allowing reimbursement for transportation limited to the directed transportation mode cost, does not apply.

0308  **Travel Related to Service Academies or Schools**

030801. **Travel Incident to Nomination and Admission to a Service Academy**

A. **Eligibility.** An active-duty Service member ordered on TDY to take preliminary, entrance, or
final examinations for admission to a Service academy is eligible for travel allowances.

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.

2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.

B. **Allowances.** An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

### 030802. School Board Member Travel

The Secretary of Defense may provide for reimbursement of expenses incurred if the expenses are reasonable and necessary for a traveler to perform school board duties.

A. **Eligibility.** A school board member may be eligible for reimbursement of expenses incurred while traveling on official duty on behalf of schools and school boards in accordance with DoDI 1342.25, “School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS).”

B. **Expenses and Reimbursement.** The traveler may claim actual travel and transportation expenses, and program fees, activity fees, and other appropriate and reasonable expenses. The DoD Domestic Dependent Elementary and Secondary Schools (DDESS) fund all official school board travel and issue the necessary travel authorization. The traveler must follow the rules for standard travel and transportation allowances specified in Chapter 2 and the guidance provided by the Director of the DDESS, which may be more restrictive than the rules specified in Chapter 2.

### 030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes

A. **Eligibility.** A student with disabilities identified in DoDI 1342.25, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under DoD Manual 1342.12 that one or both of them be present to:

1. Participate during an evaluation of the student.

2. Participate during diagnosis of a disability.

3. Escort the student.

B. **Allowances.** A student, parent, or guardian is authorized the standard travel and transportation allowances specified in Chapter 2 equivalent to those for a civilian employee on TDY.
030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A dependent student of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities (20 U.S.C. §921-20 U.S.C. §932).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

0309 Travel to Receive or Present Award

030901. Receive Federally or Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler’s official duties and the Service or Agency’s functions or activities (55 Comp. Gen. 1332 (1976)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances specified in Chapter 2 when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving an honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest who is neither a Service member nor civilian employee is issued an ITA.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see Chapter 2). An attendant who is neither a Service member nor civilian employee is issued an ITA.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances specified in Chapter 2 for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.

2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.
3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

**030902. Award Ceremony Related to Presentation**

A. **Eligibility.** An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited.

B. **Allowances.** The presenter is authorized the standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

**0310 Repatriation of U.S. Civilian Employee**

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an “outport,” in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. **Eligibility.** Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes a civilian marine employee put ashore because of any of the following events:
   a. A sudden, unannounced change in the ship’s schedule.
   b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.
   c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former civilian marine employee who has been left in an outport because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:
   a. Hospitalized as a result of misconduct.
   b. Who has deserted from the ship.
   c. Detained by police authorities.

B. **Allowances**

1. A civilian marine employee designated as a Class I or II repatriate may be furnished
assistance to return to any of the following places:

a. The ship.

b. Another Army civil service manned ship.

c. His or her home port.

d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a “work-away,” of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. **Work-Away Transportation and Subsistence**

   a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

   b. Government funds can only be used for a Class II repatriate’s travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler’s compensation due.

### 0311 Travel While on Duty with Particular Units

#### 031101. Mobile Units

A. **Eligibility.** A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances *(47 Comp. Gen. 173 (1969)):

1. The Air Mobility Command.


4. Naval Aircraft Ferrying Squadrons.

5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. **Allowances.** A Service member without a specific travel authorization is authorized the standard travel and transportation allowances specified in Chapter 2. A Service member’s commanding officer or designated representative must approve standard travel and transportation allowances.
031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, or the day the Service member is permanently assigned to the ship, whichever occurs later.

1. Transportation in Connection with Ship Overhaul or Inactivation
   a. If the overhaul or inactivation location:
      (1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.
      (2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.
   b. Dependents must reside within the normal daily commuting area of the original home port.

2. Transportation in Connection with Ship Construction
   a. If construction is taking place at a location other than the ship’s designated future home port or the dependents’ residence, then round-trip transportation is authorized between the construction location and the future home port or the dependents’ residence.
   b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

3. Authorized Transportation. A traveler must use Government transportation, if practicable. If a Service member’s dependents elect to procure transportation, then the Service member is not authorized transportation. If Government transportation is not practicable, then a traveler is authorized one or a combination of the following (see par. 020203):
   a. Transportation in-kind.
   b. Service member or personally procured transportation.
   c. The TDY automobile mileage rate for the official distance.

C. Reimbursement

1. Reimbursement for personally procured transportation is in accordance with Section 0202
and par. 5018-C4 or 5082 for transoceanic travel.

2. Mixed-mode transportation reimbursement is in accordance with par. 5016.

3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:

   a. The ship overhaul or inactivation location and the original home port.

   b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).

4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).

5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

   1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.

   2. Each opportunity may alternate between a Service member’s or dependent’s travel.

031103. Service Members Conducting Aerial Surveys

The standard travel and transportation allowances specified in Chapter 2 or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

031104. Army Corps of Engineers-Related Travel

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

   1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:

      a. Meals are furnished at no cost to the traveler, no per diem is authorized.

      b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.
c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.

2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

031105. Crash Firefighter and Operations and Maintenance Technician

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.

2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

| Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician |
|---------------------------------|--------------------------------------------------|
| Conditions                      | Mission-Driven Transportation                     |
| ● Travel by aircraft for any distance when required as part of the assignment conditions. | ● Travel by aircraft for any distance is required with or without the civilian employee’s consent when necessary for mission accomplishment or air is the only transportation mode available. |
| ● Be aboard an aircraft to make repairs or observe aircraft performance. | ● A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type Government aircraft operated on scheduled or semi-scheduled flights. |
| ● Use air travel for expeditious duty performance in different geographical locations. | ● A civilian employee’s acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order. |
| ● Be aboard any type of Government aircraft on a scheduled or nonscheduled flight. | |

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee’s medical evacuation. Refer to par. 033102 for allowances available to eligible travelers.

0312 Indeterminate TDY (ITDY)

031201. ITDY Determination

A. Authority. Only Service Headquarters can authorize or approve ITDY.

B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS or does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances (37 U.S.C. §476(e)(2)).
C. **Allowances.** Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.

1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances specified in Chapter 2 for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.

2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See Chapter 5 for PCS allowances. The Service member receives the standard travel and transportation allowances specified in Chapter 2 for TDY while at the ITDY location.

3. If authorized or approved through the Secretarial Process, HHG transportation—within the PCS weight allowance—under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:
   a. The TDY location.
   b. Any point in the CONUS.
   c. Another location authorized for dependent travel through the Secretarial Process.
   d. Non-temporary storage under par. 020504.

4. HHG stored or shipped may be transported to the Service member’s PDS after TDY.

**0313 Courier Travel**

**031301. Accompanying Package or Controlled Pouch**

A. **Eligibility.** A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.

B. **Allowances.** An eligible traveler is authorized to receive the standard travel and transportation allowances specified in Chapter 2. This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation specified in Chapter 2 and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or control officer cannot maintain adequate security of the package or pouch in coach or business class. If the air terminal is the Service member’s PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

**0314 Repatriation of a Service Member Held Captive**

**031401. Family Member Travel in Connection with the Repatriation of A Service Member Held Captive**

A. **Eligibility**
1. “Eligible Service Member”. A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. “Family Members”. The Service member’s spouse, children—including step or adopted, and illegitimate children, the Service member’s siblings, and the Service member’s parents—including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no less than 1 year immediately before the Service member entered the Uniformed Service. However, only one father and one mother, or their counterparts, may be recognized in any one case.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member’s family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

Note: The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

B. Allowances

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

   a. Transportation in-kind.

   b. Mileage reimbursement at the authorized TDY automobile mileage rate in Chapter 2 for the official distance traveled by a POV.

   c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA as specified in Chapter 2 for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances specified in Chapter 2 for an attendant to accompany a family member unable to travel unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

0315 Armed Forces, National, and International Amateur Sports Competition

031501. Amateur Athletes Train, Attend, or Compete
A. **Eligibility.** A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions—including qualifying or preparatory events ([10 U.S.C. §717](https://www.cfr.gov/text/10-usc-sec-717) and [37 U.S.C. §420](https://www.cfr.gov/text/37-usc-sec-420)).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.

2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation’s interest. Among those, the **Conseil International du Sport Militaire** and the **Interallied Confederation of Reserve Officers** are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department’s authorization.

B. **Allowances.** A participant in amateur sports competitions is authorized to receive the standard travel and transportation allowances specified in Chapter 2. A competitor must comply with procedures in **DoDI 1330.04,** “Armed Forces Participation in National and International Sports Activities,” dated August 31, 2010, and his or her Service regulations to receive travel and transportation allowances. Consult **DoD 5500.7-R,** “Joint Ethics Regulation,” when considering a non-Federal source to accommodate or pay travel expenses ([COMDTINST 1710.13](https://www.cfr.gov/text/comdtinst-1710-13) for U.S. Coast Guard Service members).

### 0316 Observer to United Nations (UN) Peacekeeping Organization

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance—the UN’s name for a mission-specific per diem—is also authorized to receive the DoD’s per diem allowances for TDY travel up to a combined total of no more than the State Department’s locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5).

### 0317 Labor Organization Representative Travel

#### 031701. Labor-Management Meetings

A. **Eligibility.** A civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government’s primary interest may be eligible for travel allowances.

B. **Allowances.** A labor organization representative is authorized the standard travel and transportation allowances specified in Chapter 2.

C. **Documentation.** Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government’s best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as “joint labor management cooperation committees concerning accident prevention,” “absenteeism reduction,” “improving communications,” “ensuring equal employment opportunity,” or “maintaining employee productivity and morale.”
2. Include the statement: “I certify that the above information is true and correct.”

**Note:** The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by 5 U.S.C. §7131(b), which states that internal labor organization business is conducted only when a civilian employee is in a non-duty status.

### 0318 Travel with a Dignitary

The following types of travel with dignitaries may warrant AEA authorization or approval.

**031801. Dignitary**

**A. Eligibility.** A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

1. The U.S. President, Vice President, or members of their families.
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries.
5. Supreme Court Justices.
6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.
7. The Chief of Staff of the U.S. Army; the Chief of Staff of the U.S. Air Force; the Chief of Naval Operations; the Commandant of the U.S. Marine Corps; the Commandant of the U.S. Coast Guard; the Administrator of the National Oceanic and Atmospheric Administration; the Surgeon General of the U.S. Public Health Service; and the Chief of the National Guard Bureau.
8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.
9. U.S. Delegates to international conferences or meetings.
10. Very important persons, as specified by the U.S. President or Vice President.
11. Candidates for the office of U.S. President or Vice President, or their family members.
12. The President-Elect or Vice President-Elect of the United States.
13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

**B. Allowances.** A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.
031802. Exceptions for Traveling with a Member of Congress

A. Eligibility. An Armed Forces member or civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in 31 U.S.C. §1108(g) may be eligible for additional travel allowances. A “congressional staff employee” is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components should refer to the following DoD regulations for guidance: DoDD 4515.12, “DoD Support for Travel of Members and Employees of Congress,” and DoDI 4515.19, “DoD Support for Congressional Funerals.”

2. Non-DoD Services should consult their Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with 31 U.S.C. §1108(g) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in 31 U.S.C. §1108(g) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

Note: Approval codes required on documentation for Congressional travel “other than economy or coach” are “FC” for first class and “BC” for business class.

0319 Family Programs

031901. Chaplain-Led Program Functions

Each Secretary of the military departments is authorized, per 10 U.S.C. §1789, to provide Chaplain-led Programs that assist Service members on active duty, and RC members in an “active status” as defined in 10 USC §10141, and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or
agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member’s spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

**031902. Yellow Ribbon Reintegration Program Event**

The Yellow Ribbon Reintegration Program (DoDI 1342.28, “DoD Yellow Ribbon Reintegration Program (YRRP),” dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event’s purpose.

B. Allowances. The AO may authorize travel and transportation allowances, in Chapter 2, for a Service member and any designated individuals attending an event in an official capacity. A Service member travels on a TDY order and a designated individual travels on an ITA.

**0320 Travel in the Event of Death**

When a DoD traveler dies while on TDY, the commander, commander’s designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler’s next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler’s remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

**032001. Escort for Remains of a Deceased Service Member**

A. Authority


2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member (10 U.S.C. §1482(c)):
a. The person identified on DDForm 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

d. Adoptive relatives of the deceased.

e. A person standing in loco parentis to the deceased if none of the above can be found.

B. **Eligibility.** The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. **Allowances.** A Service member who escorts the remains is authorized the standard travel and transportation allowances specified in Chapter 2.

032002. **Funeral of a Deceased Service Member, Cadet, or Midshipman**

A. **Eligibility.** When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer’s Training Corps (SROTC) cadet receiving pay under 37 U.S.C. §209(d) dies, while on active or inactive duty, the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member’s, cadet’s, or midshipman’s surviving spouse, including a remarried surviving spouse.

2. The deceased Service member’s, cadet’s, or midshipman’s children—including stepchildren, adopted children, and illegitimate children—regardless of age.

3. The deceased Service member’s, cadet’s, or midshipman’s parent or parents. In this case, the term “parent” means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member’s, cadet’s, or midshipman’s spouse (natural, step, or adopted); and any other person—including a former stepparent—who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 (37 U.S.C. §401(b)(2)).

4. The deceased Service member’s, cadet’s, or midshipman’s siblings, which must have one or both parents in common.

5. The person who directs the disposition of the deceased Service member’s, cadet’s, or midshipman’s remains or the person who would have been designated to direct disposition of the remains (under 10 U.S.C. §1482(c)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a national cemetery.

6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under 10 U.S.C. §1482(c)) may select no more than two guests to receive round-trip travel and
transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. **Allowances.** Government transportation must be used to the maximum extent practical for transoceanic travel as specified in pars. 5074-B2 and 5082.

1. If a combination of transportation is used, then reimbursement is for actual travel not to exceed the personally procured transportation cost between origin and destination, less any used Government-procured transportation cost. An eligible traveler is authorized one, or a combination of, the following for the authorized round-trip travel:
   a. Transportation in-kind.
   b. Reimbursement for the cost of personally procured commercial transportation.
   c. Automobile TDY mileage rate for the official distance traveled by POV. Only the POV operator is authorized the automobile mileage rate.

2. Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location. Per diem is paid under the Lodging Plus method specified in Chapter 2 and is limited to the locality per diem rate. Per diem is not payable when the eligible relatives’ residence and the burial site are in the same local area or when the total time from departure to return is 12 or fewer hours.

C. **Reimbursement.** Reimbursement for expenses identified in Chapter 2 as reimbursable is allowed for authorized travelers incident to this travel.

**032003. Escort of Eligible Relative of Service Member—Funeral**

A. **Eligibility.** An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see par. 032002) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.

2. No other eligible traveler listed in par. 032002 is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. **Allowances.** The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in Chapter 2 for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

**032004. Funeral Honors Duty Travel**

A. **Eligibility.** An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances (10 U.S.C. §12503 or 32 U.S.C. §115). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) may also receive allowances.
Chapter 3: TDY Travel
Part A: Business Travel

B. **Allowances**

1. An RC member traveling on an ITA may be authorized to receive the standard allowances specified in Chapter 2 for TDY.

2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran (10 U.S.C. § 1491) will use the available transportation mode that is least costly and still adequately meets the detail’s needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for expenses specified in Chapter 2 may be authorized or approved.

032005. **Memorial Service for a Deceased Service Member**

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. **Eligibility.** A traveler identified as eligible for travel allowances in par. 032002 is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. **Allowances.** An eligible traveler may be authorized travel and transportation allowances for one round trip to an installation, home port, or unit memorial service. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member’s death, unless the Service Secretary waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member’s last PDS or home port. It cannot be held in a theater of combat operations.

032006. **Family Member Attendance During Transfer of Remains**

A. **Eligibility.** The Primary Next of Kin (see DoDI 1300.18, par E2.46) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in 37 U.S.C. §481f(c) and listed in par. 032002. The Service Secretary may authorize additional family member travel on a case-by-case basis.

B. **Allowances.** Family members attending transfer of remains per the USD(P&R) memorandum dated April 6, 2009, are eligible to receive the standard travel and transportation allowances specified in Chapter 2 for civilian employees. Authorized allowances should be specified on an ITA.

C. **Escort.** At the Primary Next of Kin request, the Service Secretary may authorize the Casualty Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

032007. **Deceased Civilian Employee or Dependent**

Procedures for transporting the remains of a deceased civilian employee or dependent are established in DoDD 1300.22, “Mortuary Affairs Policy,” and FTR §303, “Payment of Expenses Connected With the
032008. Escort for Remains of Deceased Civilian Employee

A. Eligibility. An escort for a civilian employee’s remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances specified in Chapter 2, which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances specified in Chapter 2 for TDY. The AO arranges the escort’s transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a common carrier for the least expensive and unrestricted economy or coach transportation.

Note: Family members traveling together as escorts should not be separated.
0321 Conferences for Training

A conference is considered training when the stated purpose is educational or instructional and more than half of the time is scheduled for a planned exchange of information that meets the definition of training. A conference is also considered training when the content is slated to improve individual or organizational performance and the attendee will gain professional development benefits.

032101. Training Conferences outside the Permanent Duty Station (PDS)

A. Eligibility. A Service member or Department of Defense (DoD) civilian employee who attends training conferences held outside the PDS when travel is involved is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

Note: Charges and fees for light refreshments and snacks are reimbursable only when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

032102. Training Conferences at the PDS


0322 Service Member

032201. Courses of Instruction at a School or Installation

A. Eligibility. A Service member on active duty attending instructional courses at a school or installation may be eligible for travel allowances, based upon the scheduled duration using the guidance below.

1. Permanent Change of Station (PCS) or TDY Status
   a. Courses with a scheduled duration of 139 or fewer days (20 weeks) are TDY.
   b. Courses with a scheduled duration of 140 or more days (20 weeks) are PCSs, and the course location is the Service member’s PDS.
   c. The scheduled duration is the actual period a Service member receives instruction, including weekends, but not counting holiday periods when the Service member is not attending classes,
or incidental time spent at the duty station before classes begin or after they end.

d. A PCS order to a course of instruction cannot be changed to a TDY order after the Service member’s arrival at the new PDS unless the travel authorization was issued in error.

2. Extensions of Instruction. If a Service member is assigned additional instruction that extends the scheduled duration from 139 or fewer days (less than 20 weeks) to 140 or more days (20 weeks) at the same location, and the time remaining on the original TDY order plus the additional instruction time is 139 or more days, then the assignment becomes a PCS.

3. Exceptions to Status. The Secretary concerned—this authority cannot be delegated—may authorize a designated course, excluding initial entry courses, scheduled to last 140 or more days (20 weeks), but not 181 or more days to be attended and completed in a TDY status instead of a PCS status.

   a. Requests for such action must be forwarded through Service Command channels to the Secretary concerned and include the course number, description, length, school location, specific Service of each attendee, number of attendees who traditionally return to the previous PDS, and written justification for TDY instead of PCS.

   b. All Service members attending a course must be in the same status—either TDY or PCS—regardless of the Service or DoD Agency affiliation unless a Service member is permanently assigned to the course location immediately before attending the course. In that case, the Service member remains in a PCS status while attending the course.

   c. The Secretary concerned must obtain agreement from the other affected Service Secretaries before changing a course status (for example, TDY to PDS, or PDS to TDY) attended by multiple Services or DoD Agencies.

   d. The Secretary concerned must obtain the Per Diem, Travel, and Transportation Allowance Committee’s (PDTATAC) authorization or approval for specific courses to be designated and attended as TDY when unusual circumstances, such as infrastructure destruction caused by hurricanes, floods, or similar events, require training courses at one location to last for 181 or more consecutive days.

B. Allowances. See Table 3-5 for travel and transportation allowances while attending a course of instruction.

1. A Service member attending training in a TDY status receives the standard travel and transportation allowances specified in Chapter 2, unless stated otherwise in Table 3-6.

2. The schoolhouse commander determines the availability of meals and lodging.

| Table 3-5. Allowances for a Service Member Attending Courses of Instruction |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| If…                                             | Then…                                          | Allowances While at the Training Location       | Allowances When Departing the Training Location |
| the Service member is traveling to the course under a TDY order, | the Service member receives the standard travel and transportation allowances specified in Chapter 2 while | Standard travel and transportation allowances specified in Chapter 2. | Standard travel and transportation allowances specified in Chapter 2. |

11/01/17  3B-2
Table 3-5. Allowances for a Service Member Attending Courses of Instruction

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
<th>Allowances While at the Training Location</th>
<th>Allowances When Departing the Training Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>traveling to the course location.</td>
<td>the Service member is traveling to the course location in a PCS with TDY En Route status,</td>
<td>Standard travel and transportation allowances specified in Chapter 5</td>
<td>PCS allowances specified in Chapter 5.</td>
</tr>
<tr>
<td>traveling to the course location.</td>
<td>the Service member is traveling to the course location on a PCS order that names the course location as the new PDS upon arrival,</td>
<td>No per diem while at the course location.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>traveling to the course location.</td>
<td>the Service member is traveling to the course location on a PCS order and the new PDS is not named,</td>
<td>Standard travel and transportation allowances specified in Chapter 5</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>

032202. Field Training Exercises, Maneuvers, and Simulated Wartime Operations

Allowances for field training exercises, maneuvers, and simulated wartime operations are in Chapter 3, Part C.

0323 Reserve Component (RC) Member

032301. RC Member Called or Ordered to Active Duty for Training (ADT)

A. Eligibility. An RC member called or ordered to ADT with pay may be eligible for travel allowances.

B. Allowances. The RC member’s travel allowances depend on where he or she resides, whether he or she commutes daily, and the length of the duty. Travel and transportation allowances for an RC member who commutes to the ADT location are in Table 3-6. Allowances for an RC member who does not commute are in Table 3-7. An RC member training at one location for 140 or more days (20 weeks) is in a PCS status.

Table 3-6. Training Travel When an RC Member Commutes

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>both the primary residence and place of active duty are in the corporate limits of the same city or town.</td>
<td>travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.</td>
</tr>
</tbody>
</table>
### Table 3-6. Training Travel When an RC Member Commutes

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,</td>
<td>travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: Primary residence. Place of assigned unit. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.</td>
</tr>
<tr>
<td>the AO or Installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206 and the duty involved permits commuting,</td>
<td>the RC member’s commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.</td>
</tr>
<tr>
<td>the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance, the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),</td>
<td>see Chapter 2 for local travel.</td>
</tr>
<tr>
<td>the commuter travels locally at the active duty location.</td>
<td></td>
</tr>
</tbody>
</table>

### Table 3-7. Training Travel When an RC Member Does Not Commute

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>duty is 139 or fewer days (20 weeks), including courses with a scheduled duration of 139 or fewer days (20 weeks) (see par. 030301),</td>
<td>standard travel and transportation allowances as specified in Chapter 2.</td>
</tr>
<tr>
<td>An RC member begins travel from a place from which entered (or called) to active duty (PLEAD) other than the primary residence,</td>
<td>transportation allowances are authorized from the PLEAD to the duty location, limited to the cost of transportation between the RC member’s primary residence and duty location, and return to the PLEAD or primary residence.</td>
</tr>
<tr>
<td>the original TDY order is extended due to unforeseen circumstances and the number of days on the extension plus the remaining days on the original TDY order is 139 or fewer days,</td>
<td>per diem continues.</td>
</tr>
<tr>
<td>shipping household goods (HHG) is authorized,</td>
<td>see Section 0205</td>
</tr>
<tr>
<td>ADT is 140 or more days at one location,</td>
<td>no per diem or an actual expense allowance (AEA) is authorized at the ADT location.</td>
</tr>
<tr>
<td>an extension plus the remaining days on the original TDY order total 140 or more days,</td>
<td>per diem stops on the day of the order that extend the travel. Government quarters or Government dining facilities availability does not change this determination.</td>
</tr>
<tr>
<td>the ADT period is 140 or more days at one location, including courses with a scheduled duration of 140 or more days (see par. 030302),</td>
<td>the PCS allowances specified in Chapter 5 apply.</td>
</tr>
</tbody>
</table>
Table 3-7. Training Travel When an RC Member Does Not Commute

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>an RC member is on ADT at one location for 140 or more days and is ordered on a TDY away from that ADT location,</td>
<td>the standard travel and transportation allowances specified in Chapter 2 are payable for the ordered TDY.</td>
</tr>
</tbody>
</table>

032302. RC Member Called or Ordered to Active Duty with Pay for a Specific Duty Status

A. **Eligibility.** The following RC members are ineligible for per diem or AEA:

1. A Public Health Service officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program.

2. A newly enlisted RC member who is undergoing processing, indoctrination, initial basic training including follow-on technical or home training, or instruction.

3. An RC member listed below when both Government quarters, other than temporary lodging facilities, and a Government dining facility are available.

   a. An RC member performing annual training (AT). In this case the training location is the PDS, and no per diem is payable. Per diem is payable for TDY away from the annual training location or for travel to and from the annual training location if not in a commuting status.

   b. An RC member ordered to involuntary ADT because of unsatisfactory participation in the reserve commitment.

   c. An RC member newly enlisted and attending courses with a break in active duty between courses.

B. **Allowances.** Transportation to and from these duty locations, and the per diem on travel days is in accordance with Tables 3-6, “Training Travel When an RC Member Commutes,” and 3-7, “Training Travel When an RC Member Does Not Commute.” When an RC member performs ADT, and no per diem or AEA is payable, then he or she may be reimbursed for lodging service charges when occupying transient Government housing. Reimbursement for other than service charges for Government quarters is not authorized.

032303. Inactive Duty Training (IDT) with or without Pay

A. **Eligibility.** An RC member performing IDT ordinarily receives no travel or transportation allowances, except as listed in Table 3-8.

B. **Allowances.** Allowances for an RC member are in Table 3-8.

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>an RC member in the local commuting area performs local travel in and around the training duty station, drill site, or city or town,</td>
<td>he or she may receive the local travel allowances specified in par. 020601 but outside the PDS Limits.”</td>
</tr>
</tbody>
</table>
### Table 3-8. Inactive Duty Training with or without Pay

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>an RC member travels between home and an alternate duty or work site in the local commuting area.</td>
<td>TDY mileage is authorized only for the distance that exceeds the distance between home and the assigned unit.</td>
</tr>
<tr>
<td>an RC member is directed to travel from home to a TDY location outside the local area of the assigned unit or home,</td>
<td>he or she is authorized the standard travel and transportation allowances specified in Chapter 2. However, transportation is limited to the travel cost from the assigned unit to the TDY location.</td>
</tr>
<tr>
<td>an RC member is directed to travel from an alternate duty or work site to a TDY location outside the local area of the assigned unit or home,</td>
<td>he or she is authorized only TDY automobile mileage limited to the distance from the assigned unit to the alternate site, minus the distance from home to the assigned unit.</td>
</tr>
<tr>
<td>an RC member travels from a place other than home or an alternate duty or work site in the local commuting area,</td>
<td>he or she may be reimbursed for lodging service charges or provided lodging in-kind. Only transient Government housing is reimbursed.</td>
</tr>
<tr>
<td>an RC member occupies transient Government housing while performing IDT with pay, and is not authorized per diem or AEA,</td>
<td>travel and transportation allowances are not authorized.</td>
</tr>
<tr>
<td>an RC member performs IDT at the training duty station, drill site, assigned unit city or town location, or local area of the assigned unit or home,</td>
<td></td>
</tr>
<tr>
<td>an RC member travels between home and the unit training assembly location or alternate place of duty,</td>
<td></td>
</tr>
<tr>
<td>an RC member in the Standby Reserves voluntarily performs IDT without pay,</td>
<td></td>
</tr>
</tbody>
</table>

---

**032304. IDT outside the Normal Commuting Distance**

**A. Eligibility.** The Secretary concerned may authorize reimbursement for travel and transportation for certain RC members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance.

1. An eligible RC member must meet one of the following eligibility criteria:
   a. Qualified in a skill designated as critically short by the Secretary concerned.
   b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the Service member’s RC with a critical staffing shortage.
   c. Assigned to a unit or position that is disestablished or relocated as a result of Defense Base Realignment and Closure or other force structure reallocation.

2. For purposes of this paragraph, “outside the local commuting distance” is defined as either of the following:
   a. The local travel area as specified in Section 0206 but not less than 150 miles one way, as determined by the DTOD.
Chapter 3: TDY Travel

Part B: Training Travel

b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206.

B. Allowances.

1. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to $300 for each round trip.

   a. Transportation. Transportation cost, including transportation between home and the terminal and between the terminal and the training location, is reimbursed. If a privately owned vehicle (POV) is used, reimbursement is at the “other mileage rate” for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

   b. AEA

      (1) Actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location is reimbursed.

      (2) Actual cost of lodging plus taxes, including service charges, up to the maximum amount of the locality lodging rate for the duty location is reimbursed. Refer to Table 2-13 for rules on lodging taxes.

   2. On a case-by-case-basis, the Secretary Concerned may authorize or approve, a higher reimbursement amount, when the Service member:

      a. Resides in the same State as the training location; and

      b. Resides outside of an urbanized area with a population of 50,000 or more (as determined by the U.S. Census Bureau) and

      c. Is required to commute:

         (1) To a training location using an aircraft or boat (due to limited or nonexistent vehicular routes to the training location or other geographical challenges); or

         (2) From a permanent residence more than 75 miles from the training location.

0324 Cadet or Midshipman

032401. Service Academy Applicant, Cadet, Midshipman, or Graduates

   A. Eligibility. A Service member on active duty who is ordered to take preliminary, entrance, or final examinations for admission to a Service academy, a Service academy student on TDY, or a new Service academy graduate is eligible for travel allowances.

   Note: An RC member not on active duty, a civilian, and a civilian employee traveling for examinations
preparatory to admission to a Service academy are ineligible for travel allowances.

B. **Allowances**. Refer to Table 3-9 for allowances.

<table>
<thead>
<tr>
<th>Table 3-9. Allowances for Service Academy Cadets and Midshipmen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>an active-duty Service member travels to take preliminary,</td>
</tr>
<tr>
<td>entrance, or final examinations for admission to a Service</td>
</tr>
<tr>
<td>academy,</td>
</tr>
<tr>
<td>an active-duty Service member travels to compete for a</td>
</tr>
<tr>
<td>Congressional nomination,</td>
</tr>
<tr>
<td>an aviation cadet on active duty travels on TDY away from a</td>
</tr>
<tr>
<td>Service academy,</td>
</tr>
<tr>
<td>traveling TDY away from a Service academy to another Service</td>
</tr>
<tr>
<td>academy,</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>a graduate officer who remained at the Service academy after</td>
</tr>
<tr>
<td>graduation and commissioning is ordered away from the Service</td>
</tr>
<tr>
<td>academy on TDY,</td>
</tr>
<tr>
<td>a graduate officer remains at the Service academy after</td>
</tr>
<tr>
<td>graduation and commissioning but before beginning travel under</td>
</tr>
<tr>
<td>PCS orders.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 3-10. Reserved</th>
</tr>
</thead>
</table>

**032402. Senior Reserve Officer Training Corps (SROTC)—Advanced Training**

A. **Eligibility**. An SROTC applicant or a Service member appointed for advanced training is authorized travel and transportation allowances for travel to observe military functions or operations, for medical or other examinations, or for other observations the Service concerned deems appropriate.

B. **Allowances**. Allowances for an SROTC applicant or appointee are listed in Table 3-11.

<table>
<thead>
<tr>
<th>Table 3-11. Allowances for SROTC Applicants and Service Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>an RC member or designated applicant is appointed to SROTC</td>
</tr>
<tr>
<td>Advance Training under 10 U.S.C. § 2104 (53 Comp. Gen. 957</td>
</tr>
<tr>
<td>(1974)),</td>
</tr>
<tr>
<td>Government or Government-procured transportation and</td>
</tr>
<tr>
<td>Government-supplied meals are authorized, but the traveler</td>
</tr>
<tr>
<td>uses a POV,</td>
</tr>
<tr>
<td>transportation for part of the journey is personally</td>
</tr>
<tr>
<td>procured,</td>
</tr>
</tbody>
</table>
### Table 3-11. Allowances for SROTC Applicants and Service Members

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>travel is by mixed modes, transportation terminals and both the RC member’s home and activity site.</td>
<td>the allowance is the TDY automobile mileage rate for the DTOD distance for the official travel, but no per diem. Reimbursement cannot exceed what the cost would have been for Government-procured transportation plus Government-supplied meals for travel between the authorized points minus the cost of any actually provided Government transportation or meals.</td>
</tr>
<tr>
<td>through no fault of the traveler, a delay occurs at a place where no Government quarters or Government dining facility are available (B-195791, March 31, 1980),</td>
<td>reimbursement for occasional meals and occasional lodging as specified in Chapter 2 is authorized when traveling to or from field training or practice cruises</td>
</tr>
</tbody>
</table>

### 032403. Traveler in the Financial Assistance Program for SROTC Cadets or Midshipmen

A. **Eligibility.** A cadet and midshipman who performs TDY travel away from the educational institution is authorized travel and transportation allowances (10 U.S.C. § 2107).

B. **Allowances.**

1. The standard travel and transportation allowances specified in Chapter 2 are authorized, except no per diem is authorized when both Government quarters—other than temporary lodging facilities—and Government dining facilities are available for either of the following:

   a. While performing field or at-sea training.

   b. Travel from home or the SROTC unit location specified in the travel authorization to the place designated for field or at-sea training and return.

2. For TDY under this paragraph, a Government dining facility is a facility designated for officers’ use except when other dining facilities have been designated for use by SROTC members.

3. The automobile mileage rate may be paid for the return trip to the location specified in the travel authorization before an RC member departs from either the field or at-sea training site.

### 032404. Reserve Officer Training Corps (ROTC) Cadet on Recruiting Duty

A. **Eligibility.** An ROTC cadet who performs recruiting duty while attending the educational institution at which the ROTC unit is located may be eligible for travel allowances.

B. **Allowances.** The ROTC cadet may be authorized per diem or AEA on an ITA for recruiting duty performed while attending the education institution where the ROTC unit is located. However, no allowances are authorized when the recruiting duty is in the local area of the cadet’s residence while at the educational institution. See Section 0206.
0325 Spousal Training

032501. Spouse’s Presence Furthers DoD’s Interests

A. Eligibility. A spouse of a Service member or civilian employee may be eligible for travel allowances when the spouse’s presence would provide a direct benefit to further the interests of the DoD, the Military Service, or the command. This determination can only be made by using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff, the Chairman’s designated representative for personnel assigned to the Joint Staff, or a Combatant Commander. The spouse’s travel must be considered mission-essential. The spouse of a Service member or civilian employee may travel at Government expense to attend:

1. A Service-endorsed training course or briefing and subsequently performs a voluntary and direct service incident to such training or briefing (27 Comp. Gen. 183 (1947)) or

2. A briefing or training in which the DoD imparts critical knowledge and information to prepare for life in areas where they may be in danger from terrorist activities or political unrest needed when moving to and residing abroad as a result of the Service member's prospective service (71 Comp. Gen. 6 (1991)).

B. Allowances. The AO may authorize or approve transportation, per diem, or other actual expense allowances if the individual is eligible to travel.

0326 Civilian Employee

A civilian employee may attend training at the PDS or in a TDY status away from the PDS and receive the standard travel and transportation allowances specified in Chapter 2. When sending a civilian employee to training, the DoD Component must determine if the event is primarily for training or for work performance. Each training event, and any move associated with it, must be evaluated individually to determine if training allowances apply.

**Note:** For conference training, see Section 0321.

032601. Training in the PDS

A. Eligibility. A civilian employee attending training courses in the PDS area may be eligible for travel allowances.

B. Allowances. See Table 3-12 for allowances available to a civilian employee while training.

<table>
<thead>
<tr>
<th>Table 3-12. Civilian Employee Training in the PDS Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>a civilian employee is training at the PDS,</td>
</tr>
<tr>
<td>a civilian employee is training in the PDS area, but not at the PDS,</td>
</tr>
</tbody>
</table>
Table 3-12. Civilian Employee Training in the PDS Area

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a civilian employee is training in the PDS area, but not at the PDS, and an overnight stay is required at the training location,</td>
<td>the AO may authorize or approve per diem or AEA, round-trip TDY mileage for POV use or the cost of round-trip public transportation from the residence to the training location.</td>
</tr>
</tbody>
</table>


032602. Training outside the PDS Area


B. Allowances. The civilian employee may receive the standard travel and transportation allowances specified in Chapter 2 or authorized dependent (no per diem) and household transportation allowances. The AO must compare the cost and if the cost of round trip transportation for dependents and HHG is less than the total per diem or AEA the employee would receive, then the AO may authorize round trip dependent and HHG transportation. See Chapter 5 for allowances available when training is in conjunction with a PCS and the civilian employee will not return to the old PDS.

Table 3-13. Pay Either

<table>
<thead>
<tr>
<th>TDY</th>
<th>Dependent and HHG Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total per diem or AEA available to the civilian employee in Chapter 2. If specific rates are established in accordance with par. 020308 consider the special rate.</td>
<td>HHG shipping</td>
</tr>
<tr>
<td></td>
<td>Round-trip transportation of a dependent to the training location (no per diem)</td>
</tr>
</tbody>
</table>

1. When standard travel and transportation allowances are authorized or approved, the allowances are described in Table 3-14.

Table 3-14. Specific Rules for TDY Training outside the PDS

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a civilian employee is authorized per diem or AEA, but instead commutes between the training location and the PDS,</td>
<td>the rules for voluntary return to the PDS apply, as specified in par. 020312.</td>
</tr>
<tr>
<td>a contracting officer contracts for rooms or meals directly with the school or institution sponsoring the training course,</td>
<td>the lodging and meals may exceed the applicable per diem rate for a civilian employee when the lodging and meals are included as part of the training costs. The total actual cost for lodging and M&amp;IE may exceed the applicable per diem rate. The civilian employee is authorized only incidental expenses.</td>
</tr>
<tr>
<td>items are contracted or rented with the option to buy,</td>
<td>reimbursement is not authorized.</td>
</tr>
<tr>
<td>readiness requires Government dining facility use, the Secretary concerned may authorize Essential Unit Messing for particular courses,</td>
<td>a civilian employee receives the incidental expenses portion of per diem and the discount Government meal rate. The AO may authorize occasional meals for commercial meals the civilian employee is required to</td>
</tr>
</tbody>
</table>
Table 3-14. Specific Rules for TDY Training outside the PDS

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a civilian employee pays for Government quarters during training at the Survival Training School at Fairchild Air Force Base, Washington,</td>
<td>the fixed $12.50 per diem rate at this location is increased by the actual amount of the Government quarters charge. No per diem is payable during field duty and compound training periods.</td>
</tr>
</tbody>
</table>

2. When movement of dependents and HHG is authorized or approved, the following provisions apply.

Note: Dependent travel and HHG transportation are specified in Chapter 5.

Table 3-15. Allowances for Dependent and HHG Transportation

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a dependent and HHG are moved to the training site,</td>
<td>the civilian employee receives no per diem at the training site only while traveling.</td>
</tr>
<tr>
<td>at the training site or traveling en route,</td>
<td>the dependent receives no per diem.</td>
</tr>
<tr>
<td>a civilian employee and a dependent travel together to the training site by POV,</td>
<td>a monetary allowance in lieu of transportation (MALT) is payable, as specified in Chapter 5.</td>
</tr>
<tr>
<td>transportation has not started,</td>
<td>the authorization for dependent and HHG transportation can be changed to per diem or AEA for the civilian employee as specified in Chapter 2.</td>
</tr>
<tr>
<td>transportation has started,</td>
<td>the civilian employee’s allowances and the Government’s obligation are fixed and cannot be changed.</td>
</tr>
</tbody>
</table>
CHAPTER 3: TDY TRAVEL

PART C: DEPLOYMENTS, EXERCISES, MANEUVERS, WAR GAMES, AND CONTINGENCY OPERATIONS

0327 Routine or Rotational Deployments

The Services have missions that require routine and rotational deployments. These deployments are not specifically attached to a combatant command (CCMD) or a joint task force (JTF). It is the responsibility of the Senior Commander of the deployment to ensure equity of travel and transportation allowances among deployment participants.

032701. Deployment Allowances

A. Eligibility. Service members who participate in routine rotational deployments may be eligible for travel allowances.

B. Allowances.

1. In preparation for the deployment an advance party often arrives at the planned deployment location to ensure operational readiness. Upon completion of the routine deployment, a rear party remains behind to ensure any actions necessary to vacate the location and end the event are completed.

2. Transportation modes are specified in the travel authorization and transportation allowances for the directed mode are as specified in Chapter 2.

3. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

4. A Service member on a routine rotational deployment should be in a group travel status with no per diem authorized for the trip to and from the deployment location. While at the deployment location, these participants are normally in a field duty status and receive no per diem.

5. The Secretary concerned may authorize per diem as specified in paragraph (par.) 020315, “Other Circumstances Impacting a Traveler’s Per Diem,” when lodging, meals, or incidentals are not provided.

6. The Secretary concerned may authorize a reduced per diem rate as authorized in par. 020315-D4.

0328 Exercises, Maneuvers, and War Games

Exercises, maneuvers, war games and similar events are all types of TDY intended to enhance military readiness. Advance parties and rear parties (par. 032701) are often used in these events. These events may involve only one Service or multiple Services, one or more Joint Commands, CCMDs, JTFs, coalition forces from other counties, and any combination of these potential participants.
032801. Exercises, Maneuvers, and War Games Allowances

A. **Eligibility.** A Service member or a civilian employee who participates in field training exercises, practice maneuvers, simulated wartime operations, and JTF exercises (must be field duty) that enhance unit readiness and mission capability are eligible for travel allowances. The U.S. Coast Guard may be part of a JTF performing exercises, maneuvers, or war games and is eligible for travel allowances.

B. **Allowances.**

1. Transportation modes are specified in the travel authorization and transportation allowances are as specified in Chapter 2 for the mode directed.

2. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

3. A participating Service member is normally in a field-duty status. No per diem is payable when lodging, meals, and incidentals are provided. However, per diem may be authorized as specified in par. 020315 when lodging, meals, or incidentals are not provided. If a status other than field duty is designated, then Service members receive the standard travel and transportation allowances specified in Chapter 2.

4. A civilian employee is considered in a field duty status. No per diem is payable when a Government dining facility—including meals ready to eat—and Government-provided lodging are available. “Government-provided lodging” includes non-transient barracks and tents. However, a civilian employee is authorized reimbursement for actual costs incurred for meals and lodging during the TDY. If a status other than field duty is designated, then a civilian employee receives the standard travel and transportation allowances specified in Chapter 2.

0329 Operational Deployments and Contingency Operations

032901. Reimbursement Options

A. **Eligibility.** A Service member or civilian employee who is temporarily assigned to a CCMD or JTF for operational deployment or contingency operations, and performing duty under similar conditions within the same area of responsibility (AOR), may be eligible for travel allowances.

B. **Allowances.** The CCDR or JTF Commander determines the TDY allowances, as specified in Chapter 2, including designating Essential Unit Messing or field duty, and when personnel travels together with limited or no reimbursement. The CCDR or JTF Commander must attempt to ensure that travel and transportation allowances in the AOR, and the requirements to receive them, are equitable among eligible travelers within the AOR.

1. The CCDR or JTF Commander may delegate, in writing, the authority to prescribe a different rate for lodging, meals, incidental expenses, or the entire per diem rate to a subordinate commander who directs the travel in individual travel cases.

   a. Services must be notified, in writing, of delegations of authority.
b. The CCDR and JTF Commander’s decision about what is payable must be stated in the travel authorization. The determination of the CCDR and JTF Commander supersedes what the AO puts in the TDY order.

2. The Secretarial Process for each Service may direct a TDY option different than the one used for a CCMD or JTF traveler who is either of the following:

a. Not located in the CCMD or JTF AOR, but operating in a support capacity.

b. Located in the CCMD or JTF AOR, but not part of the CCMD or JTF.

C. Special Rules for Deployment and Contingency Travel. If a Service member or civilian employee travels from one TDY location in an AOR to another TDY location within the same AOR, the standard per diem calculation rules in par. 020310-D do not apply. Instead, the CCDR or JTF Commander for the AOR or contingency operation establishes the per diem rate for the travel day between TDY locations within the AOR. If the availability of Government quarters and dining facilities changes between the two locations in the AOR, then the per diem is based on the new TDY location when authorized or approved by the CCDR, JTF Commander, or designee.

1. If a Service member or civilian employee travels from one location in an AOR to another location within the same AOR, the per diem does not change unless lodging meals or incidentals are not available and a statement of non-availability is provided.

2. If a Service member or civilian employee is traveling into or out of an AOR, then the rules specified in Chapter 2 apply for the regular travel days while en route between TDY locations. See computation example.

3. If a Service member or civilian employee consumes meals at the CCMD or JTF temporary dining facility and is charged the discounted Government meal rate (GMR), reimbursement is for the discounted GMR plus one of the following incidental expense amounts listed in Table 3-16.

<table>
<thead>
<tr>
<th>Table 3-16. Incidental Expense Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>If…</td>
</tr>
<tr>
<td>the traveler is sent TDY to a location in the CONUS,</td>
</tr>
<tr>
<td>the traveler is TDY to a U.S. installation OCONUS and Government quarters are available on the installation,</td>
</tr>
<tr>
<td>the CCDR or JTF Commander determines that $3.50 is adequate,</td>
</tr>
<tr>
<td>the traveler’s TDY location is not a U.S. installation,</td>
</tr>
</tbody>
</table>

4. When a Service member is assigned to a contingency operation for 181 or more days at one location, the Secretary concerned may direct the use of Government contract quarters. These contracted quarters may be at or near the U.S. installation and are specifically for Service members on the contingency operations. When the location is in the AOR, GMR can be directed when in Government contract quarters off of a U.S. installation.
5. When a civilian employee is deployed to Afghanistan or Iraq to support ongoing contingency operations, the requirements for a TDY of 181 or more consecutive days do not apply. The authority to exceed 180 days for this type of a TDY was extended indefinitely by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum, “Extended Temporary Duty Assignments to Iraq and Afghanistan,” dated January 6, 2014. Before travel begins, the travel authorization must cite the February 12, 2008, USD(P&R) memorandum, “Building Increased Civilian Deployment Capacity,” as the waiver authority, which does not require Under Secretary of Defense for Civilian Personnel Policy review. This provision also applies to a non-DoD civilian employee if the travel authorization is DoD-funded.

032902. Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation

For allowances when a civilian employee in support of a contingency operation takes leave, see par. 020312. For purposes of this paragraph, an “authorized absence” refers to a period when a Service member is in an authorized leave status or when the Service member’s absence is otherwise authorized under regulations prescribed by the Secretary concerned (37 U.S.C. § 474b(d)).

A. Eligibility. A Service member deployed in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be eligible for TDY lodging as a miscellaneous reimbursable expense provided all four of the following criteria are met:

1. TDY in support of a contingency operation for 31 or more days.
2. Performing duty away from home or the PDS immediately before taking the authorized absence.
3. Receiving per diem for lodging expenses.
4. Returns to the TDY location at the end of the authorized absence.

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member’s PDS or home.

1. If the Service member was receiving per diem under the “lodging plus” method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.
2. If the Service member was receiving a long-term, flat-rate per diem allowance, then reimbursement of the actual cost of lodging at the TDY location is limited to what the Service member would have received if the authorized absence had not been taken.

032903. HHG Storage for a Service Member on TDY for an Operational Deployment or Contingency Operation

HHG storage for a Service member may be authorized as either “storage in transit” (SIT) or “special storage.” Refer to par. 020502 for allowances.
032904. POV Storage when a Service Member is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A Service member may be eligible to have one POV stored at Government expense when on a contingency operation for 31 or more days. The storage facility must be a commercial storage facility and the vehicle size must conform to the Surface Deployment and Distribution Command storage contract maximum standard size. The Secretarial Process may authorize or approve the storage of an oversized POV if the Service member requires the oversized POV for medical reasons.

B. Allowances. An eligible Service member may be authorized or approved the POV storage allowances specified in Chapter 5, Part A.

032905. POV Storage when a Civilian Employee is TDY for an Operational Deployment or Contingency Operation

A. Eligibility. A civilian employee or dependent is eligible to have one POV stored at Government expense if the civilian employee is assigned a temporary change of station (TCS) in support of a contingency operation, including humanitarian operations, peacekeeping operations, and similar operations. The POV must be owned or leased for personal use by the civilian employee or dependent. Additionally, the civilian employee must be eligible for TCS allowances and the head of the Agency must determine it would be to the Government’s advantage to authorize POV storage.

B. Allowances. The POV storage must be in a commercial storage facility. It may be at a place determined to be reasonable by the Agency concerned. Allowable expenses include POV storage preparation, actual storage cost, and POV preparation for removal from storage after the TDY is ended; transportation of the POV to and from the storage facility; and other necessary expenses related directly to POV storage and transportation. However, POV insurance costs while in storage are the civilian employee’s financial responsibility.
CHAPTER 3: TDY TRAVEL

PART D: MEDICAL TRAVEL

Refer to paragraph (par.) 020601, “TDY within the PDS Local Area but outside the PDS Limits,” for travel to a medical facility in the local area.

0330 Various Types of Medical Travel

033001. Inpatient, Hospitalization, Rehabilitation, and Outpatient

A. Eligibility. A Service member who is an inpatient, in an outpatient status away from the permanent duty station (PDS), or who is assigned to a rehabilitation center, may be eligible for travel and transportation allowances. An “outpatient status” means that the patient is no longer assigned a bed, but is in a non-leave status. An outpatient is not medically able to return to duty, but is continuing treatment.

B. Allowances.

   1. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

   2. An AO may approve reimbursement of occasional lodging when the Service member must retain lodging at the same or a prior TDY location (see par. 020305).

   3. A Service member eligible for allowances under the Pay and Allowance Continuation Program receives the incidental expense portion of per diem (see DoDFMR, Vol. 7A, Chapter 13).

   4. A Service member assigned to a rehabilitation center or activity for training or treatment is not authorized per diem when both Government quarters and a dining facility are available.

033002. Emergency Travel Due to Illness or Injury

A. Eligibility. A civilian employee who must discontinue TDY due to illness or injury may be authorized travel and transportation allowances based on the civilian employee’s personal situation and the Service’s or DoD’s mission (see FTR § 301-30).

B. Allowances. The civilian employee should contact the AO immediately for instructions when TDY must be discontinued due to illness or injury. A civilian employee who returns to the PDS or home because of an incapacitating illness or injury is authorized the standard travel and transportation allowances specified in Chapter 2. Allowances for all other eligible travelers follow.

1. Per Diem

Note: Per diem is not allowed at the alternate location. An “alternate location” is a destination other than the civilian employee’s PDS or the point of interruption where necessary medical services or emergency situations exist.
Chapter 3: TDY Travel
Part D: Medical Travel

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[72x51]09/01/17

[512x51]3D

[525x51]2

0330-0332

a. Per diem is authorized for a civilian employee who discontinues the TDY assignment and takes any type of leave due to an incapacitating illness or injury. However, it:

(1) Must not exceed the per diem rate for the TDY location at which the interruption occurs.

(2) May be continued at the location where the injury or illness occurred, or is being treated, for 14 or fewer days unless authorized by the Service or Department of Defense (DoD) Component.

b. Per diem is not authorized in the following circumstances while a civilian employee is confined to a hospital or medical facility:

(1) In the vicinity of the PDS.

(2) That is the same hospital or medical facility the civilian employee would have been admitted to had the injury or illness occurred at the PDS.

(3) If the civilian employee is paid or reimbursed for hospital expenses under any Federal statute, including for hospitalization in a Department of Veterans Affairs Medical Center or military hospital. However, the civilian employee receives per diem if medical expenses are paid under the Federal Employees Health Benefits Program while in a travel status (5 U.S.C. § 8901-8913).

2. Transportation. A civilian employee who interrupts the TDY and takes leave to travel to obtain medical services at an alternate location and then returns to the TDY may be authorized certain excess transportation costs. See Table 3-17 to determine excess transportation costs. Excess transportation costs are not payable for medical services obtained from the nearest hospital or medical facility because it is not considered an alternate location.

3. Attendant or Escort. An attendant or escort is only authorized transportation expenses, not per diem, to accompany a civilian employee. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA. Authorization may include either round-trip or one-way transportation between the PDS and TDY location (B-169917, July 13, 1970). A medical authority must certify that an attendant is medically necessary.

C. Reimbursement. Reimbursement may be authorized for excess travel costs. Calculate the excess travel costs by adding the actual travel costs from the interruption point, to the alternate location, and return to the TDY location and subtracting the total from the constructed cost of round-trip travel between the PDS and the alternate location. The “interruption point” is where a civilian employee discontinues a travel assignment because of an incapacitating illness or injury and includes the nearest hospital or medical facility capable of treating the civilian employee. These costs are computed as follows in Table 3-17.
Table 3-17. Calculating Excess Transportation Costs

<table>
<thead>
<tr>
<th>Type of Excess Cost</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actual Travel</strong></td>
<td>The transportation costs incurred to the per diem allowed for traveling from the interruption point to the alternate location and the per diem allowed for traveling from the alternate location plus the TDY assignment. The total does not include per diem while the traveler is at the alternate location because it is not authorized.</td>
</tr>
<tr>
<td><strong>Policy-Constructed Travel</strong></td>
<td>The transportation expenses that the traveler would have incurred for round-trip travel between the PDS and the alternate location plus the per diem allowed for the time spent traveling between those two places.</td>
</tr>
</tbody>
</table>

Compare the actual travel cost to the policy-constructed travel cost and pay the lessor amount.

033003. Convalescent Leave Transportation

A. **Eligibility.** A Service member traveling due to illness or injury while eligible for hostile fire pay may be eligible for transportation allowances (37 U.S.C. § 481a).

B. **Allowances.** A Service member is authorized transportation from his or her place of medical treatment in the continental United States (CONUS) to a place that he or she selects, and that is authorized or approved through the Secretarial Process, and from that location to any medical treatment location. If deemed necessary by the attending physician, additional trips may be authorized through the Secretarial Process.

1. Transportation in-kind or Government-procured transportation must be used to the maximum extent possible. When such Government transportation is impractical to use, the Service member may instead use personally procured commercial transportation, but only if he or she arranges it through the Travel Management Company (TMC), or he or she can use a privately owned automobile. A Service member using a privately owned vehicle (POV) is reimbursed for the official distance traveled at the TDY automobile mileage rate.

2. No per diem is authorized.

033004. Service Member on the Temporary Disability Retired List (TDRL) Required to Submit to Periodic Physical Examinations

A. **Eligibility.**

1. The following Service members are eligible for travel allowances:

   a. A Service member on the TDRL who is traveling to a medical facility for a required periodic physical examination.

   b. A Service member who is retired or separated due to a physical disability and is traveling to a hearing before the Physical Examination Board.

2. Eligibility ends when TDRL status expires.
B. Allowances.

1. When both the Service member’s home and the medical facility or hearing location are within the same corporate city limits, travelers receive local transportation reimbursement. For the purpose of travel under TDRL, the Service member’s home is the PDS.

2. When outside the corporate limits, a Service member is authorized the standard travel and transportation allowances specified in Chapter 2 for travel to and from the medical facility. The same allowances apply to, from, and during a hearing.

3. A Service member admitted as an inpatient is reimbursed the actual cost charged by the hospital for daily meals. This rate begins day after arrival and continues through the day before departure. If the Service member is an outpatient, he or she receives the standard travel and transportation allowances specified in Chapter 2.

4. An attendant or escort may be authorized per Agency or Service regulations if the Service member is incapable of traveling alone.

C. Attendant or Escort. If authorized or approved, the attendant or escort may receive the standard travel and transportation allowances specified in Chapter 2. An attendant or escort who is neither a Service member nor civilian employee is issued an invitational travel authorization (ITA).

033005. Transfer to or from a Medical Facility or to Home—Including Insane or Mentally Incompetent Patients

A. Eligibility. A patient who is an active-duty Service member and is ordered to travel for necessary medical care is eligible for travel and transportation allowances.

B. Allowances.

1. A Service member is authorized the standard travel and transportation allowances specified in Chapter 2 or permanent change of station (PCS) allowances, as applicable. Advances may be paid against such allowances to an attendant or escort.

2. When transportation in-kind is furnished, the Service member patient and attendant or escort must be furnished in closed room accommodations when required under Service regulations.

C. Attendant or Escort. If an attendant or escort is authorized, he or she is eligible for the standard travel and transportation allowances specified in Chapter 2 for civilian employees. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

033006. Service Member Discharged from St. Elizabeth’s Hospital, a Department of Health and Human Services (HHS) Medical Facility, or a Veterans Affairs Medical Center

A. Eligibility. A Service member who is a patient in St. Elizabeth’s Hospital, an HHS medical facility, or a Veteran’s Affairs Medical Center and is discharged from the medical facility may be eligible for travel allowances.
B. Allowances.

1. A Service member in the care of an attendant or escort who was discharged from the Service upon entry to the medical facility, and subsequently discharged from the medical facility, is:

   a. Not authorized travel and transportation allowances if the medical facility is in the locality of the Service member’s home.

   b. Authorized monetary allowance in lieu of transportation (MALT) Plus from the medical facility to the Service member’s home if the medical facility is not in the locality of the Service member’s home. See Chapter 5 for details on MALT Plus.

2. A Service member who was not discharged from the Service, upon admission to the medical facility for observation and treatment, is authorized PCS travel and transportation allowances upon release from the medical facility.

033007. Medical Specialty Care Travel of More Than 100 Miles

This paragraph does not apply to a dependent outside of the continental United States (OCONUS) or to an active-duty Service member who is authorized medical travel.

A. Eligibility. A patient who requires non-emergency specialty care located more than 100 miles from the primary care manager’s (PCM) office may be eligible for travel allowances if:

1. The patient is a TRICARE Prime enrollee (based on policy from OASD/Health Affairs policy, TRICARE Management Activity memorandum, dated June 22, 2001).

   a. The military treatment facility where the TRICARE Prime member is enrolled, or the Lead Agent if the TRICARE Prime member is enrolled with a civilian PCM, determines if the specialty care is more than 100 miles from the PCM.

   b. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

2. The retired Service member has a combat-related disability and is not a TRICARE Prime enrollee, but requires follow-up specialty care, services, and supplies for that particular disability (based on policy from OASD/Health Affairs policy, TRICARE Management Activity/Health Plan Operations memorandum, July 14, 2009).

   a. A TRICARE Regional Office in the region where the retired Service member resides determines if the specialty care is more than 100 miles from the PCM.

   b. The retired Service member may travel for subsequent specialty referrals for that particular disability when authorized by the primary care provider.

B. Allowances.

1. Transportation
a. Government transportation should be used to the maximum extent practicable.

b. If Government transportation is not available, a patient who needs specialty medical care may be authorized or approved to use the following modes of transportation:

   (1) Government-procured commercial transportation.

   (a) The home and the terminal.

   (b) The terminal and the specialty care provider facility.

   (c) The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

   (2) Personally procured commercial transportation.

   (a) The actual cost of the transportation is authorized, not to exceed the cost if Government-procured transportation had been available.

   (b) Reimbursement is authorized for actual expenses for round-trip transportation between:

          1. The home and the terminal.

          2. The terminal and the specialty care provider facility.

          3. The specialty care provider facility and lodging, and for all trips the patient must make between these two places.

   (c) The transportation mode used must be the least costly available that meets the patient’s needs.

   (3) POV.

   (a) Reimbursement is authorized at the Other Mileage Rate for the official distance between the patient’s residence and the specialty care facility. A cost comparison is not required.

   (b) Reimbursement is authorized for parking fees and highway, bridge, and tunnel tolls.

2. Lodging and Meals. Reimbursement is authorized for the actual cost of lodging—including tax, tip, and service charges—and the actual cost of meals—including tax and tips, but not including alcoholic beverages—limited to the locality per diem rate. Refer to Table 2-13 for rules on lodging taxes.

3. No other reimbursable expenses are authorized.

4. A medical authority may authorize a parent, guardian, or another adult member of the patient’s family who is 21 years of age or older to serve as an attendant. The patient and the attendant cannot be reimbursed for the same travel expense.
C. **Attendant.** If authorized, round-trip travel and transportation allowances are payable to only one attendant.

1. An eligible attendant who also is a Service member or a civilian employee receives the standard travel and transportation allowances in Chapter 2.

2. Other family members who are 21 years of age or older are authorized reimbursement of travel and transportation expenses as in par. B above. A family member in this category is issued an ITA or is included on the patient’s travel authorization and identified as an attendant.

3. A travel authorization for an attendant is limited to 30 days unless a medical authority authorizes or approves an extension. Extensions are limited to 30 days beyond the date of the amended travel authorization so that long-term TDY flat-rate per diem does not apply.

   a. Travel authorizations for attendants must cite this paragraph as authority.

   b. A written statement by the medical authority, military or civilian, must support the travel authorization that specifies travel to a specialty care provider facility is necessary.

033008. **Medical and Dental Care for an Injury, Illness, or Disease Incurred or Aggravated in the Line of Duty for a Reserve Component (RC) Member**

A. **Eligibility.** An RC member is authorized to receive travel allowances when authorized medical or dental care for an injury, illness, or disease incurred or aggravated while (10 U.S.C. § 1074a):

1. On active duty for a period of 30 or fewer days.

2. On Inactive Duty Training (IDT).

3. On funeral honors duty or lodged overnight immediately before serving on funeral honors duty at a location outside the commuting distance of the RC member’s residence.

4. Traveling directly to or from a place where the RC member performs or has performed one of the following: active duty for a period of 30 or fewer days, IDT, or funeral honors duty.

B. **Allowances.**

1. The standard travel and transportation allowances specified in Chapter 2 are authorized for a Service member to travel between home and the treatment facility.

2. No allowances are authorized while at the treatment facility.

3. Allowances are not authorized if the injury is sustained or aggravated as a result of the Service member’s gross negligence or misconduct.

033009. **Organ Donation**

An AO may authorize invitational travel using an ITA when travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.
033010. Participation in Health Surveillance Program

A former civilian employee invited to participate in a DoD Health Surveillance Program consistent with DoD Instruction (DoDI) 6055.05, “Occupational and Environmental Health (OEH),” dated November 11, 2011, may be issued an ITA. A Service may authorize or approve per diem and round-trip transportation between the residence and the medical facility to complete the health-surveillance evaluation.

033011. Service Member Escort or Attendant for Dependent Transferred Between Medical Facilities in CONUS

A Service member may be authorized as an escort or attendant, for a dependent that is transferred in a patient status from one medical facility to another in the CONUS, when required treatment is not available.

0331 Medical Travel When Stationed OCONUS

033101. Dependent Medical Care Travel OCONUS

A. Eligibility. A medical authority must determine the dependent’s medical or dental care is necessary. If a medical authority is unavailable, then reference this paragraph (see par. 033101-C).

1. A dependent located OCONUS who has an active-duty sponsor who has been authorized, through the Secretarial Process, to receive medical care in a Service medical facility without reimbursement, may be eligible for travel and transportation allowances. The dependent must be accompanying a Service member who has been on active duty for 31 or more days, and the required medical or dental care must be unavailable at the PDS area OCONUS.

2. Transportation is not authorized for a dependent participating in a dental care plan (currently TRICARE) except for:

   a. Emergency dental care.

   b. Dental care provided at a location OCONUS.

   c. Dental care not covered by the dental plan.

3. A dependent who travels for elective surgery is ineligible for travel and transportation reimbursement.

B. Allowances.

1. Transportation. An eligible dependent may receive transportation to the nearest medical or dental facility where adequate care is available. A dependent’s return transportation is authorized to the Service member’s PDS or to another place the AO determines to be appropriate.
a. Government transportation should be used to and from a medical or dental facility when available and meets the travel requirements. If Government transportation is not available, then a Service member’s dependent who is a patient must be transported by one of the following:

(1) Government-procured commercial transportation.

(2) Personally procured transportation, limited to the actual cost of the transportation and to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

(3) POV authorized at the Other Mileage Rate for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. If multiple official travelers are in a POV, then only the person responsible for the vehicle’s operating expenses is reimbursed mileage. Reimbursement for personally procured transportation is limited to what it would have cost had the Government furnished the transportation, unless Government or Government-procured transportation is not available.

b. An outpatient is reimbursed for the actual expenses for transportation between the transportation terminal, the medical or dental facility, and the lodging used for care received outside the Service member’s PDS area. The transportation mode used should be the least costly mode that meets the patient’s needs. If a POV is used, then the person responsible for its operating expenses is reimbursed at the Other Mileage Rate, based on odometer readings of distance traveled.

2. Lodging and Meals. An eligible dependent may be authorized the following at the medical or dental facility:

a. The actual cost of lodging—including tax, tips, and service charges—limited to the lodging portion of the locality per diem rate.

b. The actual cost of meals—including taxes and tips, but excluding alcoholic beverages—and incidental expenses, limited to the maximum meal rate and incidental expenses (M&IE) portion of the locality per diem rate.

Note: A dependent is not authorized reimbursement for meals for round-trip travel that is performed within 12 hours.

c. A newborn infant is authorized actual expense not to exceed one-half of the applicable daily locality M&IE rate.


a. The authorization for an attendant or escort must be cited on the travel authorization.

b. The Agency directing the travel funds the attendant or escort travel.
5. **Accompanying Dependent.** The AO may authorize an accompanying dependent who is neither an attendant nor escort if all of the following conditions apply:

   a. The accompanying dependent is command-sponsored at the PDS OCONUS and incapable of self-support.
   
   b. No suitable care arrangements can be made at the PDS OCONUS.
   
   c. The travel is in the Government’s interest.

   **C. Documentation.**

   1. A written statement from a medical authority must support the need for travel confirming both of the following:

      a. The seriousness of the condition.
      
      b. The absence of adequate military and civilian facilities for proper treatment.

   2. A travel authorization is required to support reimbursement.

      a. The travel authorization must cite this paragraph by number as the authority for travel.
      
      b. For all non-emergency medical care, the medical facility must agree to accept the patient before the AO issues a travel authorization.
      
      c. If a medical authority is not available, the travel authorization must indicate this. The AO may determine in that case if proper medical or dental facilities are not available.

   **D. Attendant or Escort.**

   1. An attendant or escort is authorized the standard travel and transportation allowances specified in Chapter 2.

   2. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

   3. A non-Government civilian serving as an attendant or escort must be issued an ITA.

   **E. Accompanying Dependent.** An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the Service member. This authority should be used as a last resort.

   **F. Funds Advance.** A travel advance is authorized for the patient and the attendant or escort in accordance with the DoD Component’s policy and par. 010204.
033102. Medical Travel and Transportation Allowances When a Civilian Employee Is Assigned to a Foreign PDS OCONUS

A locally hired civilian employee who does not have a Service agreement is ineligible for this allowance.

A. Eligibility. An eligible civilian employee assigned to a foreign PDS OCONUS, or the civilian employee’s dependent, may be authorized travel and transportation to another location when the local medical facilities (military or civilian) cannot accommodate his or her medical or dental needs. The Secretarial Process determines when the local medical facilities cannot accommodate.

1. Eligible individuals include:

   a. A civilian employee permanently assigned to a foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

   b. A dependent who resides with the civilian employee at the foreign PDS OCONUS or who is performing foreign PCS travel OCONUS.

   c. A dependent who boards at a foreign school OCONUS and otherwise resides with the civilian employee at the foreign PDS OCONUS.

   d. A dependent who was born during his or her mother’s health care travel.

   e. An attendant and an escort may be eligible to receive these medical travel allowances if the civilian employee or his or her dependent is incapable of traveling alone.

      (1) An attendant is appointed by a medical authority.

      (2) An escort is appointed by the civilian employee’s supervisor or AO.

   f. An accompanying dependent under the conditions in par. 033102-B5.

2. Eligibility factors include:

   a. A civilian employee or dependent who requires treatment that must be completed before the next scheduled renewal agreement travel (RAT) or environmental morale leave (EML) and, if delayed, could result in the condition becoming worse. This includes specialized examinations, special inoculations, obstetrical care, and hospitalization (GSBCA 15948-TRAV, April 30, 2003).

      (1) Schedule medical travel with other non-medical travel, if possible.

      (2) The travel may be authorized under the conditions and limitations in this Section whether or not the health care is at Government expense.

   b. A civilian employee or dependent requires dental care that, if delayed, could result in severe damage. Eligible dental care is defined Table 3-18.
Table 3-18. Eligible Dental Care for a Civilian Employee OCONUS

<table>
<thead>
<tr>
<th>Type of Care</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Dental</td>
<td>Required care is treatment that must be completed before the next RAT or EML travel and, if delayed, could result in a need for Emergency Dental Care.</td>
</tr>
<tr>
<td>Orthodontic Dental</td>
<td>Orthodontic care is treatment required for proper occlusion.</td>
</tr>
<tr>
<td>Periodontal Disease</td>
<td>Periodontal care is treatment necessary to prevent permanent damage to the teeth and supporting structures.</td>
</tr>
</tbody>
</table>

3. Ineligible Medical and Dental Care. The following care is not considered required treatment and, therefore, does not meet the eligibility requirements:

   a. Medical care for elective treatment, routine medical examinations, or routine immunizations.

   b. Dental care for elective treatment, routine cleaning, superficial scaling, fluoridation treatment, or elective cosmetic dental treatment.

B. Allowances. The standard travel and transportation allowances in Chapter 2 are payable subject to the following limitations:

1. Transportation

   a. The AO authorizes appropriate transportation to the facility closest to the civilian employee’s PDS where suitable health care can be obtained, also known as the “designated point.” The AO determines the designated point based on the advice of a professional certifying physician.

   b. A civilian employee or dependent should use Air Mobility Command (AMC) resources when available and it meets the mission. The AO may authorize the standard travel and transportation allowances in Chapter 2 for health care transportation or follow the physician’s recommendation for travel by private airline, ambulance service, or other specialized medical transportation provider when needed.

   c. Transportation for health care is authorized from the foreign PDS OCONUS to the designated point and return to the PDS. However, an AO may authorize or approve transportation for health care to a location other than the designated point at the civilian employee’s request.

(1) Transportation reimbursement to and from the civilian employee’s requested location is limited to what the cost of the Government would have been had the official traveler arrived at the designated point.

(2) The civilian employee must agree, in writing to pay or reimburse the Government any excess travel and transportation costs incurred by the civilian employee or his or her dependent, or accompanying family members. See “Sample Excess Cost Agreement” in Appendix X.

(3) An obstetrical patient may choose to travel to the CONUS or non-foreign area OCONUS, but transportation at Government expense is authorized only to the nearest port of embarkation in the CONUS. Alternately, an obstetrical patient may choose to travel to a foreign location OCONUS that is not the “designated point,” provided an Excess Cost Agreement is executed.
(4) A civilian employee or his or her dependent is only authorized health care transportation once per year for required dental care. The year begins on the first day of health care travel for the required dental care.

2. **Baggage.** The AO may authorize or approve excess accompanied baggage for medical travel because of climatic factors, health care necessity, or other adequate reasons in accordance with par. 020207.

3. **Per Diem**
   a. Per diem is not payable for hospital stays.
   b. Per diem is only authorized for a maximum of 180 consecutive days, which includes all of the following:
      (1) Travel time to and from the designated point or elective destination.
      (2) Necessary delays before treatment and while awaiting return transportation.
      (3) Necessary outpatient treatment periods.
   c. Per diem for dental patients may not be authorized for more than:
      (1) Three days for emergency dental care. However, the AO may authorize a longer period if the severity of the dental condition requires more time to complete the emergency dental care.
      (2) One day for required dental care.
   d. Per diem may be authorized for travel periods to and from a location for health care other than the designated point requested by the civilian employee or his or her dependent. However, the number of days for which per diem is payable is based on the constructed travel time to and from the designated point.
   e. The per diem rate is based on the applicable locality rate. If the civilian employee or his or her dependent travels to a destination other than the designated point, then the per diem rate is limited to the rate for the designated point.
   f. Per diem for obstetric care travel may not be approved by the AO for 91 or more days, unless an early departure from, or a delayed return to, the PDS is medically required.
   g. A newborn infant is authorized per diem under the same circumstances and conditions as the mother, except at half the locality per diem rate.

4. **Attendant or Escort.** A civilian employee or dependent physically incapable of traveling alone may be authorized an attendant or escort. This authorization must be in the civilian employee’s or dependent’s travel authorization and cite this Section as the authority. An attendant or escort may be any person who provides the necessary assistance required by the civilian employee or dependent.

**Note:** A professional health care provider, attendant, or escort ordinarily is unnecessary on AMC medical evacuation flights.
5. Accompanying Family Member. The AO may authorize or approve a civilian employee or his or her dependent to have an accompanying family member on the medical travel if the AO determines that all three circumstances apply:

a. The family member is incapable of self-care at the PDS.

b. No suitable care arrangements can be made at the PDS.

c. The travel is in the Government’s interest.

6. Separate Maintenance Allowance (SMA)

The civilian employee can request a Voluntary SMA on behalf of the dependent. Refer to Department of State Standardized Regulation 260, “Separate Maintenance Allowance,” for details about the allowance.

C. Attendant or Escort. An attendant or escort is authorized to receive the standard travel and transportation allowances specified in Chapter 2. In addition to per diem for travel periods, an attendant or escort is authorized up to 3 days of per diem after arrival at the treatment center to consult with the treating health care providers and arrange return travel.

1. Travel Authorizations and Orders

a. A Service member or civilian employee serving as an attendant or escort travels under a TDY order.

b. A non-Government civilian serving as an attendant or escort must be issued an ITA or included on the same travel authorization as the civilian employee or dependent and identified on that authorization as the attendant or escort.

2. Contracting for an Attendant or Escort. The AO may authorize the PDS contracting officer to enter into a contract with a non-family member or a professional health care provider to provide reasonable compensation in addition to the standard travel and transportation allowances specified in Chapter 2, to include compensation for excess accompanied baggage.

3. Travel Authorization or Order Extension. In extraordinary cases, the AO may approve longer periods of per diem if the attendant or escort is the patient’s dependent and his or her presence is necessary to:

a. Help with the adult patient’s treatment regimen.

b. Resolve a minor patient’s medical problems, provide psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission or during outpatient treatment.

4. Non-Concurrent Travel. The AO may authorize an attendant to travel separately or at a different time than the patient when the need for an attendant arises during treatment or there is need for an attendant only during a portion of the patient’s travel.
D. **Accompanying Dependent.** An accompanying dependent is limited to round-trip air transportation between the PDS OCONUS and the medical facility. No per diem is payable and any further travel costs are the financial responsibility of the civilian employee. This authority should be used as a last resort.

**0332 Designated Individual and Non-Medical Attendant Traveling to a Wounded, Ill, or Injured Service Member or Civilian Employee**

**033201. Travel of a “Designated Individual” for the Health and Welfare of a Wounded or Ill Service Member**

A retired Service member who incurs a serious injury or illness after retirement, whose injury or illness reoccurs or is aggravated after retirement, or whose death becomes imminent after retirement is not covered under this authority.

A. **Eligibility.** An active-duty Service member, an RC member on active duty, a Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), a Senior Reserve Officers’ Training Corps (SROTC) cadet paid under 37 U.S.C. § 209(d), or a retired Service member who is seriously ill or seriously injured may be eligible to have up to three Designated Individuals visit him or her at a medical facility.

1. The attending physician or surgeon and the commander or head of the military medical facility in charge of the Service member must determine in writing that the presence of a “Designated Individual” is necessary for the Service member’s health and welfare. Once that determination is issued, the Service member may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit.

2. A Service member may change any or all of the Designated Individuals during the duration of the Service member’s inpatient treatment.

3. If the Service member is unable to select a Designated Individual, then the attending physician, surgeon, commander, or head of the military medical facility selects the Designated Individual.

4. A Service member who is seriously ill or seriously injured does not require a declaration of brain death or that electrical brain activity still exists when death is imminent.

<table>
<thead>
<tr>
<th>Table 3-19. Service Members Authorized Visits from Designated Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible Service Member</strong></td>
</tr>
<tr>
<td><strong>Active-duty Service Member</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>RC Member on Active Duty</strong></td>
</tr>
</tbody>
</table>
Table 3-19. Service Members Authorized Visits from Designated Individuals

<table>
<thead>
<tr>
<th>Eligible Service Member</th>
<th>Eligibility Criteria to Receive Designated Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC Member</td>
<td>- Physically disabled as the result of an injury, illness, wound, or disease incurred or aggravated, or when death is imminent.</td>
</tr>
<tr>
<td></td>
<td>- Hospitalized in a medical facility anywhere in the world as a result of illness, injury, or disease in the line of duty while performing Inactive Duty Training or while traveling directly to or from such training.</td>
</tr>
<tr>
<td>Retired Service Member</td>
<td>- Retired solely due to a wound, illness, or injury, or because death was imminent and he or she is hospitalized in a medical facility anywhere in the world.</td>
</tr>
<tr>
<td></td>
<td>- Travel should occur about the same time as the incident because the authority is not intended to provide transportation at a later date.</td>
</tr>
</tbody>
</table>

B. Allowances. If the attending physician or surgeon and the commander or head of the military medical facility in charge of the Service member determine in writing that the presence of a Designated Individual is necessary for the Service member’s health and welfare.

1. Transportation

   a. A Service member or civilian employee visiting a patient as a Designated Individual receives the standard travel and transportation allowances specified in Chapter 2.

   b. A person other than a Service member or a civilian employee visiting a patient as a Designated Individual is authorized round-trip transportation between the Designated Individual’s home and the medical facility where the Service member is hospitalized by one or a combination of the following:

      (1) Transportation in-kind.

      (2) Personally procured commercial transportation. TMC use is mandatory.

      (3) The automobile mileage rate for the official distance traveled by POV.

   c. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

   d. Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

   e. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

   f. Only one round-trip may be provided between the Designated Individual’s home and the medical facility in any 60-day period.

      (1) Not more than a total of three round trips may be provided in any 60-day period when a Service member authorized multiple Designated Individuals.
Chapter 3: TDY Travel

Part D: Medical Travel

2. Per Diem

   a. During any time period, only three Designated Individuals may be paid per diem.

   b. Per diem for a Designated Individual who is neither a Service member nor a DoD civilian receives per diem while in a travel status:

      (1) A Designated Individual is authorized per diem for round trip to a medical facility at Government expense:

         (a) While at the site during visits with the seriously wounded, ill, or injured Service member.

         (b) For return travel to the Designated Individual’s home.

      (2) It is not necessary to compare costs for voluntary trips away from the medical facility as described in par. 020312.

3. A Designated Individual may be authorized reimbursable expenses.

4. Travel Authorizations and Orders

   a. A Service member or civilian employee serving as a Designated Individual travels under a TDY order.

   b. A non-Government civilian serving as a Designated Individual must be issued an ITA.

C. Funding. The wounded or ill Service member’s organization is responsible for funding the travel of the Designated Individuals.

033202. Travel of a Non-Medical Attendant for a Seriously and Very Seriously Wounded, Ill, or Injured Service Member, Service Academy Cadet or Midshipman, or SROTC Cadet

A. Eligibility. A non-medical attendant is chosen by the Service member, the Service Academy cadet or midshipman paid under 37 U.S.C. § 209(d), or the SROTC cadet receiving pay under 37 U.S.C. § 209(d), who is hospitalized or requires continuing outpatient treatment for the wound, illness, or injury. The attending physician or surgeon and the commander or head of the military medical facility in charge of the Service member must determine in writing that an individual is appropriate to serve as a non-medical attendant and that his or her presence may contribute to the health and welfare of the Service member.

   1. A non-medical attendant may not also be a Designated Individual.
Effective 1 May 2017

2. Ordinarily, only one non-medical attendant is allowed. Only in extenuating circumstances and then only through the Secretarial Process may more than one non-medical attendant be authorized or approved.

B. Allowances.

1. A Service member or civilian employee serving as a patient’s non-medical attendant receives the standard travel and transportation allowances specified in Chapter 2. Only one round-trip may be provided between the non-medical attendant’s home and the medical facility.

2. A person other than a Service member or a civilian employee serving as a patient’s non-medical attendant travels on an ITA and is authorized round-trip transportation between the medical attendant’s home and the medical facility where the Service member is hospitalized by one or a combination of the following:

a. Transportation.

   (1) Transportation in-kind.

   (2) Personally procured commercial transportation. TMC use is mandatory.

   (3) The automobile mileage rate for the official distance traveled by POV. Only the POV operator is authorized the reimbursement of the automobile mileage rate.

   (4) Land travel by mixed modes is reimbursed for the actual travel, limited to the cost of personally procured transportation from origin to destination, minus the cost of any Government-procured transportation used.

   (5) Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

   (6) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member’s PDS, then local travel may be authorized if necessary to obtain treatment for the Service member at the PDS.

   (7) A non-medical attendant may be provided transportation only from the treatment location to any subsequent medical facility where the Service member is transferred for treatment. However, if the non-medical attendant uses a POV when a patient is transferred to another medical facility at the Service member’s PDS, then the non-medical attendant only gets the mileage from the old treatment location to the new treatment location. It’s not the non-medical attendant’s location used to calculate mileage; it’s the location of the patient.

b. Per diem.

   (1) If an authorized non-medical attendant resides near the medical facility where the Service member is receiving treatment, which becomes the Service member’s PDS, then:

      (a) Per diem is not authorized while in the local area.
(b) Transportation and per diem may be authorized for the non-medical attendant to accompany the Service member to a location outside the PDS to receive further treatment.

(2) Per diem may be paid when an individual is authorized a round trip to and from a medical facility at Government expense:

(a) For travel to the medical facility.

(b) While at the site during visits with the seriously wounded, ill, or injured Service member.

(c) While accompanying the Service member to a subsequent location for further treatment.

(d) For return travel to the non-medical attendant’s home.

(3) Voluntary trips home are not subject to a cost comparison, as described in par. 020312.

3. Non-medical attendants may be authorized reimbursable expenses.

4. Per diem may not be authorized for 31 or more days unless an extension is approved. Approved extensions must not exceed 30 days beyond the amendment or modification date of the travel authorization or order, such that long-term TDY flat-rate per diem does not apply.

C. Funds Advance. Non-medical attendants may be authorized a travel advance, as outlined in par. 010204.

033203. Travel of a “Designated Individual” for the Health and Welfare of a Wounded or Ill Civilian Employee

A. Eligibility. A civilian employee who becomes critically ill or is seriously wounded while on official duty at an unaccompanied duty station and is subsequently medevac’d to another medical facility may be eligible for a Designated Individual (10 U.S.C. § 1599b; 22 U.S.C. § 4081). An “unaccompanied duty station” is a permanent duty station to which dependents are not permitted to go with the civilian employee. A TDY location in an area designated by the Secretary of Defense as a combat zone also qualifies. The injury or illness must be life threatening or have the potential for permanent life-changing conditions for the civilian employee.

1. The attending physician or surgeon must determine that a “Designated Individual” is necessary for the civilian employee’s health and welfare. Once that determination is issued, the civilian employee may select a Designated Individual and the AO may authorize up to three Designated Individuals to visit him or her at a medical facility.

2. A civilian employee’s dependent or family member, which includes parents or guardians, siblings, non-dependent children, or any individual who holds a medical power of attorney to make medical decisions for the civilian employee may be eligible for travel allowances as a Designated Individual. Each Designated Individual is issued an ITA.
3. The authority to exceed three Designated Individuals may be authorized or approved through the Secretarial Process only if the number of dependent children plus the spouse exceeds the limitation.

4. If the civilian employee is unable to select a Designated Individual, then the attending physician or surgeon selects the Designated Individual.

B. Allowances

1. Transportation

   a. A Designated Individual for a critically ill or seriously wounded civilian employee is authorized:

      (1) Transportation in-kind.

      (2) Reimbursement for personally procured commercial transportation, up to the cost of Government-procured commercial air transportation. The rules for commercial air travel in Chapter 2 apply.

      (3) Reimbursement for travel between terminals, which is only authorized for ground or air transportation between interim airports.

   b. Government or Government-procured transportation must be used to the maximum extent practicable for transoceanic travel.

2. Per Diem

   a. Per diem may be paid when a Designated Individual is authorized a round trip to and from a medical facility at Government expense:

      (1) For travel to the medical facility.

      (2) While at the hospital during visits with the critically ill or seriously wounded civilian employee for 30 or fewer days.

      (3) For return travel to the Designated Individual’s home.

   b. Per diem is authorized for the travel time to and from the medical facility, and up to 30 days at the medical facility. Per diem is limited to 30 days at the medical facility.

3. Reimbursable Expenses. Reimbursable expenses as outlined in Chapter 2 are authorized, except for baggage expenses. There is no authority for the reimbursement of either excess or unaccompanied baggage expenses.

C. Funding. The civilian employee’s command is responsible for funding.
CHAPTER 3: TDY TRAVEL

PART E: LEAVE IN CONJUNCTION WITH TDY

0333 Leave and TDY

Personnel directives dictate when and how leave is charged for time spent on personal business if it is not justified as official travel in accordance with the JTR. A Service member is not in a travel status while on an administrative absence. A civilian employee is not in a travel status while on an excused absence or administrative leave. Refer to Department of Defense (DoD) Instruction (DoDI) 1400.25, Vol. 630, “DoD Civilian Personnel Management System: Leave,” March 19, 2015, incorporating Change 2, Effective May 8, 2015.

033301. Leave or Personal Travel Combined with Official Travel

A. Eligibility. The AO may permit a Service member or civilian employee to combine leave or personal travel with official travel at no additional cost to the Government provided that:

1. City Pair Program airfare, and other contracted travel rates, are limited to official Government business and not authorized for personal travel.

2. The official transportation is arranged through the Defense Travel Management Office-contracted Travel Management Company.

3. The traveler arranges personal travel at personal expense.

4. The AO does not permit a TDY trip that is an excuse for personal travel.

B. Allowances. Table 3-20 provides the travel and transportation allowances available for various combinations of leave and official travel.

1. Reimbursement is authorized for the actual cost of the transportation used and en route per diem, limited to what the Government’s cost would have been between the official duty locations had there been no personal travel taken.

2. Economy or coach accommodations must be used unless other accommodations are approved as specified in Chapter 2.

3. If a travel authorization identifies any location as personal or leave travel, then the authorization must state that any excess costs over the costs for official travel are the traveler’s financial responsibility.

<table>
<thead>
<tr>
<th>Table 3-20. Situations Involving Leave and Official Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>the TDY trip is known before going on leave,</td>
</tr>
<tr>
<td>Actual travel expenses to and from the TDY location are authorized, but limited to the constructed round-trip cost between the PDS and</td>
</tr>
</tbody>
</table>

08/01/17
### Table 3-20. Situations Involving Leave and Official Travel

<table>
<thead>
<tr>
<th>If...</th>
<th>Then the traveler...</th>
</tr>
</thead>
<tbody>
<tr>
<td>the TDY trip is known before going on leave,</td>
<td>TDY location.</td>
</tr>
<tr>
<td>the traveler is absent from the PDS for personal reasons and has to return to the PDS for official reasons before the originally intended return,</td>
<td>is not authorized reimbursement for expenses incurred for the return travel.*</td>
</tr>
<tr>
<td>a traveler is on leave away from the PDS and receives an order to perform TDY at the leave location,</td>
<td>is authorized per diem for the TDY performed according to the travel authorization. Reimbursement for transportation expenses is also authorized for the return trip, but limited to the transportation costs that exceed what the traveler would have incurred if no TDY were required ([31 Comp. Gen. 509 (1952)]).</td>
</tr>
</tbody>
</table>
| a traveler is on leave away from the PDS and the leave is interrupted to perform TDY at various places, including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion, | is authorized the following:  
  - Per diem and transportation expenses from the place at which leave was interrupted to the TDY locations.  
  - Per diem while at the TDY locations, but no per diem while at the PDS.  
  - Per diem and transportation to return to the place at which the leave was interrupted ([25 Comp. Gen. 347 (1945); 28 Comp. Gen. 237 (1948); 39 Comp. Gen. 611 (1960)].) |
| a traveler is on leave and the leave is interrupted to perform TDY at various places not including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion, | is authorized the following:  
  - Per diem and transportation from the place where leave was interrupted to the TDY locations.  
  - Per diem while at the TDY locations.  
  - Per diem and transportation expenses to return to a leave location, which can be different than where leave was interrupted.  
  The actual cost of the transportation for the round-trip distance and expense from the TDY location to the leave location is limited to the distance and constructed cost of travel expenses between the TDY location and the traveler’s PDS ([27 Comp. Gen. 648 (1948)].) |
| a traveler’s leave is interrupted for TDY, and the traveler is required to return to the PDS and not allowed to resume leave at the end of the TDY, | is authorized the following:  
  - Per diem and transportation from the leave location to the TDY location.  
  - Per diem while at the TDY location.  
  - Return travel from the TDY location to the PDS.  
  These allowances are limited to the excess cost over the constructed per diem and transportation expense for return directly from the leave location to the PDS. |
| a traveler is on leave away from the PDS, and | is authorized the following: |
Table 3-20. Situations Involving Leave and Official Travel

<table>
<thead>
<tr>
<th>If...</th>
<th>Then the traveler...</th>
</tr>
</thead>
</table>
| receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY, | • Per diem and transportation expenses from the leave location to the TDY location.  
• Per diem while at the TDY location.  
• Per diem and transportation from the TDY location to the PDS.  
These allowances are limited to the excess of the constructed cost from the leave location directly to the PDS (19 Comp. Gen. 977 (1940)). |
| a traveler is on leave away from the PDS, receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY, and the traveler must go through the PDS to get to the TDY location, | is authorized per diem and transportation expenses, limited to the cost of round-trip travel and transportation between the PDS and the TDY location (24 Comp. Gen. 443 (1944)). |
| a Service member is recalled from leave to return to the PDS for operational reasons because of an actual contingency or emergency war operation, or because of an urgent and unforeseen circumstance when a substantial portion of the scheduled leave period has been eliminated by the recall or the leave purpose has been defeated (60 Comp. Gen. 648 (1981)),** | is authorized the standard travel and transportation allowances specified in Chapter 2 beginning on the day of departure from the leave location, or place where the order canceling the leave was received, to the PDS and, if authorized to resume leave, standard travel and transportation allowances from the PDS to a leave location no farther from the duty station than the place at which the order canceling the leave was received.  
Per diem is not authorized at the PDS. |

*Per diem and transportation expenses from the leave location to the PDS may be authorized when the Service member or civilian employee is recalled from leave due to an unforeseen official need. The travel authorization must state or indicate that the personal expense incurred in traveling to the leave location makes it unreasonable to require the Service member or civilian employee to bear the additional travel expense to comply with the recall or TDY order (39 Comp. Gen. 611 (1960)).

**A Service member recalled from leave for disciplinary action is not authorized standard travel and transportation allowances under this provision, and is responsible for the costs to return to the PDS.

C. Effect of Leave or Administrative Absence on Per Diem.

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence (DoDI 1327.06, “Leave and Liberty Policy and Procedures,” June 16, 2009, incorporating Change 3, May 19, 2016, Enclosure 2).

Note: For long-term TDY, see also pars. 032902, “Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation,” 033501 “Lodging Expenses for Service Members on Leave during an Authorized or Ordered Evacuation,” and 020311, “Flat-Rate Per Diem Reimbursement during a TDY.”

2. Civilian Employee

   a. A civilian employee is authorized per diem for a day when leave is taken for only part of the workday. Per diem is not authorized when leave is taken for the entire workday.

   b. A civilian employee may be authorized per diem for leave for up to two non-workdays
if leave is taken for all workdays between non-workdays.

c. A civilian employee is not authorized per diem for leave on non-workdays when:

(1) Leave is taken for the whole workday before, and the whole workday following, the non-workday.

(2) The civilian employee returns to the PDS or residence.

d. When a civilian employee chooses not to return to the PDS immediately upon completion of the TDY for personal reasons, per diem is authorized only for the time allowed in the constructed cost of the trip between leaving the TDY point and arriving at the PDS.

(1) When constructing the costs of returning to the PDS, if the trip is short or travel is authorized on carriers with sleeping accommodations, then the departure day used to construct the travel costs is the same day that the TDY is completed.

(2) When sleeping accommodations are not available on the authorized transportation mode, the departure date used to construct the travel costs is the morning of the day after TDY is completed.

e. When on leave at a dependent safe haven location, see Chapter 6.

f. See computation example 1, computation example 2, and computation example 3.

033302. Leave Taken while on a TDY with Long-Term Lodging (not Flat-Rate)

When a traveler rents or leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic lodging cost by the number of days the traveler is authorized the lodging portion of the locality per diem rate (62 Comp. Gen. 63 (1982)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government does not exceed the cost of renting conventional lodging at a daily rate.

<table>
<thead>
<tr>
<th>Calculation Step</th>
<th>TDY with Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A traveler is on a TDY at a location at which the per diem is $136 ($80/$56)</td>
</tr>
<tr>
<td>2</td>
<td>Lodging (apartment and utilities) is obtained on a long-term basis for $900 per month.</td>
</tr>
<tr>
<td>3</td>
<td>The daily lodging cost per month is $30 ($900 for 30 days).</td>
</tr>
<tr>
<td>4</td>
<td>In June, the traveler took leave for 10 days and is authorized per diem for only 20 days.</td>
</tr>
<tr>
<td>5</td>
<td>The daily lodging rate during June is $45 per day ($900 for 20 days). Since the $45 per day lodging cost does not exceed the authorized $80 per day locality ceiling, the traveler is reimbursed $45 per day for 20 days of lodging in June.</td>
</tr>
</tbody>
</table>

033303. Ship Relocated During Authorized Absence

A. Eligibility. A Service member assigned to a ship who is on leave or liberty when the ship relocates may be eligible for travel allowances if he or she was not notified of the ship’s relocation before
departing on leave. A Service member who was on emergency leave when the ship moved follows the policy in Chapter 4.

B. Allowances. A Service member may receive travel and transportation allowances to pay for the additional costs of returning to the ship at its new location, limited to the cost of transportation from the ship’s old location to the new location.

1. Transportation in-kind is authorized for transoceanic travel.

2. Government-procured transportation is authorized, but the Service member is financially responsible for all costs above the limit. City Pair Program airfares are not authorized when the Service member’s transportation cost is higher than the limit.

0334 Personal Emergencies While on TDY away from the PDS

Refer to DoDI 1327.06 and Service regulations for specifics on situations that warrant emergency leave. For emergency leave travel associated with medical situations, see Chapter 4.

033401. Service Member Personal Emergency Travel While on TDY

A. Eligibility. A Service member who is on TDY, or assigned to a ship operating away from the home port, and experiences a personal emergency is authorized for travel and transportation allowances.

B. Allowances. The standard travel and transportation allowances specified in Chapter 2 are authorized for an eligible Service member to travel round trip from the TDY location, or location of a ship operating away from the home port, to the PDS or home port.

1. When emergency travel to a location other than the PDS or home port is authorized, then the standard travel and transportation allowances specified in Chapter 2 are reimbursed. When round-trip travel occurs, the reimbursement is limited to the costs between the TDY location, or ship operating away from the home port, and the PDS or home port, and return.

a. If it is unnecessary to return to the TDY location, or to the ship operating away from the home port, when the personal emergency is finished, then the Service member is authorized limited return travel and transportation directly to the PDS or home port.

b. If a Service member returns from the emergency leave location to the PDS instead of to the TDY location, then the reimbursement is limited. The total cost of travel from the TDY location to the emergency leave location and from the emergency leave location to the PDS is limited to the cost had the Service member traveled directly from the TDY location, or ship operating away from the home port, to the PDS or home port.

2. Space-required Government transportation must be used if reasonably available. A Service member who does not use available Government transportation is not reimbursed for transportation costs.

3. If space-required Government transportation is not reasonably available, then contracted City Pair Program airfares may be used. If travel to the emergency leave location is more expensive than travel to the PDS or home port, then City Pair Program airfares are not authorized.
4. Authority does not exist for one-way travel and transportation to a ship’s new location if the Service member departed on emergency leave while the ship was in its home port.

5. Per diem is not authorized while the Service member is at the emergency leave location or any time his or her travel status is classified as leave or an administrative absence.

**033402. Civilian Employee Personal Emergency Travel While on TDY**

If a civilian employee interrupts his or her TDY because of an incapacitating illness or injury, see par. 033102.

A. **Eligibility.** Civilian employees who are on TDY away from the PDS or home port and must discontinue or interrupt the mission before completion because of a personal emergency may be eligible for travel and transportation allowances.

B. **Allowances.** The DoD Component may authorize or approve the standard travel and transportation allowances specified in Chapter 2 based on the civilian employee’s personal situation and the Service’s or Component’s mission. This authority may be delegated, but must be held to the highest administrative level practical to ensure adequate consideration and review of the circumstances surrounding the need for the emergency travel.

1. **From TDY Location to Home or PDS.** If a civilian employee discontinues his or her TDY and returns home or to the PDS, then transportation expenses and en route per diem may be authorized or approved from the interruption point to the PDS. The unused portion of the Government-funded transportation for the TDY must be used, if possible. City Pair Program airfares may be used. A new TDY order must be issued if the civilian employee returns to the TDY location after the personal emergency is resolved.

2. **From TDY Location to Alternate Destination and Return to the TDY Location.** A civilian employee who discontinues his or her TDY and takes leave for travel to an emergency leave location—other than the PDS or from the point at which the civilian employee was notified of the emergency—and then returns to the TDY location, may be authorized or approved certain excess travel costs.

   a. The excess travel costs allowed are the excess actual travel costs from the point at which the civilian employee was notified of the emergency, to the emergency leave location, and return to the TDY assignment that exceeds the constructed cost of round-trip travel between the PDS and the emergency leave location. Refer to Table 3-17 for rules on calculating the excess transportation costs.

   b. City Pair Program airfares cannot be used for travel to an emergency leave location and return to the TDY location.

   c. If a civilian employee does not have sufficient personal funds to pay for transportation to an emergency leave location and the return trip to the TDY location, then the DoD Component may provide transportation for the civilian employee, or provide an advance of funds to enable the transportation purchase. The civilian employee must reimburse the Government for any Government-funded transportation cost or travel advance over the authorized or approved allowance.

**0335 Service Member on A TDY after Evacuation**

033501. **Lodging Expenses for a Service Member on Leave during an**
Authorized or Ordered Evacuation

A. Eligibility. A Service member who is on a TDY and takes leave to travel at personal expense to the safe haven where the dependent is evacuated, may be eligible for a lodging allowance if the Service member meets all of the following criteria:

1. Has an order to the TDY location for 31 or more days.

2. Receive per diem while at the TDY location to cover TDY lodging expenses because Government quarters are not available at no cost to the Service member.

3. Return to the TDY location immediately after completing the authorized leave.

B. Allowances. The Service member is authorized reimbursement for lodging retained at the TDY location, during leave, limited to the lodging portion of the locality per diem rate for the TDY location for each day. The allowance is claimed as a miscellaneous reimbursable expense.
## TABLE OF CONTENTS

### CHAPTER 4: GOVERNMENT-FUNDED LEAVE

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0401</td>
<td>Applicable Allowances for Government-Funded Leave Travel</td>
</tr>
<tr>
<td>040101</td>
<td>Standard Transportation and Reimbursement</td>
</tr>
<tr>
<td>0402</td>
<td>Emergency Leave for Service Members</td>
</tr>
<tr>
<td>040201</td>
<td>Transportation in Personal Emergencies</td>
</tr>
<tr>
<td>0403</td>
<td>Emergency Visitation Travel (EVT)</td>
</tr>
<tr>
<td>040301</td>
<td>Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship</td>
</tr>
<tr>
<td>0404</td>
<td>Funded Environmental and Morale Leave (FEML)</td>
</tr>
<tr>
<td>040401</td>
<td>FEML Transportation</td>
</tr>
<tr>
<td>0405</td>
<td>Travel for Rest and Recuperation (R&amp;R) Leave</td>
</tr>
<tr>
<td>040501</td>
<td>R&amp;R Leave</td>
</tr>
<tr>
<td>040502</td>
<td>Official Duty in Iraq, Afghanistan, or Pakistan</td>
</tr>
<tr>
<td>040503</td>
<td>Special R&amp;R (SR&amp;R) Absence in Connection with a Tour Extension</td>
</tr>
</tbody>
</table>
CHAPTER 4

GOVERNMENT FUNDED LEAVE

0401 Applicable Allowances for Government-Funded Leave Travel

040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in par. 020101 applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine “reasonable availability” after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Transportation Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Leave</td>
<td>Space required.</td>
</tr>
<tr>
<td>Emergency Visitation Travel (EVT)</td>
<td>• Transportation is limited to the policy constructed airfare.</td>
</tr>
<tr>
<td>Funded Environmental and Morale Leave (FEML)</td>
<td>• An eligible traveler may use City Pair Program airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair Program airfares cannot be used.</td>
</tr>
<tr>
<td>Rest and Recuperation (R&amp;R)</td>
<td></td>
</tr>
<tr>
<td>Special R&amp;R (SR&amp;R)</td>
<td></td>
</tr>
</tbody>
</table>

B. Standard Reimbursements. Table 4-2 lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in Table 4-2 when not included as part of the ticket cost.
### Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel

<table>
<thead>
<tr>
<th>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</th>
<th>Allowances and Reimbursements not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Travel Management Company fees.</td>
<td>● Per diem or meal tickets.</td>
</tr>
<tr>
<td>● Charges for the first checked bag up to the carrier’s standard checked baggage allowance.</td>
<td>● Excess accompanied baggage.</td>
</tr>
<tr>
<td>● Arrival or departure taxes or fees.</td>
<td>● Unaccompanied baggage.</td>
</tr>
<tr>
<td>● Currency conversion fees for allowable transportation costs.</td>
<td>● Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML.</td>
</tr>
<tr>
<td>● Ground transportation between interim airports.</td>
<td>● Terminal parking fees.</td>
</tr>
</tbody>
</table>

### 0402 Emergency Leave for Service Members

#### 040201. Transportation in Personal Emergencies

A. **Eligibility.** Criteria for a Service member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with [Department of Defense (DoD) Instruction (DoDI) 1327.06, Leave and Liberty Policy and Procedures](#). Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member’s domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A “domicile” is a Service member’s home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see par. 032001.

#### Table 4-3. Eligible Traveler for Personal Emergency Leave

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Member</td>
<td>● On permanent duty outside the continental United States (OCONUS).</td>
</tr>
<tr>
<td></td>
<td>● Assigned to a ship or unit operation OCONUS.</td>
</tr>
<tr>
<td></td>
<td>● Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.</td>
</tr>
<tr>
<td>Dependent</td>
<td>● Is command-sponsored and residing OCONUS with the Service member.</td>
</tr>
<tr>
<td></td>
<td>● Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS.</td>
</tr>
<tr>
<td></td>
<td>● A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent’s domicile is irrelevant.</td>
</tr>
</tbody>
</table>

B. **Allowances.** An eligible Service member or dependent is authorized transportation from locations listed in Table 4-4. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if

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12/01/17
transportation to the destination was under par. 0402. Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency-leave location OCONUS. See Section 0401 for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service member or dependent on emergency leave travel appear in Table 4-4.

<table>
<thead>
<tr>
<th>Authorized Origins</th>
<th>Authorized Destinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Service Member or Dependent in the CONUS</td>
<td>An international airport in a non-foreign area OCONUS, or any other location OCONUS, as determined by the Secretarial Process.</td>
</tr>
<tr>
<td>International airport nearest the Service member’s PDS.</td>
<td></td>
</tr>
<tr>
<td>International airport nearest the dependent’s location when notified of the personal emergency.</td>
<td></td>
</tr>
</tbody>
</table>

Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel

<table>
<thead>
<tr>
<th>Eligible Service Member or Dependent OCONUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A Service member’s PDS.</td>
</tr>
<tr>
<td>• The dependent’s authorized location OCONUS.</td>
</tr>
<tr>
<td>• The Service member’s or dependent’s location when notified of the personal emergency, if the location is OCONUS.</td>
</tr>
<tr>
<td>• The international airport in the CONUS closest* to the location from which the Service member or dependent departed and to which air transportation is available along a normally traveled international route. This is the only criterion for the cost limit to be used for transportation to another airport.</td>
</tr>
<tr>
<td>• Any airport in the CONUS that is closer to the Service member’s or dependent’s destination if the transportation cost is less than the transportation cost to the international airport closest* to the location from which he or she departed and to which air transportation is available along a normally traveled international route.</td>
</tr>
<tr>
<td>• An airport in a non-foreign area OCONUS.</td>
</tr>
<tr>
<td>• Any foreign location OCONUS, as determined through the Secretarial Process.</td>
</tr>
</tbody>
</table>

*The closest port of entry in the CONUS is the standard of measure for determining the cost limitation (37 U.S.C. § 481d).

Note: No authority exists for one-way emergency leave transportation from the CONUS back to a PDS OCONUS if a Service member or dependent is on personal leave in the CONUS when the emergency occurs. Nor does authority exist for one-way emergency leave transportation from OCONUS back to the CONUS PDS if the Service member or dependent is on personal leave OCONUS when the emergency occurs.

0403 Emergency Visitation Travel (EVT)

The reasons for EVT are divided into five categories with varying allowances, requirements, and limitations and are detailed in the subsequent paragraphs.
Chapter 4: Government-Funded Leave

040301. Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship

EVT is not discretionary for travel under this paragraph once the approval authority confirms the need.

A. Eligibility. A civilian employee or dependent residing with the civilian employee at a foreign PDS OCONUS is authorized transportation allowances in specific emergency circumstances (10 U.S.C. § 1599b; 22 U.S.C. § 4081; and Department of State Foreign Affairs Manual 3, Section 3740, Emergency Visitation Travel (EVT), June 22, 2012).

1. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee’s “actual residence” (see Appendix A).

   a. Medical. Table 4-5 summarizes what a traveler may be authorized.

<table>
<thead>
<tr>
<th>Authorizing or Approval Authority</th>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
</table>
| AO with the assistance of medical authority, if available | ● The civilian employee or the civilian employee’s spouse or domestic partner can take one round trip to visit an immediate family member who is seriously ill or injured (see par. 040301-B).  
   ● If the civilian employee, spouse, or domestic partner returns to the PDS from the EVT visit, and the ill or injured family member subsequently dies, then the AO may authorize or approve a second trip. | One round trip for each serious illness or injury of each family member. |

   (1) EVT is to visit an immediate family member who is seriously ill or injured, such that death is likely to occur.

   (2) The AO must validate that the family member’s condition meets the requirements for EVT. A civilian employee’s request for EVT for a medical reason must include sufficient information to enable the AO—with the assistance of a medical authority, if available—to determine whether the medical condition of the family member to be visited is severe enough that death is likely to occur. The request must also include:

   (a) Name and address of the family member.

   (b) Family member’s relationship to the civilian employee or the civilian employee’s spouse or domestic partner.

   (c) Telephone number and e-mail address, if available, of the attending physician or hospital.

   (d) Name, address, and telephone number of a person at the family member’s location who may be contacted about the emergency and that person’s relationship to the family member.
(3) If the family member is located in a foreign area, the AO must request assistance from the nearest PDS or medical facility to validate that the family member’s medical status meets the requirements for EVT.

b. Eldercare. Table 4-6 summarizes what a traveler may be authorized.

<table>
<thead>
<tr>
<th>Authorizing or Approval Authority</th>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>● A civilian employee is limited to two round trips using EVT during his or her lifetime. The civilian employee’s spouse or domestic partner is also limited to two round trips using EVT during the spouse’s or domestic partner’s lifetime.● The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.</td>
<td>Two round trips over the lifetime of each eligible traveler.</td>
</tr>
</tbody>
</table>

(1) EVT for eldercare is authorized when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent when the parent may not be able to live independently.

(2) When requesting EVT for eldercare, the civilian employee must submit a written statement or certification to the AO. It must contain:

(a) The number of EVT trips already taken by the civilian employee, spouse, or domestic partner during his or her lifetime for eldercare. After an individual uses EVT for eldercare for two parents, he or she cannot select any additional parents for EVT purposes.

(b) The name and address of the parent and the care facility, if the parent is under temporary care away from the normal residence. When the EVT request is authorized or approved, the parent’s identity and the EVT must be recorded in the civilian employee’s personnel record.

(c) A detailed description of the circumstances for which EVT is requested.

(d) Details about the manner in which the person who stood in loco parentis has fulfilled the role in place of a biological, step-, or adoptive parent.

(3) The civilian employee may designate the civilian employee’s spouse or domestic partner to travel in the civilian employee’s place, or the civilian employee may travel in the spouse’s or domestic partner’s place.

c. Death of an Immediate Family Member. Table 4-7 summarizes what a traveler may be authorized.
Chapter 4: Government-Funded Leave

### Table 4-7. Travel for Death of an Immediate Family Member

<table>
<thead>
<tr>
<th>Authorizing or Approval Authority</th>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
</table>
| AO                                | ● The civilian employee or the civilian employee’s spouse or domestic partner is limited to one round trip to the place of interment when a family member dies. Travel must begin as soon as practicable upon notice of the death.  
● When a civilian employee or the civilian employee’s spouse or domestic partner visits a sibling at personal expense, and the sibling dies within 45 calendar days of when the traveler departed from the foreign PDS, then the traveler may elect either reimbursement for the round-trip visit already taken at personal expense or EVT round-trip transportation for the sibling’s interment. | One round trip and travel must begin as soon as practicable following death notification. |

(1) EVT is authorized for the interment of a civilian employee’s spouse or domestic partner; child—including a stepchild or adopted child—or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner.

(2) Either the civilian employee or the civilian employee’s spouse or domestic partner may be eligible for EVT, but not both.

d. Death of a Civilian Employee or Dependent. Table 4-8 summarizes what a traveler may be authorized.

### Table 4-8. Travel for Death of a Civilian Employee or Dependent

<table>
<thead>
<tr>
<th>Authorizing or Approval Authority</th>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO</td>
<td>When a civilian employee or dependent dies in a foreign location, regardless of whether death occurs at the PDS or elsewhere in a foreign area, each of the civilian employee’s dependents is authorized to accompany the body anywhere in the world.</td>
<td>One round trip to the place of interment for each eligible dependent who resides at the civilian employee’s PDS.</td>
</tr>
</tbody>
</table>

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.

e. Unusual Personal Hardship. EVT may be authorized for a civilian employee, spouse, or domestic partner who has exceptional circumstances that require emergency family visitation for reasons other than visiting an ill or injured family member, death of a family member, or care of an incapacitated parent. Table 4-9 summarizes what a traveler may be authorized. Requests must be supported by a statement from the civilian employee, detailing the exceptional circumstances. Documentation must:

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.
(2) Include the statement: “I [declare, certify, verify, or state] under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date]. [Signature]”.

<table>
<thead>
<tr>
<th>Authorizing or Approval Authority</th>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual delegated authority by the DoD Component concerned</td>
<td>Each DoD Component establishes general criteria that warrant approval of EVT in exceptional circumstances for a civilian employee or a spouse or domestic partner residing with the civilian employee at a foreign PDS.</td>
<td>One round trip from PDS to EVT location and return.</td>
</tr>
</tbody>
</table>

2. The civilian employee or one dependent, but not both, is authorized EVT for a qualifying emergency. In exceptional circumstances, the AO may authorize or approve additional family members for EVT travel. Exceptional circumstances may include when:

a. A critical injury occurs to a dependent child attending school away from the PDS.

b. The civilian employee or dependent dies at the PDS and the remains are being returned for interment in the CONUS or a non-foreign area OCONUS.

c. A nursing child needs to accompany the mother, or a preschool child needs to accompany a single parent.

3. A civilian employee is ineligible for EVT when either of the following situations occurs:

a. The emergency travel is wholly within the foreign PDS area or country.

b. The civilian employee is not at the foreign PDS OCONUS on one of the following:

(1) Leave in the CONUS or a non-foreign location OCONUS.

(2) Temporary duty in the CONUS or non-foreign location OCONUS.

4. A dependent is ineligible for EVT when the emergency travel is wholly within the foreign PDS area or country.

B. allowances. An eligible civilian employee or dependent is authorized round-trip transportation from a foreign PDS to the CONUS or a non-foreign area OCONUS. In certain family emergencies, the AO may approve another location. Refer to Section 0401 for transportation and reimbursable expenses. The provisions below apply to each traveler.

1. Transportation

   a. Transportation is authorized from the eligible civilian employee’s PDS to the CONUS or a non-foreign OCONUS location of the seriously ill, injured, or deceased dependent, or for eldercare.

   (1) Use special or discounted fares offered for a short, round trip (excursion fares) with restrictions, such as minimum and maximum stays, to the maximum extent possible.
(2) Indirect routing may be authorized only when a civilian employee is performing official duties en route or when it is to the Government’s advantage to purchase a ticket in foreign currency at an intermediate point.

b. When a civilian employee is on leave in a foreign location, or an eligible family member is in a foreign location away from the civilian employee’s PDS, EVT allowances are limited to the Government’s cost for traveling between the PDS and the EVT destination.

c. If the destination is in a foreign location, then reimbursement is limited to the transportation costs that would have been incurred between the civilian employee’s PDS and actual residence. The only exception is if the traveler is using EVT to visit a person in a foreign location who is there because of the civilian employee’s assignment at the foreign PDS. In such case, reimbursement is for the actual cost of transportation.

d. A civilian employee must repay the Government-paid or Government-reimbursed EVT expenses when EVT is used as a substitute for travel for purposes for which EVT is not authorized.

2. Travel Before Authorization. The civilian employee or the civilian employee’s eligible spouse or domestic partner may travel before the AO authorizes the EVT.

a. Personally incurred transportation expenses may be reimbursed if the travel is approved after the fact.

b. The Government may provide transportation for EVT justified by medical reasons or for eldercare after the traveler executes a repayment acknowledgment. The repayment acknowledgment must include:

(1) “I certify that I have read and understand Joint Travel Regulations (JTR), Chapter 4, Section 0403, and related JTR sections, and that all expenditures made by the Government in connection with my emergency visitation travel, [or emergency visitation travel of my eligible spouse or domestic partner, [Name]], shall become my personal financial responsibility. These expenditures are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in par. 0403. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy.”

(2) The civilian employee’s signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent’s illness at the time of travel.
(3) Detail the parent’s health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: “I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.”

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See Chapter 5 for the effect of EVT on RAT and Chapter 6 for the effect on family visitation travel.

C. Funding. The civilian employee’s command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. For information about charging leave, refer to DoDI 1400.25, Vol 630 (DoD Civilian Personnel Management System: Leave) and DoDI 1400.25, Vol 1260 (DoD Civilian Personnel Management System: Home Leave), both dated March 19, 2015,

0404 Funded Environmental and Morale Leave (FEML)

The FEML policy is established for a Service member in DoDI 1327.06. This policy is adopted and used for civilian employees.

040401. FEML Transportation

A. Eligibility

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months (10 U.S.C. § 1599b and 22 U.S.C. § 4081(6)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member’s dependent is command-sponsored or the civilian employee’s dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.
3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in Table 4-10. Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler’s transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member’s or civilian employee’s tour length, as shown in Table 4-10. A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on Table 4-10, as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty (CBCA 1067-TRAV, June 26, 2008) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

<table>
<thead>
<tr>
<th>Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tour Length</strong></td>
</tr>
<tr>
<td>At least 24 months, but less than 36 months</td>
</tr>
<tr>
<td>Tour extended at least 12 months</td>
</tr>
<tr>
<td>New tour assignment at least 24 months, but less than 36 months</td>
</tr>
<tr>
<td>At least 36 months</td>
</tr>
<tr>
<td>Tour extended for any length of time</td>
</tr>
<tr>
<td>New tour assignment at least 24 months</td>
</tr>
<tr>
<td>New tour assignment at least 36 months</td>
</tr>
</tbody>
</table>

* A new tour assignment, such as a Service member’s IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See the DTMO website for a list of authorized FEML locations, destinations, and authorities designated to certify a place as a FEML location or destination. A Service member or dependent and a civilian employee or family member may travel together or separately during
FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

1. **Alternate Destination(s) Transportation.** An eligible traveler may select alternate destination(s) rather than the one listed on the DTMO website (effective 1 May 2017).

   a. Transportation reimbursement is for the actual cost of transportation, but the reimbursement cannot exceed the cost of Government-procured transportation between the FEML PDS and the authorized destination.

   b. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government’s cost had the dependent traveled from the PDS to the authorized FEML location.

   c. See computation example 1 and computation example 2.

2. **FEML Repayment.** A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

   a. A compassionate transfer.

   b. A management initiated transfer.

   c. An involuntary separation that is no fault of the civilian employee.

   d. Training needs.

   e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

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**0405 Travel for Rest and Recuperation (R&R) Leave**

Regular R&R leave and Special R&R (SR&R) leave policy is established in DoDI 1327.06. This policy is adopted and used for civilian employees. A dependent or family member is ineligible for R&R leave transportation.

**040501. R&R Leave**

1. A Service member or a civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to an authorized location OCONUS. The authorized R&R duty locations and destinations are located on the DTMO website.

2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or civilian employee requests it. The CCDR or designated representative, who must be at least a General Officer or Flag Officer, may authorize the combined travel if it is in the Government’s best interest. Travelers may be eligible for additional R&R leave transportation depending upon the tour of duty identified in Table 4-11.
B. Allowances

1. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination.

2. A civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-13.

3. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

4. Refer to Section 0401 for transportation and reimbursable expenses.

5. See computation example 1 and computation example 2.

<table>
<thead>
<tr>
<th>Table 4-11. Tours of Duty that Receive R&amp;R Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Tour</strong></td>
</tr>
<tr>
<td>Standard</td>
</tr>
<tr>
<td>Contingency</td>
</tr>
<tr>
<td>Extended</td>
</tr>
</tbody>
</table>

C. Designating Authorities. The authorities listed in Table 4-12 designate the authorized duty locations and destinations for R&R leave, which must meet the requirements of DoDI 1327.06. Do not send designation requests to the Per Diem, Travel, and Transportation Allowance Committee.

<table>
<thead>
<tr>
<th>Table 4-12. Designating Authorized Duty Locations for R&amp;R Leave Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service or Agency</strong></td>
</tr>
<tr>
<td>DoD Services</td>
</tr>
<tr>
<td>National Oceanic and Atmospheric Administration (NOAA)</td>
</tr>
<tr>
<td>U.S. Public Health Service</td>
</tr>
<tr>
<td>U.S. Coast Guard</td>
</tr>
</tbody>
</table>

040502. Official Duty in Iraq, Afghanistan, or Pakistan

A. Eligibility. A civilian employee on a permanent duty assignment, temporary change of station, or TDY in Iraq, Afghanistan, or Pakistan for the specified amount of time is eligible for R&R leave transportation to an authorized R&R destination. See the DTMO website for the list of authorized R&R destinations.
1. An eligible civilian employee must be in an approved leave status while traveling to, from, and during the R&R leave trip (see DoDI 1400.25, Vol. 630).

2. The civilian employee is expected to return following the R&R leave trip. The Government has the authority to reclaim its costs for transporting a civilian employee who does not return to Iraq, Afghanistan, or Pakistan after the R&R leave trip.

B. Allowances. The number of R&R trips is specified in Table 4-13. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

<table>
<thead>
<tr>
<th>Length of Assignment</th>
<th>Criteria for Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>At Least 6 Months but Less than 12 Months</td>
<td>A civilian employee eligible for R&amp;R leave is authorized one round trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan.</td>
</tr>
<tr>
<td>12 Consecutive Months or More</td>
<td>A civilian employee eligible for R&amp;R leave is authorized three round trips. He or she can take the first trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan and take the remaining trips at reasonable intervals.</td>
</tr>
</tbody>
</table>

040503. Special R&R (SR&R) Absence in Connection with a Tour Extension

A. Eligibility. A Service member classified in a career specialty designated for SR&R must meet all of the following criteria to be eligible for SR&R transportation allowances:

1. Be entitled to basic pay.

2. Complete a tour of duty at a designated PDS OCONUS and execute an agreement to extend that tour for one or more years.

B. Allowances

1. An eligible Service member may receive one of the following:

   a. Round-trip transportation and 15 days of SR&R absence after completing a designated tour OCONUS of 12 or fewer months.

   b. Round-trip transportation and 20 days of SR&R absence after completing a designated tour OCONUS of 12 or more months.

   c. Special pay for an extension of duty instead of SR&R.

2. Round-trip transportation for SR&R leave is authorized between the PDS OCONUS and either the nearest port in the CONUS (10 U.S.C. § 705(b)(2)) or an alternate destination. The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between the PDS OCONUS and the nearest port in the CONUS. Refer to Section 0401 for transportation and reimbursable expenses. See computation example 1 and computation example 2.
TABLE OF CONTENTS

CHAPTER 5: PERMANENT DUTY TRAVEL

SUBCHAPTER 1: SERVICE MEMBERS

PART A: STANDARD PCS ALLOWANCES FOR A SERVICE MEMBER

0501 INTRODUCTION

050101. PCS Transportation Allowance
050102. PCS Per Diem Allowance
050103. Miscellaneous Reimbursable Expenses
050104. Dislocation Allowance (DLA)
050105. Temporary Lodging Expense (TLE)

0502 PDT TRANSPORTATION

050201. Transportation Types Most Advantageous to the Government for PCS Travel
050202. Airplane, Train, Ship, and Bus Transportation
050203. POV
050204. Indirect or Circuitous Travel To, From or Between OCONUS Points
050205. Authorized Travel Time

0503 PCS PER DIEM

050301. PCS Per Diem when Traveling by POV
050302. PCS Per Diem when Traveling by Airplane, Train, Ship, or Bus
050303. PCS Per Diem for Dependents

0504 STANDARD DEPENDENT TRAVEL ALLOWANCES

050401. Time Limit
050402. Funds Advance and When Transportation Documents or Funds are Lost or Stolen
050403. Dependent Travel before an Order is Issued
050404. Deferred Dependent Travel
050405. When Dependent Travel and Transportation Allowances are not Payable

050406. Service Member Attains Eligibility for Dependent Travel

050407. Dependent Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when a PCS Order Is Received

050408. Travel and Transportation Involving Locations Other Than the Old or New PDS

050409. Spouse Separates or Retires from the Service after the Effective Date of a Service Member’s PCS Order

050410. Escort for a Dependent

050411. Dependent Joins or Accompanies the Service Member during TDY En Route

0505 DISLOCATION ALLOWANCE (DLA)

050501. Fiscal-Year Limitations

050502. Service Member with or without a Dependent

050503. Service Member with a Dependent

050504. Service Member Considered to be without a Dependent for DLA

050505. A Service Member Who Has No Dependent

050506. Service Member Married to another Service Member

050507. Secondary DLA -- Orders Amended, Modified, Canceled, or Revoked

050508. Partial DLA

050509. DLA is not Authorized

0506 TEMPORARY LODGING EXPENSE (TLE)

050601. TLE for Service Members

050602. Advance of TLE

PART B: CATEGORIES OF PDT

0507 ACCESSION AND TRAINING TRAVEL

050701. Entering Active Duty

050702. Uniformed Services Applicants and Rejected Applicants
050703. Service Academy Cadets and Midshipmen

050704. Service Member Assigned to a Foreign Service College

0508 MOVES OUTSIDE OF THE UNITED STATES (OCONUS)

050801. Transportation for a PCS OCONUS

050802. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move

050803. Attaining or Losing Eligibility for Dependent Travel for PCS OCONUS

050804. Early Return of Dependents (ERD)

050805. Dependent Travel Due to Divorce or Annulment

050806. Ordered to a PDS OCONUS and Dependents Authorized to Travel

050807. Reassigned OCONUS Due To Base Closure or Similar Action before the Ordered Tour OCONUS Is Completed

050808. Dependent Travel and Transportation Due to an Alert Notice

050809. Consecutive Overseas Tour (COT)

050810. Dependent Travel and Transportation for an In-Place COT (IPCOT)

050811. Consecutive Tours OCONUS for A Service Member with A Non-Command-Sponsored Dependent

050812. Consecutive Overseas Tour Leave

050813. Dependent Travel and Transportation Due to a Service Member’s Tour Extension

050814. Dependent-Restricted Tour

050815. PDS Changed to a Dependent-Restricted Tour Location

050816. Dependent Student Travel

0509 PCS IN CONNECTION WITH SHIPS AND SEA DUTY

050901. Ship, Mobile Unit, or Organization Undergoing a Home Port Change

050902. Service Member Ordered on a PCS to or from a Ship or Mobile Unit Operating away from Its Home Port

050903. Dependent Travel when a Service Member Assigned to a Ship or Mobile Unit is Undergoing a Home Port Change or Unit Move
050904. Dependent Travel when a Service Member Transfers to, from, or Between Sea Duty Assignments Not Specified As Unusually Arduous Sea Duty

050905. Ship Being Constructed or Undergoing Overhaul or Inactivation

050906. Sea Duty Changed to Unusually Arduous Sea Duty

050907. Unusually Arduous Sea Duty or Sea Duty Specified OCONUS of 1 Year or More

0510 RETIREMENT AND SEPARATION

051001. Eligible Retirees and Separated Service Members

051002. Service Member Separates or is Released from Active Duty, Excluding a Discharge with Severance or Separation Pay

051003. Service Member on Active Duty who Retires, is Placed on the TDRL, is Discharged with Severance or Separation Pay, or is Involuntarily Released with Readjustment or Separation Pay and Associated Dependent Travel

051004. Service Member Discharged from the Service under Other than Honorable Conditions

051005. Dependent Travel and Transportation Related to a Court Martial Sentence or Administrative Discharge under Other than Honorable Conditions (for a Service Member Stationed in the CONUS)

051006. Restrictions on a U.S. Public Health Service (USPHS) or National Oceanic and Atmospheric Administration (NOAA) Corps Service Member

051007. Voided Enlistment

051008. Pilot Program Permitting Service Members to be Inactivated from Active Duty

0511 PCS TRAVEL ASSOCIATED WITH MEDICAL EVENTS OR DEATH

051101. Service Member Ordered to a Hospital in the CONUS

051102. Service Member Dies while en Route to the New PDS

051103. Dependent en Route to the New PDS at the Time of the Service Member’s Death

051104. Dependent Travel When Service Member Officially Reported As Dead, Injured, Ill, Or Absent

051105. Dependent Allowances when Service Member Dies after Retirement or Separation

0512 OTHER CATEGORIES AND SITUATIONS

051201. PCS Orders and the Impact on Allowances
051202. Travel to or From a Designated Place
051203. PCS with TDY at a Location Near, but Outside the Limits of, the Old or New PDS
051204. PCS Travel Associated with Custody Change
051205. PCS Travel Associated with an Evacuation and Safety
051206. Limited PCS Allowances for a Selected Reserve Member
051207. Indeterminate Temporary Duty (ITDY)

PART C: HOUSEHOLD GOODS (HHG) TRANSPORTATION

0513 STANDARD ALLOWANCES

051301. Basic Transportation
051302. Effect of an Order Issuance on HHG Transportation
051303. Alcohol and Firearms
051304. Professional Books, Papers and Equipment (PBP&E) and Required Medical Equipment
051305. HHG Transportation Not Allowed
051306. Excess Charges
051307. Advance of Funds

0514 HHG WEIGHT

051401. Authorized PCS Weight Allowances
051402. Exceptions to the Authorized Weight Allowance
051403. Unaccompanied Baggage
051404. Net Weight Determination

0515 TRANSPORTATION METHODS

051501. Government-Procured HHG Transportation
051502. Personally Procured HHG Transportation
051503. Split Shipments
051504. HHG Improperly Transported or Misdirected
0516 TRANSPORTATION OF ITEMS OF EXTRAORDINARY VALUE

0517 HHG EXPENSES ASSOCIATED WITH SHIPPING

0518 HHG STORAGE

0519 LOCAL MOVES

051901. Short-Distance Move for a Reassignment or PCS

051902. Separation or Retirement from the Service

051903. Short-Distance Assignment or Termination

051904. Short-Distance Move When Vacating Local Private-Sector Housing

0520 HHG TRANSPORTATION RELATED TO CATEGORIES OF TRAVEL

052001. Accession Travel

052002. PCS HHG Transportation to, from, or between Locations OCONUS and to, from, or between Ships

052003. HHG Transportation in Connection With a Unit Home Port Change

052004. HHG Transportation in Connection with an Alert Notice

052005. HHG Transportation Related to the Early Return of a Dependent

052006. HHG Transportation and Storage When Ordered on a PCS to a PDS in the Vicinity of Storage

052007. PCS with TDY en Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment

052008. HHG in Connection with a Course of Instruction of 20 or More Weeks at Any One Location

052009. HHG Transportation When a PCS is in Connection with Disciplinary Action

052010. HHG Transportation Due to Medical Travel or the Death of a Service Member

052011. HHG Transportation When a Service Member is Ordered from a PDS to Await an Order, Detail, Assignment, or Separation

052012. HHG Transportation Due to Separation from the Service or Relief from Active Duty
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>052013</td>
<td>HHG Transportation in Connection with Retirement, Placement on the TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay</td>
</tr>
<tr>
<td>052014</td>
<td>HHG Transportation for a Dependent Relocating for Personal Safety</td>
</tr>
<tr>
<td>052015</td>
<td>Pet Quarantine Incident to a PCS</td>
</tr>
</tbody>
</table>

**0521 HHG AND MOBILE HOME ALLOWANCES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>052101</td>
<td>Transportation of HHG Removed from a Mobile Home to Meet Safety Requirements</td>
</tr>
<tr>
<td>052102</td>
<td>HHG Transportation Authorized When a Mobile Home is Also Transported</td>
</tr>
<tr>
<td>052103</td>
<td>HHG Transportation Not Authorized</td>
</tr>
</tbody>
</table>

**PART D: MOBILE HOME TRANSPORTATION FOR SERVICE MEMBERS**

**0522 INTRODUCTION**

**0523 STANDARD ALLOWANCES**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>052301</td>
<td>Transporting a Mobile Home Instead of Household Goods (HHG)</td>
</tr>
<tr>
<td>052302</td>
<td>Geographic Limitations</td>
</tr>
</tbody>
</table>

**0524 TRANSPORTATION**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>052401</td>
<td>Government-Procured Transportation for Short-Distance Moves</td>
</tr>
<tr>
<td>052402</td>
<td>Government-Procured Transportation</td>
</tr>
<tr>
<td>052403</td>
<td>Personally Procured Transportation</td>
</tr>
<tr>
<td>052404</td>
<td>Storage in Transit (SIT)</td>
</tr>
</tbody>
</table>

**0525 MOBILE HOME TRANSPORTATION WHEN AN ACTIVE-DUTY SERVICE MEMBER IS ILL, INJURED, OR REPORTED ABSENT FOR 30 OR MORE DAYS IN A MISSING STATUS, OR UPON DEATH**

**0526 EXCESS MOBILE HOME TRANSPORTATION COSTS FOR A SERVICE MEMBER SEPARATED OR DECEASED, OR HEIRS OF A DECEASED SERVICE MEMBER**

**0527 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

**0528 MOBILE HOME TRANSPORTATION RELATED TO EARLY RETURN OF DEPENDENTS (ERD)**
PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION AND STORAGE ON PDT

0529  SHIPMENT OF A POV IN THE CONUS

0530  SHIPMENT OF A POV OCONUS

053001. Authorized Shipment of a POV at Government Expense

053002. POV Transportation when Transportation to the PDS OCONUS is not Authorized

053003. Replacement POV Shipment

053004. POV Purchased in a Non-Foreign Area OCONUS

0531  POV SHIPMENT AND STORAGE WHEN SERVICE MEMBER REPORTED AS ILL, INJURED, ABSENT FOR A PERIOD OF 30 OR MORE DAYS IN A MISSING STATUS, OR DEAD

0532  POV STORAGE

0533  SEPARATE RETURN OF CURRENT OR FORMER DEPENDENT FROM A PDS OCONUS

053301. POV Transportation for Early Return of Dependents (ERD)

053302. POV Transportation OCONUS after Divorce or Annulment

0534  RENTAL VEHICLE REIMBURSEMENT WHEN A POV TRANSPORTED AT GOVERNMENT EXPENSE ARRIVES LATE

PART B: EMPLOYEES ONLY

SECTION B1: GENERAL

5500  Scope

5502  Eligibility

5504  Eligibility and Allowances Table

5506  PCS Order

5508  Funds Advance

5510  PCS Counseling

5512  Reassignment/Transfer Advance Notice

5516  Travel and Transportation Funding
### Ch 5: Permanent Duty Travel

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5518</td>
<td>Time Limits for Beginning Travel and Transportation</td>
</tr>
<tr>
<td>5520</td>
<td>Travel and Transportation Reimbursement</td>
</tr>
<tr>
<td>5522</td>
<td>PCS Movements</td>
</tr>
</tbody>
</table>

#### SECTION B2: EMPLOYEE TRAVEL AND TRANSPORTATION

#### SUBSECTION B2A: GENERAL

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5524</td>
<td>Travel and Transportation Options</td>
</tr>
<tr>
<td>5526</td>
<td>Travel Time</td>
</tr>
<tr>
<td>5528</td>
<td>Reimbursement for Common Carrier Transportation plus Per Diem</td>
</tr>
<tr>
<td>5530</td>
<td>Mixed Mode Travel</td>
</tr>
<tr>
<td>5532</td>
<td>PCS to, from, or between OCONUS Points</td>
</tr>
</tbody>
</table>

#### SUBSECTION B2B: PER DIEM

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5534</td>
<td>General</td>
</tr>
<tr>
<td>5536</td>
<td>Per Diem when Gov’t or Commercial Transportation Is Used</td>
</tr>
<tr>
<td>5538</td>
<td>Partial Travel Days</td>
</tr>
<tr>
<td>5540</td>
<td>Same Day Travel</td>
</tr>
<tr>
<td>5542</td>
<td>Per Diem for POV Travel Involving a Car Ferry</td>
</tr>
<tr>
<td>5544</td>
<td>Travel by Commercial Ship</td>
</tr>
<tr>
<td>5546</td>
<td>Per Diem when Gov’t or Commercial Transportation Used</td>
</tr>
<tr>
<td>5548</td>
<td>Per Diem Allowance Elements</td>
</tr>
<tr>
<td>5550</td>
<td>Lodging plus Per Diem Computation Method</td>
</tr>
<tr>
<td>5552</td>
<td>Per Diem Computation</td>
</tr>
<tr>
<td>5554</td>
<td>Effect of Absence on Per Diem Payment</td>
</tr>
<tr>
<td>5555</td>
<td>When Per Diem is Authorized</td>
</tr>
</tbody>
</table>

#### SUBSECTION B2C: SPECIAL OR UNUSUAL CIRCUMSTANCES

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5556</td>
<td>First Duty Station Travel Eligibility</td>
</tr>
<tr>
<td>5558</td>
<td>New Appointee and Student Trainee Appointments and Assignments to First PDS</td>
</tr>
<tr>
<td>5560</td>
<td>Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function</td>
</tr>
</tbody>
</table>

12/01/17
Ch 5: Permanent Duty Travel

5562 Return from Military Duty
5564 Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS
5565 Missing Persons
5566 Short Distance Transfers
5568 Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location
5569 TDY Station Becomes PDS
5570 PCS Expenses ICW the Death of an Employee or Dependent(s)
5571 Transportation ICW the Death of an Employee or Dependent(s)
5572 Separation Travel from OCONUS Duty
5573 Reassignment Travel from OCONUS Duty to the Actual Residence
5574 Reassignment Travel from OCONUS Duty to a New/Different CONUS PDS Not Located at the Actual Residence
5575 Last Move Home for a Senior Executive Service (SES) Career Appointee upon Separation from Federal Service for Retirement

SECTION B3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION B3A: GENERAL

5576 Scope
5578 Eligibility
5580 Authorization
5582 When Dependent Travel and Transportation Allowances Are Not Payable
5584 Time Limitation
5586 Funds Advance
5588 Transoceanic Travel
5590 Employee Transfers
5591 Employee Attending Training Course Away from PDS with No Return to Old PDS

SUBSECTION B3B: PER DIEM

5592 Per Diem for Dependent Travel
5594 Per Diem for Travel to a New PDS when Rat Is Involved
SUBSECTION B3C: SPECIAL OR UNUSUAL CIRCUMSTANCES

5596 Early Return of Dependents (ERD)
5598 Dependent Student Travel

SECTION B4: POV USE ON PERMANENT DUTY TRAVEL

5604 POV Use
5605 Travel Time
5606 Monetary Allowance in Lieu of Transportation (MALT)
5608 POV Use to and from Transportation Terminal or PDS
5610 Parking, Tolls, and Other Costs
5612 Transoceanic Travel by POV
5613 Travel by Oceangoing Car Ferry
5614 Automobile Use
5616 Privately Owned Airplane
5618 Privately Owned Aircraft Other Than Airplane (e.g., Helicopter)
5620 Privately Owned Motorcycle
5622 Privately Owned Boat
5624 Computing POV Travel Reimbursement

SECTION B5: HHG

SUBSECTION B5A: GENERAL

5626 General
5628 Eligibility
5630 Authorized Transportation
5632 Re-Transportation of the Same HHG
5634 Transportation Expenses
5636 Loss or Damage Claims
5638 Employee with an Employee or Member Spouse/Domestic Partner
5640 HHG Transportation and Storage Documentation
5642 Services
## Ch 5: Permanent Duty Travel

### Table of Contents

- Transportation under a PCS Order

#### SUBSECTION B5B: HHG WEIGHT

- Prescribed Weight Allowances
- Administrative Weight Limitation
- Net Weight Determination
- Excess Charges

#### SUBSECTION B5C: TRANSPORTATION

- Factors Affecting HHG Transportation
- Transportation Methods

#### SUBSECTION B5D: NON-TEMPORARY STORAGE (NTS)

- NTS of HHG for Duty at an Isolated CONUS PDS
- HHG NTS ICW Moves to and between OCONUS Areas
- NTS of HHG for a DODDS Employee
- NTS Converted to SIT

#### SUBSECTION B5E: STORAGE IN TRANSIT (SIT)

- General
- SIT Time Period Restrictions
- First 60/90 Days of SIT
- Second 90 Days of SIT
- Additional SIT
- HHG Partial Lot Withdrawal and Delivery from SIT
- Short Distance Moves
- Funds Advance

#### SUBSECTION B5F: LOCAL MOVES

- HHG Transportation between Local Residences

#### SUBSECTION B5G: PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

- Definition
SUBSECTION B5H: CONSUMABLE GOODS

Consumable Goods

SECTION B6: POV TRANSPORTATION AND STORAGE

SUBSECTION B6A: CONUS POV TRANSPORTATION

General
Authority
Shipment Methods

SUBSECTION B6B: OCONUS POV TRANSPORTATION

General
Eligibility
Number of POVs Authorized to Be Shipped at Gov’t Expense
POV Size Limit
Care and Storage
Shipment Methods
POV Shipment when POV Can Be Driven to New PDS
Transportation Authorized
Transportation Not Authorized
Restricted POV Transportation
Ports/VPCs Used
POV Transportation to/from Ports
Travel Reimbursement for POV Delivery and/or Pick-Up
POV Purchased in a Non-Foreign OCONUS Area
Rental Vehicle Reimbursement when Motor Vehicle Transported at Gov’t Expense Arrives Late
Replacement POV Shipment
<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5734</td>
<td>POV Transportation under Special Circumstances</td>
</tr>
<tr>
<td>5736</td>
<td>Excess Cost Collection</td>
</tr>
<tr>
<td>5738</td>
<td>Delays While Awaiting Port Facility Reopening or POV Delivery</td>
</tr>
</tbody>
</table>

**SUBSECTION B6C: POV STORAGE**

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5740</td>
<td>Care and Storage</td>
</tr>
<tr>
<td>5742</td>
<td>Storage ICW Contingency Operations TCS</td>
</tr>
</tbody>
</table>

**SECTION B7: MOBILE HOME TRANSPORTATION**

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5744</td>
<td>Scope</td>
</tr>
<tr>
<td>5746</td>
<td>Eligibility</td>
</tr>
<tr>
<td>5748</td>
<td>Funds Advance</td>
</tr>
<tr>
<td>5750</td>
<td>Geographic Limitations</td>
</tr>
<tr>
<td>5752</td>
<td>Transportation</td>
</tr>
<tr>
<td>5754</td>
<td>Personally Procured Commercial Transportation</td>
</tr>
<tr>
<td>5756</td>
<td>Personally Procured Transportation Not by a Commercial Transporter</td>
</tr>
<tr>
<td>5758</td>
<td>Gov’t Procured Transportation</td>
</tr>
<tr>
<td>5760</td>
<td>Transportation Partly by Commercial Transporter and Partly by Other Means</td>
</tr>
<tr>
<td>5762</td>
<td>Employee Death</td>
</tr>
</tbody>
</table>

**SECTION B8: PET QUARANTINE**

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5764</td>
<td>General</td>
</tr>
<tr>
<td>5766</td>
<td>Pet Quarantine Reimbursement</td>
</tr>
<tr>
<td>5768</td>
<td>General Pet Information</td>
</tr>
<tr>
<td>5770</td>
<td>Traveler and/or Dependent Transportation Associated with Pet Shipment</td>
</tr>
</tbody>
</table>

**SECTION B9: TEMPORARY LODGING**

**SUBSECTION B9A: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>5772</td>
<td>Purpose</td>
</tr>
<tr>
<td>5774</td>
<td>General</td>
</tr>
<tr>
<td>5776</td>
<td>Temporary Lodging</td>
</tr>
</tbody>
</table>
SUBSECTION B9B: LUMP SUM TQSE (TQSE(LS))

5784 TQSE(LS) Option
5786 Authority
5788 Limitations
5790 Eligibility Period
5792 Receipts and Supporting Documentation
5794 Payment
5796 Computation

SUBSECTION B9C: TQSE ACTUAL EXPENSE (TQSE(AE))

5798 TQSE(AE) Option
5800 Authority
5802 Limitations
5804 Eligibility Period
5806 Receipts and Supporting Documentation
5808 Payment

SUBSECTION B9D: FOREIGN OCONUS TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

5812 TQSA

SECTION B10: PDS ASSIGNMENT EXPENSE ALLOWANCES

SUBSECTION B10A: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 General
5816 Eligibility
5818 Reimbursement
**SUBSECTION B10B: DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)**

| 5819 | Department of State (DOS) Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA) |

**SECTION B11: SERVICE AGREEMENTS**

**SUBSECTION B11A: GENERAL**

| 5820 | Service Agreement |
| 5822 | Personnel Authorized to Negotiate an Agreement |
| 5824 | Actual Residence |
| 5826 | Actual Residence Determination |
| 5828 | Service Agreement Requirements |
| 5830 | Service Agreement Authorization and Limitations Documentation |
| 5832 | Service Agreement Preparation and Disposition |

**SUBSECTION B11B: INITIAL AGREEMENTS**

| 5834 | Initial Agreement Negotiation |
| 5836 | OCONUS Locally Hired Employee Initial Agreements |

**SUBSECTION B11C: RENEWAL AGREEMENT**

| 5838 | Renewal Agreement Negotiation |

**SUBSECTION B11D: TOUR OF DUTY REQUIREMENTS**

| 5840 | Tour of Duty Requirement |
| 5842 | Starting Tour of Duty |
| 5844 | Acceptable Reasons for Release from a Tour of Duty |

**SUBSECTION B11E: AGREEMENT VIOLATION**

| 5846 | Agreement Violation |
| 5848 | Agreement Violation Penalties |
| 5850 | Travel and Transportation Allowances Loss under an Agreement |
| 5852 | Responsibilities |
| 5854 | Agreement Violations for Transfers to, from, and Within CONUS |
### SECTION B12: HOUSE HUNTING TRIP (HHT)

- **General**
- **Eligible Employee**
- **Individuals Not Eligible for a HHT**
- **Separate Trips by Employee and Spouse**
- **When a HHT May Begin**
- **When a HHT Must Be Completed**
- **HHT Authorization**
- **Considerations**
- **Trip Duration**
- **Transportation to and/or from a New PDS Locality**
- **Local Transportation**
- **Subsistence**
- **Expense Documentation**
- **Status While on HHT**
- **No Return to Old PDS**
- **HHT Advance**
- **HHT ICW TQSE**

### SECTION B13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES

- **General**
- **Eligibility**
- **Conditions**
- **TCS Allowances**
- **The Temporary Official Station Becomes the PDS**
- **Separation from Gov’t Service**
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>5907</td>
<td>IPA Mobility Program</td>
</tr>
<tr>
<td>5908</td>
<td>General</td>
</tr>
<tr>
<td>5910</td>
<td>Exclusions</td>
</tr>
<tr>
<td>5912</td>
<td>Allowable Expenses for Sale or Purchase of Residence</td>
</tr>
<tr>
<td>5914</td>
<td>Reimbursement for Residence Sale or Purchase Closing Costs</td>
</tr>
<tr>
<td>5916</td>
<td>Unexpired Lease Settlement Cost Reimbursement</td>
</tr>
<tr>
<td>5918</td>
<td>Return from Military Duty</td>
</tr>
<tr>
<td>5920</td>
<td>Residence Transaction Expenses - Home Purchase</td>
</tr>
<tr>
<td>5922</td>
<td>GSBCA, CBCA and CG Decisions</td>
</tr>
<tr>
<td>5924</td>
<td>General</td>
</tr>
<tr>
<td>5926</td>
<td>Eligibility Conditions and Limitations</td>
</tr>
<tr>
<td>5928</td>
<td>Procedural Requirements and Controls</td>
</tr>
<tr>
<td>5930</td>
<td>General</td>
</tr>
<tr>
<td>5932</td>
<td>PM Services Payment for an Employee Transferred to a Foreign PDS</td>
</tr>
<tr>
<td>5934</td>
<td>PM Services Payment for an Employee Transferred to a CONUS/Non-Foreign OCONUS PDS</td>
</tr>
<tr>
<td>5936</td>
<td>PM Services Payment for an Employee Authorized a TCS</td>
</tr>
<tr>
<td>5938</td>
<td>General</td>
</tr>
</tbody>
</table>
SECTION B16: RIT ALLOWANCE

5730 RIT Allowance

SECTION B17: RENEWAL AGREEMENT TRAVEL (RAT)

5950 RAT Leave
CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART A: STANDARD PERMANENT CHANGE OF
STATION (PCS) ALLOWANCES
FOR A SERVICE MEMBER

0501 Introduction

This part includes PCS rules for travel by a Service member, travel by a dependent, local travel, and shipment and storage of belongings. It also covers the eligibility for types of standard PCS allowances: transportation, per diem, miscellaneous reimbursable expenses, dislocation allowances (DLA), and temporary lodging expenses (TLE). The standard travel and transportation rules, in Chapter 2, apply unless otherwise indicated in this chapter. Also see, Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS).

050101. PCS Transportation Allowance

A. Transportation Options. The amount of reimbursement depends upon the mode of transportation the Service member or dependent chooses to use, if not otherwise directed or authorized. Transportation allowances are for travel directly from the old PDS to the new PDS, or between authorized points as specified in the JTR. Multiple options are available for arranging and paying for transportation, subject to the limitations specified in this chapter. Use the actual amount, without rounding, when computing a monetary allowance in lieu of transportation (MALT).

1. Government transportation.
2. Government-procured commercial transportation.
3. Personally procured commercial transportation.
4. Privately owned transportation.

B. Using Mixed-Mode Transportation. If more than one mode of transportation is used between official points, this is mixed-mode travel (see “mixed-mode travel” in Appendix A). A Service member or dependent may use more than one mode of transportation.

050102. PCS Per Diem Allowance

This section addresses per diem allowances to and from official travel locations. The amount of reimbursement is determined by the mode of transportation authorized and used, the official distance, the number and age of dependents authorized to travel, and whether a dependent is traveling with the Service member. Use the actual amount, without rounding, when computing per diem allowances.
050103. Miscellaneous Reimbursable Expenses

See Chapter 2 for information about miscellaneous reimbursable expenses.

050104. Dislocation Allowance (DLA)

A DLA partially reimburses a Service member for expenses incurred in moving a household. The household move must be required by a PCS, ordered for the Government’s convenience, required due to an evacuation, or otherwise authorized in Section 0505. A DLA is a flat amount and may be paid as a primary DLA, a secondary DLA, or a partial DLA, depending upon the circumstances of the household move. A DLA is mandatory when the conditions in this chapter are met. Only one DLA is permitted in a fiscal year, unless the situation qualifies as an exception specified in par. 050501.

050105. Temporary Lodging Expense (TLE)

A TLE is an allowance designed to partially reimburse a Service member for the cost of lodging and meals when he or she or a dependent occupies temporary lodging in the continental United States (CONUS) during a PCS move. Use the actual amount, without rounding, when computing TLE allowances.

050106. Pet Quarantine Incident to a PCS

A. Eligibility. A Service member on a PCS order is authorized reimbursement for mandatory pet quarantine fees for household pets. A household pet is a cat or a dog.

B. Allowances. Reimbursement for actual mandatory household pet quarantine fees is authorized, limited to $550 per PCS move.

C. General Pet Information. Additional information on pet quarantine is found on the DTMO website.

D. Pet Transportation. Transportation for a household pet is not a reimbursable expense, except when transportation is incident to an evacuation from a foreign PDS in accordance with par. 060204.

0502 PDT Transportation

050201. Transportation Types Most Advantageous to the Government for PCS Travel

A. Privately Owned Vehicle (POV). A POV is advantageous for use by a Service member or dependent. However, a Service can restrict POV use within its own regulations and may allow AOs to include these restrictions on PCS orders. An AO cannot restrict a Service member or dependent from using a POV on a PCS move unless a Service regulation contains the restriction. See par. 050203, when transoceanic travel is involved.

B. Government Transportation. Government or Government-procured transportation is advantageous for transoceanic travel by a Service member or dependent.
050202. Airplane, Train, Ship, and Bus Transportation

A Service member or dependent must use the Travel Management Center (TMC) for PDT. The standard travel and transportation allowances specified in Chapter 2 apply, unless otherwise indicated in this chapter.

A. Commercial. Reimbursement of personally procured transportation is limited to what the Government would have paid had the Service member or dependent purchased the ticket through the TMC for authorized transportation over a usually traveled and direct route (see “policy-constructed airfare” in Appendix A).

B. Government. An AO may direct a Service member or a dependent to use Government transportation.

1. A Service member or dependent who, for personal reasons, uses a transportation mode other than the mode directed is not reimbursed for transportation costs.

2. The AO must authorize or approve any reimbursement for excess accompanied baggage when a Service member or dependent uses Government transportation.

C. Air Travel Medically Inadvisable. When air travel is medically inadvisable for a family member:

1. The family should not be separated unless the family members agree to be separated, or military necessity requires the Service member to travel separately.

2. Surface transportation by the least costly commercial train or ship passenger accommodations must be used.

3. The provisions directing a Service member to use Government or Government-procured transportation do not apply.

D. Travel by Oceangoing Car Ferry

1. A Service member or dependent traveling by POV partly by road and partly by car ferry may be authorized transportation allowances. Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, may be authorized for passage on the car ferry. The cost of a POV transported on a car ferry with the Service member or dependent does not constitute POV shipment. It is considered a reimbursable transportation expense.

   a. MALT is authorized for the official distance from the old PDS to the car ferry port of embarkation and from the car ferry port of debarkation to the new PDS.

   b. The traveler is authorized Government-procured ferry transportation, or reimbursement for personal transportation costs on the car ferry—including any part of the costs related to POV movement, limited to the Government-procured ferry transportation cost.

   c. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip. When a Service member is authorized or approved reimbursement for using more than two POVs, MALT and car ferry fees are authorized for each POV.
2. A U.S. flag car ferry must be used, if available. See par. 020206 for U.S. flag carrier requirements.

3. If POV transportation aboard an oceangoing car ferry at Government expense results in excess transportation costs, these costs are not collected from the Service member.

E. Directed Travel over other than a Usually Traveled Route. When a Service member is ordered to travel over a route involving a higher cost to the Government because the travel order is amended or modified while he or she is en route, then a Service member is authorized allowances over the ordered route.

F. Pet Transportation. When a traveler chooses transportation that is more expensive than the lowest Government-contracted airfare because he or she is transporting a pet, then the traveler is financially responsible for the additional costs.

050203. POV

A Service member or dependent who uses a POV may be authorized MALT. MALT is based on the official distance in par. 020204, when traveling on a PCS order between any of the official points specified in Table 2-2. A rental car used for PCS travel is considered a POV. Use the actual amount, without rounding, when computing MALT. See Chapter 2 for POV use to or from a transportation terminal or PDS, or miscellaneous reimbursable expenses associated with POV transportation.

A. Transoceanic Travel

1. POV. An AO may authorize a Service member or dependent to use a POV on a route normally involving transoceanic travel if it is to the Government’s advantage.

   a. This provision only applies if the POV is used for the entire distance between the official points specified in par. 020205. This applies regardless of whether reimbursement exceeds other transportation modes.

   b. If the Service member or dependent does not use a POV for the entire distance as authorized and instead uses mixed-mode transportation, then reimbursement is limited to the actual transportation cost or the policy-constructed POV cost, whichever is less.

2. Privately Owned Boat. A Service member or dependent who travels by privately owned boat may be reimbursed for either the policy-constructed airfare or the actual cost for fuel, oil, and docking fees, whichever is less.

B. Multiple Travelers

1. Passengers in a POV. When more than one traveler on official orders uses the same POV, only one traveler may receive reimbursement for MALT and POV-related reimbursable expenses. All other travelers in the same vehicle are considered passengers and receive no transportation reimbursement. Computation Example.

2. Use of More than One POV. A Service member authorized travel for a dependent can be reimbursed when they use two POVs. More than two POVs used for PDT within the same household.
may be authorized or approved through the Secretarial Process.

<table>
<thead>
<tr>
<th>Table 5-1. Use of More than One POV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If...</strong></td>
</tr>
<tr>
<td>a Service member and dependent relocate on a PCS move and use two POVs,</td>
</tr>
<tr>
<td>a Service member does not use a POV and the dependents use two POVs,</td>
</tr>
<tr>
<td>more than two POVs are authorized,</td>
</tr>
<tr>
<td>the same POV is used to transport the Service member or dependent for more than one trip between the old PDS and new PDS,</td>
</tr>
<tr>
<td>more than two licensed drivers are in the family, the family has more than two POVs, and this is the only reason additional POVs are requested,</td>
</tr>
</tbody>
</table>

**Examples of When More Than Two POVs Are Routinely Authorized or Approved**
- The number of family members, including their luggage, cannot be transported in two vehicles.
- A dependent requires special accommodations due to physical conditions or age-related restrictions and two POVs are required for the Service member or dependent.
- A Service member must report to the new PDS before the dependents and the delayed travel is for reasons acceptable to the AO, such as school-term completion or personal business-affairs settlement and there are more dependents than can reasonably fit together with luggage in a single POV.
- The dependents perform unaccompanied travel between authorized points other than those that the Service member uses, such as travel to a designated place or to the new PDS while the Service member has a TDY en route, and there are more dependents than can reasonably fit together with luggage in a single POV.
- The dependents perform unaccompanied travel to the new PDS before the Service member’s reporting date for reasons acceptable to the AO, such as to enroll dependents in school at the beginning of the term, and there are more dependents than can reasonably fit together with luggage in a single POV.

**050204. Indirect or Circuitous Travel To, From or Between OCONUS Points**

A. **Eligibility.** A Service member or dependent who performs PCS travel to, from or between OCONUS points over an indirect or circuitous route at personal expense and convenience is authorized travel allowances unless he or she was directed to use Government transportation and did not use it when it was available.

B. **Allowances.** A Service member may receive the following travel allowances, limited to the amount he or she would have been authorized had travel been via the direct route between the old PDS and new PDS:

1. MALT plus flat per diem (MALT Plus) for land travel performed from the time the Service member or dependent departs the old PDS until the Service member reports to, or the dependent arrives at, the new PDS.

2. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem.

3. Reimbursement for transoceanic travel on non-U.S. flag transportation as specified in par. 020206.
050205. Authorized Travel Time

A. Travel Time Rules. A Service member or dependent is authorized travel time to complete a PDT move. The Department of Defense (DoD) Component determines the authorized arrival and departure date, but the AO computes the authorized travel time using the official distance, the mode of transportation authorized, and the transportation used. The distance from the home, office, or residence to the local transportation terminal is not considered when computing travel time. Compute the maximum authorized travel time for PDT as if travel were performed using a POV.

1. If the ordered travel is 400 or fewer miles between official points and the traveler uses a POV, Government automobile, or rental vehicle, then 1 day of travel is authorized for the official distance.

2. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>authorized travel by commercial air,</td>
<td>one day is allowed in the CONUS and within areas outside the CONUS (OCONUS).</td>
</tr>
<tr>
<td>the Government purchases commercial air, train, or bus transportation,</td>
<td>the authorized travel time is the actual time needed to travel over the direct route, including necessary delays.</td>
</tr>
<tr>
<td>traveling by commercial train,</td>
<td>compute the authorized travel time using the scheduled departure and arrival dates.</td>
</tr>
<tr>
<td>a traveler using an airplane, train, or bus chooses to travel by a transportation mode other than the one authorized,</td>
<td>use the actual travel time, limited to the travel time for the authorized mode of transportation.</td>
</tr>
<tr>
<td>the time between the departure date and the arrival date (elapsed time) is less than the authorized travel time,</td>
<td>the elapsed time is the basis for the payment.</td>
</tr>
<tr>
<td>a Service member is reassigned between activities at the same PDS,</td>
<td>no travel time is allowed.</td>
</tr>
<tr>
<td>a PCS order is modified, canceled, or revoked after travel has begun,</td>
<td>travel time is allowed between the same points used to determine the Service member’s allowances.</td>
</tr>
<tr>
<td>a Service member travels to a local transportation terminal from the home, office, or residence,</td>
<td>this travel is not included in the determination of authorized travel time.</td>
</tr>
<tr>
<td>a Service member has a TDY en route,</td>
<td>travel time is the time allowed for the authorized mode of transportation between official points.</td>
</tr>
<tr>
<td>the elapsed time is more than the authorized travel time, such as when the traveler takes leave,</td>
<td>compute the time for the authorized mode of transportation.</td>
</tr>
<tr>
<td>a PCS is a unit move and a Service member is not escorting a dependent,</td>
<td>compute the Service member’s travel time for the authorized mode of transportation to the new PDS. The following legs of the trip are limited to the policy-constructed travel time as</td>
</tr>
<tr>
<td>a PCS is a unit move and a Service member is on an accompanied tour,</td>
<td></td>
</tr>
<tr>
<td>a PCS is a unit move and a Service member escorts a dependent to or from a designated place while changing duty</td>
<td></td>
</tr>
</tbody>
</table>

12/01/17 5(1)A-6
Table 5-2. Authorized Travel Time Rules

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
</table>
| locations to or from an unaccompanied tour OCONUS, | if the travel had been performed by Government-procured transportation:  
  ● The return trip after escorting the dependent from the old PDS to the designated place.  
  ● The trip from the new PDS in the CONUS to the designated place to retrieve the dependent upon conclusion of the unaccompanied tour OCONUS. |
| a POV delivery or pick-up is separate from en route PCS travel, | par. 020302 applies. |
| the PCS involves two afloat units or an afloat unit and a shore activity, | use the unit’s location on the departure date or the planned location at the arrival date to determine travel time. This is subject to correction after the fact if either point changes. |

Computation Example

B. Mixed-Mode Travel. When travel is by mixed-mode transportation, compute the maximum number of days authorized as though a POV was used. Travel between the duty location and local terminal, or between local terminals is not considered. To compute mixed-mode travel time, the following computation applies:

Table 5-3. Computation for Mixed-Mode Travel*

<table>
<thead>
<tr>
<th>Steps</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Determine the official distance between the authorized separate legs of the journey in par. 020205. If the distance is 400 or fewer miles, 1 day of travel is allowed. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Determine the actual number of miles a POV was used between the official points (the distance traveled to a leave point is included). If this is greater than the official distance in Step 1, then the authorized travel is the same as in Step 1 and no further computation is required. If the distance is less than what was allowed in Step 1, then divide by 350. If the excess distance is 51 or more miles, one additional travel day is authorized.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Allow 1 day for travel by air, train, or bus transportation.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Add Step 2 and Step 3 together, to determine the authorized travel time.</td>
</tr>
</tbody>
</table>

*When computing the authorized travel time, do not include travel while at the leave point, old PDS, new PDS, or TDY location, or when traveling from a leave point and returning to the same leave point.

Computation Examples without Leave Involved  Computation Examples with Leave Involved

C. Transoceanic Travel Time. The actual time required for transoceanic travel by aircraft or ship, over a usually traveled direct route, is authorized. The embarkation or debarkation day at the terminal or port while awaiting transportation is included, regardless of the arrival or departure hour.

D. Additional Travel Time. A Service member may request additional travel time for reasons beyond his or her control. The commanding officer may authorize or approve the actual time used or a shorter period than requested. Per diem is payable for any day additional travel time is authorized. The commanding officer may require additional documentation supporting the circumstances.
0503 PCS Per Diem

The specified per diem rates apply for all related travel unless otherwise authorized or restricted in the JTR. This includes but is not limited to necessary delays awaiting further transportation, delays at the port of embarkation or port of debarkation, and a TDY en route. Calculate travel time for en route per diem payments using the lesser of either the authorized travel time or the actual travel time. If the travel includes crossing the International Date Line, see par. 020314 and the PCS examples for additional computation guidance. When residence relocation is unnecessary because the PCS is a short distance move, no MALT Plus is authorized unless the Service member is ordered to perform a TDY en route.

050301. PCS Per Diem when Traveling by POV

<table>
<thead>
<tr>
<th>Table 5-4. PCS Per Diem Rules when Traveling by POV (MALT Plus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a Service member uses a POV…</td>
</tr>
<tr>
<td>between authorized points,</td>
</tr>
<tr>
<td>and uses Government quarters or dining facilities while traveling between authorized locations,</td>
</tr>
<tr>
<td>and takes leave in connection with a PCS, or has a TDY en route,</td>
</tr>
<tr>
<td>on any day that Lodging Plus, as specified in par. 02031, and MALT Plus could both apply, such as the arrival day at a TDY location or point of embarkation,</td>
</tr>
</tbody>
</table>

050302. PCS Per Diem when Traveling by Airplane, Train, Ship, or Bus

<table>
<thead>
<tr>
<th>Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a Service member travels…</td>
</tr>
<tr>
<td>between authorized points,</td>
</tr>
<tr>
<td>and takes leave while traveling or there is a TDY en route,</td>
</tr>
<tr>
<td>at the same time as his or her family and Government quarters cannot accommodate them to stay together,</td>
</tr>
<tr>
<td>by oceangoing car ferry and is required to spend the night on the car ferry anywhere in the world,</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Table 5-5. PCS Per Diem Rules when Traveling by Airplane, Train, Ship, or Bus

<table>
<thead>
<tr>
<th>If a Service member travels…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>debarkation—compute the M&amp;IE as follows:</td>
<td></td>
</tr>
<tr>
<td>● If travel ends on the debarkation day, then the rate used is the locality per diem rate for the new PDS.</td>
<td></td>
</tr>
<tr>
<td>● If travel does not end on the debarkation day, the rate used is the locality per diem rate for the Service member’s or dependent’s location at 2400 on that day. The Service member or dependent is authorized MALT Plus beginning the day after the debarkation day from the car ferry if travel by POV continues on the day after the debarkation day from the car ferry.</td>
<td></td>
</tr>
<tr>
<td>by oceangoing car ferry and is not required to spend the night on the car ferry.</td>
<td>the M&amp;IE rate is MALT Plus while on the car ferry.</td>
</tr>
<tr>
<td>by commercial ship and meals are furnished without charge or are part of the accommodations cost</td>
<td>Per diem is not authorized except on embarkation and debarkation days. On those days, the locality per diem rate for the port of embarkation or port of debarkation, as appropriate, applies.</td>
</tr>
</tbody>
</table>

050303. PCS Per Diem for Dependents

A. Per Diem Rates. When dependent travel is authorized, per diem is payable for travel directly from the old PDS to the new PDS (see Table 5-6).

Note: PCS allowances are not authorized for dependent travel to, from, or while at an en route TDY location.

Table 5-6. Per Diem Rates for Authorized Dependents Traveling on a PCS Order

<table>
<thead>
<tr>
<th>Conditions</th>
<th>12 Years of Age* and Older</th>
<th>Less Than 12 Years of Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Travels with the Service Member</td>
<td>Per diem is calculated at 75% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.</td>
<td>Per diem is calculated at 50% of the per diem the Service member receives for direct travel between the old and new PDS and authorized delay points.</td>
</tr>
<tr>
<td>1 Dependent Travels Separately from the Service Member</td>
<td>100% of what the Service member would have received.</td>
<td></td>
</tr>
<tr>
<td>2 or More Dependents Travel Separately from the Service Member**</td>
<td>Per diem is calculated at 100% for the first dependent and 75% for each of the remaining dependents traveling with the first dependent.</td>
<td>Per diem is calculated at 50% for each dependent traveling with the first dependent for direct travel between the old and new PDS.</td>
</tr>
</tbody>
</table>

*See Table 5-7 for the effect of the dependent’s age on per diem.
**Dependents use different routes or travel at different times.

Computation Example

B. Dependent Age and Eligibility. Eligibility for dependent travel and transportation allowances is based on whether the individual is a dependent on the effective date of the PCS order. If an individual is not a dependent when travel begins, then there is no authorization for travel and transportation.
allowances at Government expense unless specifically authorized within the JTR. The timing of when a dependent child reaches 12 years of age impacts the per diem rate paid. Table 5-7 specifies how to determine the dependent’s age for payment of travel and transportation allowances.

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>dependent travel begins 60 or fewer days after the PCS order’s effective date,</td>
<td>travel and transportation allowances are based on the dependent’s age on the date travel begins.</td>
</tr>
<tr>
<td>dependent travel begins more than 60 days after the PCS order’s effective date,</td>
<td>travel and transportation allowances are based on the dependent’s age on the 60th day.</td>
</tr>
<tr>
<td>dependent travel begins on or before the PCS order’s effective date and ends after the PCS order’s effective date,</td>
<td>per diem is based on the dependent’s age on the effective date of the PCS order.</td>
</tr>
<tr>
<td>dependent travel ends before the PCS order’s effective date,</td>
<td>per diem is based on the dependent’s age on the date travel ends.</td>
</tr>
<tr>
<td>the Service member is performing a PCS to a location OCONUS and dependent travel is delayed,</td>
<td>travel and transportation allowances to a designated location are determined as specified in Rows 1-4 of this chart.</td>
</tr>
<tr>
<td>the dependent traveled to a designated location awaiting authorization to travel to the PDS OCONUS,</td>
<td>authorized travel and transportation allowances to the PDS OCONUS from the designated location are based on the dependent’s age at the time of travel.</td>
</tr>
<tr>
<td>a dependent is authorized to travel to, from, or between locations OCONUS,</td>
<td>travel and transportation allowances are determined separately for each leg of the journey.</td>
</tr>
<tr>
<td>a dependent travels from the old PDS to the aerial or water port of embarkation,</td>
<td>travel and transportation allowances are as specified in Rows 1-6 of this chart.</td>
</tr>
<tr>
<td>a dependent travels from the aerial or water port of embarkation to the port of debarkation,</td>
<td>travel and transportation allowances are based on the dependent’s age on the embarkation date.</td>
</tr>
<tr>
<td>a dependent travels from the aerial or water port of debarkation to the destination,</td>
<td>travel and transportation allowances are based on the dependent’s age on the date travel begins from the port of debarkation, provided there is no undue delay for personal reasons. A Service member is liable for costs associated with an undue delay for personal reasons.</td>
</tr>
<tr>
<td>a Service member performs a TDY en route in connection with the PCS, and the dependent travel is authorized but the dependent delays travel until the TDY is completed,</td>
<td>travel and transportation allowances are based on the dependent’s age on the date travel actually begins. When travel begins 60 or more days after the TDY ends, then travel and transportation allowances are based on the dependent’s age on the 60th day after TDY completion.</td>
</tr>
<tr>
<td>a Service member performs a TDY en route in connection with a dependent-restricted PCS tour, and the dependent does not travel to a designated location until the TDY ends,</td>
<td>travel and transportation allowances are based on the dependent’s age on the date travel actually begins. When travel begins 60 or more days after the PCS order’s effective date, then allowances are based on the dependent’s age on the 60th day after the PCS order’s effective date.</td>
</tr>
</tbody>
</table>

C. Travel by Commercial Ship. Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge or are part of the accommodations cost, except on embarkation and debarkation days.
0504 Standard Dependent Travel Allowances

050401. Time Limit

A Service member’s authority for dependent travel and transportation allowances may be used while the PCS order remains in effect, before receipt of a new PCS order to another PDS, unless specifically restricted in the JTR. This includes receipt of a home port change announcement. However, dependent travel must be because of the Service member’s PCS and not for personal reasons.

050402. Funds Advance and When Transportation Documents or Funds are Lost or Stolen

A. Funds Advance. A Service member authorized dependent travel and transportation allowances may receive an advance of funds for the allowances. A Service member authorized dependent transportation in connection with a separation or relief from active duty may be advanced an amount equal to 75% of the MALT. However, if a Service member fails to complete at least 90% of the initial active duty obligation and is separated from the Service or relieved from active duty under Section 0510, the advance is limited to 75% of the amount for the least costly available transportation mode. A Service member authorized dependent travel and transportation upon retirement is authorized a funds advance.

B. Transportation Documents or Funds are Lost or Stolen. A dependent traveling on a PCS order at Government expense who is stranded en route because documents or funds needed to purchase authorized transportation were lost or stolen may be furnished transportation-procurement documents in accordance with Service regulations.

050403. Dependent Travel before an Order is Issued

This paragraph does not apply to travel for an early return of a dependent, for evacuation travel, or for travel under Section 0508.

A. General. Ordinarily, travel that occurs before an order is issued is at personal expense and no reimbursement is authorized. However, a Service member is authorized dependent travel and transportation allowances for dependent travel that occurs before a PCS order is issued but after the Service member has been advised that such an order would be issued. The Service member must be otherwise eligible for dependent travel and transportation allowances.

B. Conditions. General information provided to the Service member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, when the service-term expires, retirement eligibility date, or expected rotation date) is not advice that an order will be issued. Any travel voucher for travel occurring before a PCS order is issued must be supported by a statement from the PCS AO or designated representative, that the Service member was advised that the order would be issued, and must cite this paragraph as authority for payment. Transportation must not be provided before a PCS order is issued.

050404. Deferred Dependent Travel

If a Service member chooses not to move a dependent when he or she is authorized to do so, the dependent travel and transportation allowances for an eligible dependent are payable during a subsequent
PCS, as indicated below.

1. The allowance is for the actual travel to the new PDS. However, the allowance is limited to the greater of the distances from one of the following locations to the new PDS:
   a. Home of record (HOR) or place where last entered or called to active duty (PLEAD), unless the dependent was moved to the HOR or PLEAD in connection with a move to a non-PDS location.
   b. Designated place.
   c. PDS from which the Service member elected not to move the dependent.
   d. Last PDS.

2. Any interim PCSs for which the Service member did not claim dependent travel and transportation allowances are ignored.

050405. When Dependent Travel and Transportation Allowances are not Payable

A. No Allowances Authorized. Table 5-8 contains three columns specifying the situations when dependent travel and transportation is not authorized. Reasons related to travel OCONUS are contained in Section 0508. Dependent travel and transportation allowances are not authorized in the following circumstances or as specified in Table 5-8:

1. Between points otherwise authorized in Section 0504 to a place where they do not intend to establish a permanent residence, including pleasure trips. For PCS travel of a student, the student’s permanent residence when not living with the Service member while at school is the Service member’s PDS, or the designated place of the Service member’s other dependents if they are not authorized to reside with the Service member.

2. For transoceanic land transportation or land transportation OCONUS when the Service member is without dependents, as defined in Chapter 9, unless a Service member is assigned to a COT and is to serve an accompanied tour at the new PDS.

3. To a PDS OCONUS when a Service member’s unexpired term of service is less than the specified tour, unless he or she voluntarily extends the term of service to permit completion of the specified tour or the Secretary concerned grants an exception to the normal tour on an individual case basis.

4. To a TDY location when a Service member is assigned to an indeterminate TDY (ITDY).

| Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized |
|-----------------------------------|-------------------------------------------------|
| Traveler                          | Not Authorized Dependent Travel and Transportation Allowances |
| Service Member                    | • A cadet or midshipman.                        |
|                                   | • Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks (except as in Section 0322). |
|                                   | • A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months. |
Chapter 5, Subchapter 1: PDT for Service Members  
Part A: PCS Allowances (Service Members Only)

Table 5-8. Dependent Travel and Transportation Allowances Are not Authorized

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Not Authorized Dependent Travel and Transportation Allowances</th>
</tr>
</thead>
</table>
| ● Called or ordered to active duty for training for:  
  ● 139 or fewer days when the active duty for training period intended in an order is for 139 days or less, except as in Section 0322.  
  ● 140 or more days when the active duty is at more than one location, but less than 140 days, except as in Section 0322, at any one location.  
| ● Called to active duty for reasons other than training for:  
  ● 180 or fewer days.  
  ● 181 or more days when the active duty is at more than one location, but 180 or fewer days at any one location.  
  ● 181 or more days at one location, but authorized per diem as specified in Section 0303.  
| ● Absent Without Leave.  
| ● A Deserter or Straggler.  
| ● Dropped or dismissed.  
| ● Transferred as a prisoner to a detention facility.  
| ● Transferred to a different location to await trial by court-martial.  
| ● In confinement, except as in par. 050804.  

| Dependent | ● Is a Service member on active duty, on the PCS order’s effective date (see Section 0509 for travel and transportation allowances after the spouse is no longer on active duty).  
| ● Is not a dependent, except as in par. 050409, on the PCS order’s effective date.  
| Allowances when a spouse separates or retires from the Service after the Service member’s PCS order’s effective date and when a dependent’s travel and transportation is due to an IPCOT are unaffected.  
| Receives any other Government-funded travel and transportation allowances for this travel.  
| ● Is a Service member’s or spouse’s parent, stepparent, or person in loco parentis, who does not reside in the Service member’s household, unless otherwise authorized or approved through the Secretarial Process. The exception to this is for a dependent listed in this table who was transported at Government expense to a PDS OCONUS as an eligible dependent, but who no longer qualifies as a dependent and is returned to the CONUS at Government expense.  
| ● Is a dependent child who is not in the Service member’s legal custody and not under his or her control on the PCS order’s effective date. See Section 0511 for travel authorization when legal custody or control changes after the PCS order’s effective date. |

B. Only Per Diem Authorized

1. Per diem is payable for any part of a journey that a U.S. flag air carrier or ship is available, but a dependent uses foreign flag transportation.

2. Per diem is payable when dependent transportation is made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

050406. Service Member Attains Eligibility for Dependent Travel

A Service member, ineligible for dependent travel and transportation allowances to a new PDS under
Table 5-8, who later attains eligibility, is authorized dependent travel and transportation allowances on the next qualifying PCS, as specified in this paragraph.

<table>
<thead>
<tr>
<th>Table 5-9. Allowances for a Service Member Who Attains Eligibility for Dependent Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If a Service member is on active duty at a...</strong></td>
</tr>
<tr>
<td>location in the CONUS to which dependent travel is authorized</td>
</tr>
<tr>
<td>location OCONUS to which dependent travel is authorized</td>
</tr>
<tr>
<td>dependent-restricted tour area</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
050407. Dependent Temporarily Absent from the Old PDS, Designated Place, or Safe Haven when a PCS Order Is Received

The Service member is authorized dependent travel and transportation allowances from the old PDS, designated place, or safe haven to the new PDS, if the dependent returns to the old PDS, designated place, or safe haven and travels from there to the new PDS (B-195643, April 24, 1980).

050408. Travel and Transportation Involving Locations Other Than the Old or New PDS

This paragraph does not apply to travel to or from a designated place. For this paragraph, the place where the dependent resides and from which the Service member commutes daily to the PDS is treated as his or her PDS location. A Service member in receipt of a PCS order is authorized dependent travel and transportation allowances from the place where the dependent resides to the new PDS, or from the old PDS to the new place where the dependent will reside, limited to the authorization from the old to the new PDS.

050409. Spouse Separates or Retires from the Service after the Effective Date of a Service Member’s PCS Order

When a Service member married to a Service member travels on a PCS order and his or her spouse separates or retires from the Service after the PCS order’s effective date, he or she is authorized dependent PCS travel and transportation allowances for that spouse. This is limited to the cost for travel from the separated or retired spouse’s last PDS to the Service member’s PDS on that PCS order.

050410. Escort for a Dependent

A. Eligibility. Escort travel is authorized only when the AO determines that dependent travel is necessary and that the dependent is incapable of traveling alone due to age, physical or mental incapacity, or other extraordinary circumstance. The Service member’s AO or commanding officer may appoint an escort for the dependent. An escort for a dependent may be authorized for any of the following reasons:

1. The Service member cannot accompany a dependent. A dependent is authorized an escort within the 1-year period after the Service member dies, is declared missing, is injured, or is otherwise unable to accompany the dependent. A Service member, civilian employee, or another person may serve as an escort.

2. Concurrent dependent travel to the new PDS is not permitted by the Secretary concerned for a sole parent or a Service member married to another Service member. Round-trip travel and transportation is authorized for a Service member who serves as an escort for the dependent, once command-sponsorship is granted. If Government transportation is not available, then transportation as specified in Section 0502, is authorized. The following Service members may serve as an escort for the dependent:

   a. A Service member who is a sole parent, but not another person.

   b. A Service member married to another Service member, but not both.

B. Escort Allowances.. A Service member escort under this paragraph is authorized round-trip
TDY travel and transportation allowances as specified in Chapter 2. A civilian employee escort, under this paragraph, is authorized the TDY travel and transportation allowances in regulations issued by the Agency or Department that is funding the travel. A person other than a Service member or civilian employee, designated to travel as an escort for a dependent, is issued an ITA (see Section 0305). This individual is authorized the same transportation and travel allowances as a civilian employee on TDY as specified in Chapter 2.

**Note:** See par. 050804 for an escort associated with an early return of a dependent.

### 050411. Dependent Joins or Accompanies the Service Member during TDY En Route

**A. Basic Allowance.** When a dependent accompanies or joins a Service member performing TDY en route between two PDSs, the dependent’s travel and transportation allowances are as specified in this paragraph. The Service member’s travel time and the amount of per diem paid for the Service member’s PCS travel are not used in computing the per diem for dependent PCS travel. Compute travel time as specified in par. 050205. No per diem is authorized for the dependent while at the TDY location. The Service member is authorized PCS allowances for the actual dependent travel performed limited to the greater of the following:

1. MALF for the official distance between authorized points as if the dependent had traveled separately, plus a per diem for the constructed travel time between the authorized points.

2. What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as in Chapter 2 for the time required for travel between authorized points. If Government-procured transportation is used, then subtract the Government-procured transportation cost from the allowances.

**B. Dependent Travels with the Service Member in the Same POV.** The MALF rate applies for the official distance from the old PDS to the TDY location and then to the new PDS. No additional MALF is authorized for the dependent travel. The per diem rate in par. 050303, applies when the dependent travels with the Service member for the allowable travel time for that leg of the journey.

**C. Dependent Travels in a Separate POV.** The MALF rate applies for the Service member’s travel from the old PDS to the TDY location and then to the new PDS. The Service member also is paid the MALF rate for the dependent’s direct travel from the old PDS to the new PDS. The per diem rate in par. 050303, applies when the dependent travels separately from the Service member for the allowable travel time for that leg of the journey.

### 0505 Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a Service member for the expenses incurred while relocating his or her household under the circumstances specified in this section. This section includes rules when the Service member is considered to be with or without a dependent or is married to another Service member. It also includes situations when a secondary DLA or partial DLA is warranted. DLA may be paid in advance.
050501. Fiscal-Year Limitations

A. Eligibility. A Service member who is eligible for a DLA, with or without a dependent, must follow the fiscal-year requirements specified below.

B. Allowances. A Service member is authorized only one DLA payment during a fiscal year unless one of the following occurs (37 USC §477):

1. Payment is made for partial DLA.

2. The Secretary concerned determines that the Service’s requirements warrant more than one PCS during the current fiscal year. The authority listed in Table 5-10, may authorize additional DLA payments.

<table>
<thead>
<tr>
<th>Service or Agency</th>
<th>Service Secretary’s Delegated Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA, USN, USAF</td>
<td>No lower than a General or flag officer at the headquarters level who directs assignments.</td>
</tr>
<tr>
<td>USMC</td>
<td>No lower than an O-6 at the headquarters level who directs assignments.</td>
</tr>
<tr>
<td>USCG</td>
<td>To the Commander of the USCG Personnel Service Center.</td>
</tr>
<tr>
<td>NOAA Corps</td>
<td>To the Director of the NOAA.</td>
</tr>
</tbody>
</table>

3. The Service member is on a PCS to, from, or between a course conducted, controlled, and managed by one or more of the Services.

4. The eligible dependent is relocated to a designated place due to an evacuation.

5. The Service member’s household is moved due to a national emergency or in time of war.

6. The Service member or a dependent is moved under any of the following circumstances:
   a. PCS order is amended, modified, canceled, or revoked.
   b. Service member is reported as dead or absent for 30 or more days and in a missing status.
   c. Early return of dependents.

7. The household is moved due to a base realignment and closure (BRAC).

8. The Service member is ordered to a unit undergoing a change of home port for commissioning, outfitting, or overhaul, or because a shore unit is undergoing a change in PDS.

9. A Service member’s dependent relocates due to the Service member being assigned to ITDY.

C. Determining Fiscal-Year Eligibility

1. To determine the fiscal year in which DLA authority occurs, use the Service member’s
departure or detachment date from the old PDS in accordance with the PCS order.

2. Exclude PCS moves in the same fiscal year for which a DLA was not authorized when determining if the fiscal-year limit applies to a DLA payment.

3. Except under the conditions in pars. 050501.B3, 050501.B6, and 050501.C2, all PCS moves, including those approved by the Secretary concerned, are counted to determine if the statutory limitation applies.

050502. Service Member with or without a Dependent

The amount payable for a DLA is usually based on whether the Service member has a dependent. The allowances in this paragraph apply regardless of if the Service member has a dependent. A Service member may be eligible for DLA in any of the following circumstances:

A. Short-Distance Move. The Service member is authorized a short-distance HHG move at Government expense:

1. From a private-sector residence to another private-sector residence, for the Government’s convenience, when proper authority directs the Service member to vacate local housing because the residence does not meet the Service’s health and sanitation standards. This does not apply to moves to or from privatized housing.

2. Due to a PCS to a new PDS that is in proximity to the old PDS or when reassigned between activities at the same PDS (42 Comp. Gen. 460 (1963)).

B. PCS Order Due to A Change in Service. A Service member is separated or relieved from active duty from one Service to continue on active duty in another Service without a break in service under the authority of 10 USC §716, or any similar statutory provision is eligible for a DLA when the household move is due to a PCS order resulting from a change of Service. The service performed after such separation is a continuation of the prior period of service.

050503. Service Member with a Dependent

For DLA purposes, a Service member with a dependent is one who, on the effective date of a PCS or ITDY order, has a dependent who is authorized transportation under that order. If the spouse is a dependent on the effective date of the order, the Service member is a Service member with a dependent even if the spouse received travel allowances upon separation from the Service as a former Service member.

A. Eligibility. A Service member with a dependent is authorized a DLA when:

1. The dependent relocates in connection with a PCS.

2. The dependent relocates in connection with an official alert notification before the Service member receives a PCS order to a PDS OCONUS where dependent travel is not authorized. The Service member becomes eligible for the DLA once the PCS is completed.

3. The Service member performs a PCS between PDSs not in proximity to each other, or relocates due to an ITDY order, but the dependent makes a proximity move based on the PCS order or
ITDY order. For the Service member to be eligible for a DLA, he or she must provide one of the following:

a. A statement that the household move was necessary as a direct result of the PCS or ITDY from the new PDS commanding officer or from that commanding officer’s designated representative. The designated representative cannot re-delegate this authority.

b. A statement that the move was necessary as a direct result of the PCS or ITDY when the PCS is to or from a dependent-restricted tour. In this case, the commander’s statement is not required and the Service member’s statement must be accepted.

4. A dependent moves because a Service member is reported as dead or absent for 30 or more days in a missing status.

5. One or more dependents returns early from a PDS OCONUS at Government expense. The Service member is authorized a DLA either the day the first dependent arrives at the permanent residence location or the day all of the dependents have departed the PDS overseas, whichever event occurs later. The Service member is ineligible for a DLA if the dependent is authorized to return to the Service member’s PDS OCONUS.

6. The dependent makes an authorized move to or from a PDS OCONUS in connection with a tour change from accompanied to unaccompanied, or from unaccompanied to accompanied, at the same PDS OCONUS after the initial tour of duty completion.

7. A dependent completes travel to or from a designated place due to a PCS order or an evacuation order. When a dependent completes travel to a designated location due to a PCS order, no other DLA is payable for that PCS unless the Service member’s tour changes after the initial tour of duty completion and a dependent travels.

8. The Service member is ordered to move due to a BRAC Commission action and, as a result, the dependent moves.

9. A dependent moves in connection with an ITDY order.

10. The Service member relocates the household when he or she transfers from OCONUS, or inside the CONUS, to a hospital in the CONUS for observation and treatment. A statement of prolonged hospitalization is required from the receiving hospital’s commanding officer when the Service member transfers to a hospital in the CONUS from inside the CONUS.

B. Allowances. If the dependent moves with the Service member, DLA at the with-dependent rate is paid. When a dependent is authorized to travel, but does not move with the Service member, DLA at the without-dependent rate may be paid, provided Government quarters are not assigned at the new PDS. If the dependent later joins the Service member and travels at Government expense, the difference between the without-dependent rate and the with-dependent rate may be paid.

050504. Service Member Considered to be without a Dependent for DLA

A. Eligibility

1. A Service member has no dependents.
2. A Service member may be eligible for a DLA and would be considered without a dependent when he or she:
   
a. Has a dependent who is authorized travel and transportation allowances in connection with a PCS but the dependent does not relocate (59 Comp. Gen. 376 (1980)).

   b. Is not authorized travel and transportation allowances for a dependent to relocate either in connection with a PCS or to a new PDS.

B. Allowances. A DLA is authorized when a Service member is:

1. Ordered and moves to a new PDS where Government quarters are not assigned.

2. Ordered to a new PDS where Government quarters are assigned and occupied upon arrival at the new PDS for 60 days or less. The Service member’s commanding officer may authorize or approve extending the 60 days by an additional 60 days for a total of up to 120 days when circumstances warrant.

Note: When calculating the 60 days, exclude days the Service member is deployed or on a TDY.


4. Assigned to a two-crew nuclear submarine, not assigned Government quarters, and occupies a private-sector residence for 16 or more days before reporting aboard the ship (57 Comp. Gen. 178 (1977) and 59 Comp. Gen. 221 (1980)) upon arrival at the ship’s home port or upon arrival at the ship’s new home port when the ship’s home port is changed.

050505. A Service Member Who Has No Dependent

A Service member who has no dependents is authorized DLA when:

1. Assigned to permanent duty aboard a ship if he or she:

   a. Chooses not to occupy assigned shipboard quarters and is above the grade of E-5, or is authorized BAH and is in the grade of E-5 or E-4.

   b. Occupies private sector housing ashore.

Note: DLA at the without-dependent rate is payable under this paragraph when the Service member is a Service member with a dependent for housing purposes only because the Service member is paying child support.

2. He or she is assigned quarters belonging to the United States, or to a housing facility under a Service’s jurisdiction, that do not meet the DoD minimum adequacy standards, and the Service member above grade E-5 chooses not to occupy the quarters.
050506. Service Member Married to Another Service Member

A. Eligibility. A Service member who is married to another Service member may be eligible for a DLA. However, neither Service member is a dependent of the other.

B. Allowances. Table 5-11 specifies the DLA rate to authorized Service members under specific conditions. Computation Examples.

1. DLA is payable for Service members assigned to the same new PDS but living in separate dwellings only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each Service member or for the dependent.

2. A Service member without dependents who is assigned to Government quarters at the new PDS, including a ship, is not authorized a DLA except when both Service members are without dependents and are moving into family-type Government quarters at a new PDS or as specified in pars. 050504-B2, and 050504-B3.

3. Service members married to each other may select the greater allowance.

<table>
<thead>
<tr>
<th>Table 5-11. DLA for a Service Member Married to a Service Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Neither Service Member Has a Dependent</strong></td>
</tr>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>neither Service member is assigned to a ship</td>
</tr>
<tr>
<td>both Service members are below Grade E-6, are assigned at the same time to permanent duty aboard a ship, elect not to occupy assigned shipboard quarters</td>
</tr>
<tr>
<td>the Service members occupied the same dwelling at the old PDS</td>
</tr>
<tr>
<td>the Service members occupied separate dwellings at the old PDS</td>
</tr>
</tbody>
</table>
### Table 5-11. DLA for a Service Member Married to a Service Member

<table>
<thead>
<tr>
<th>If…</th>
<th>And…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the Service members occupied separate dwellings at the old PDS</td>
<td>they occupy the same dwelling at the new PDS,</td>
<td>without-dependent rate, and the Service member who has a dependent is paid a DLA at the with-dependent rate.</td>
</tr>
<tr>
<td>they occupy separate dwellings at the new PDS,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Both Service Members Have Dependents</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the Service members occupied the same dwelling at the old PDS</td>
<td>they occupy the same dwelling at the new PDS,</td>
<td>either Service member is paid a DLA at the with-dependent rate, but not both.*</td>
</tr>
<tr>
<td>they occupy separate dwellings at the new PDS,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the Service members occupied separate dwellings at the old PDS</td>
<td>they occupy the same dwelling at the new PDS,</td>
<td>each Service member is paid a DLA at the with-dependent rate.**</td>
</tr>
<tr>
<td>they occupy separate dwellings at the new PDS,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*If married Service members, each on PCS orders, maintain separate households, one establishing a permanent household at the new PDS and the other maintaining one at the old PDS, and they later occupy the same residence at the new PDS, they are both eligible to receive the DLA (B-191742, August 1, 1978, and DOHA Case 96110801, June 26, 1997). A Service member eligible for the without-dependent rate receives a DLA at that rate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**Payable only if it can only be conclusively shown it is necessary to establish separate household for or on behalf of each member or for the dependent.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 050507. Secondary DLA—Orders Amended, Modified, Canceled, or Revoked

**A. Eligibility.** When a PCS order is amended, modified, canceled, or revoked to direct the Service member to return to the PDS from which transferred, the Service member is eligible for a DLA if the Service member or a dependent has moved from the place of residence before the date the order is amended, modified, canceled, or revoked.

1. If a Service member or dependent move from the place of residence due to a PCS order and complete a move to a new location, and then that PCS order is amended, modified, canceled, or revoked to either direct the Service member to return to the old PDS or to go to a different PDS, then a DLA is payable in connection with each move.

2. No more than two DLAs are authorized.

3. Only one DLA is allowable when a dependent is authorized to move to a designated location and travel to a PDS OCONUS was officially delayed by 20 weeks or more.

**B. Allowances.** DLA for a move from an old PDS to a new location is paid using the primary DLA rate. A second DLA using the rates in the secondary rate table is paid for a move to the location directed in the amended, modified, canceled, or revoked order.
050508. Partial DLA

A. Eligibility

1. A Service member who is ordered to occupy family-type Government quarters or to vacate family-type Government quarters due to privatization, renovation, or any other reason for the Government’s convenience, except a PCS, must be paid a partial DLA.

2. Partial DLA is not authorized for a local move from Government quarters upon separation or retirement, from privatized housing to privatized housing, or for any of the following reasons:

   a. A PCS.

   b. A change in family size or bedroom requirements for the Service member’s convenience, including promotion.

   c. A Service member voluntarily decides to move. Government-directed moves to and from Government quarters or from Government-controlled quarters may be eligible for a partial DLA.

   d. Pending divorce or family separation.

   e. Service member misconduct.

B. Allowances. A partial DLA is a one-time payment paid at a flat rate of $733.16 (as of January 1, 2017) for a qualifying event.

050509. DLA is not Authorized

DLA is not authorized in connection with a PCS in the following circumstances:

A. From home or PLEAD to the first PDS unless a dependent moves from the Service member’s residence to the PDS or a designated place in connection with the PCS. If a Service member does not have a dependent, or if he or she has a dependent but that dependent does not relocate to the new PDS, DLA is not authorized to the first PDS.

Note: When an RC member separates from active duty and is still in the RC, then is issued a new call or order to active duty that is effective more than 24 hours after the RC member last separated from active duty, that new call or order to active duty is considered a first PCS, and that PDS is a first PDS, for travel purposes, including for a DLA.

B. From last PDS to home or to the PLEAD.

C. From the last PDS in one period of service to the first PDS in another period of service when there was no ordered PCS between those locations.

D. When the Service member does not relocate the household.

Note: Household relocation is not limited to transporting HHG. A Service member may relocate his or her household and not transport HHG or move dependents. When a Service member with
dependents leaves the dependents in place and moves to the new PDS, taking some personal belongings, the Service member has relocated his or her household.

E. For a Service member who has a dependent, when PCS travel is performed under the following conditions:

1. When the Service member is:
   a. A cadet or midshipman.
   b. Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks, except as in par. 03220-A3.
   c. An enlisted RC member called or ordered to initial active duty for training for less than 6 months.
   d. Called or ordered to active duty for training for 140 or more days when the active duty is at more than one location, but 139 or fewer days at any one location.

2. When a dependent:
   a. Is a Service member on active duty on the PCS order effective date.
   b. Is not a dependent on the PCS order’s effective date. This does not affect allowances associated with the spouse retiring or separating from Service after the order’s effective date, as specified in Section 0509, or for dependent travel and transportation due to an IPCOT, as specified in Section 0508.
   c. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued.
   d. Receives any other Government-funded travel and transportation allowances for the travel being performed.
   e. Is a Service member’s or spouse’s parent, stepparent, or person in loco parentis who does not reside in the Service member’s household, unless otherwise authorized or approved through the Secretarial Process.
   f. Is a dependent child who is not under the Service member’s legal custody and control on the PCS order’s effective date. See par. 051204 when legal custody or control changes after the PCS order’s effective date. (B-131142, June 3, 1957).
   g. Has transportation made available (whether used or not) by a foreign Government, at no cost to the United States or the Service member, under a contract or agreement with the United States.

F. For local, short-distance moves in accordance with Section 0519, unless otherwise authorized in this Section.

G. For a Selected Reserve member authorized limited PCS allowances from his or her primary residence to the duty location under Section 0511.
0506 Temporary Lodging Expense (TLE)

050601. TLE for Service Members

A. **Eligibility.** A Service member on a PCS living in temporary lodging in the vicinity of the old or new PCS location, home of record, initial technical school, or a designated place may be eligible for a TLE allowance for lodging and meal expenses. The lodgings occupied must be a temporary residence, not a permanent one. TLE is an allowance intended to partially pay a Service member for lodging and meal expenses incurred while occupying temporary lodging in the CONUS upon a PCS. TLE may not cover all of the lodging and meal expenses incurred. Table 5-12 lists eligibility criteria for TLE and some of the situations when a Service member would be ineligible.

<table>
<thead>
<tr>
<th>Authorized</th>
<th>Not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Before leaving the old PDS in the CONUS, designated place.</td>
<td>● When leaving active duty.</td>
</tr>
<tr>
<td>● Upon arrival at the new PDS in the CONUS, designated place, or first PDS.</td>
<td>● For a house-hunting trip before the Service member moves to the new PDS.</td>
</tr>
<tr>
<td>● Before leaving technical school or a Service member’s home of record if the Service member is reporting to the first PDS.</td>
<td>● For any individual that became a dependent after the PCS order’s effective date.</td>
</tr>
<tr>
<td>● While house hunting after completing PCS travel to the new PDS in the CONUS.</td>
<td>● For any dependent who returned from OCONUS before issuance of a PCS order.</td>
</tr>
<tr>
<td>● For the elapsed time between PDSs when PCS per diem is not payable (see computation example).</td>
<td>● For any dependent relocating for personal safety.</td>
</tr>
<tr>
<td>● When the Service member’s PCS order is cancelled or revoked after occupying temporary lodging.</td>
<td>● When ordered to an ITDY location.</td>
</tr>
<tr>
<td>● After initial arrival at the PDS in the CONUS and while waiting to be assigned Government lodging.</td>
<td>● If he or she is a Service member of the Selected Reserve and is authorized limited PCS allowances between his or her primary residence and the duty location.</td>
</tr>
<tr>
<td>● After initial arrival at the PDS in the CONUS and while finalizing plans for other permanent housing when Government quarters are not available.</td>
<td>● At any location OCONUS.</td>
</tr>
<tr>
<td>● For a new dependent who was added to the family before the effective date of the next PCS assignment. TLE can also be authorized in the vicinity of the place where the person became a dependent.</td>
<td></td>
</tr>
<tr>
<td>● For a move to the Service member’s first PDS upon entering active-duty service.</td>
<td></td>
</tr>
</tbody>
</table>

B. **Allowances.** A Service member may be authorized TLE for either 5 or 10 days, depending on whether the new PDS location is in the CONUS. The days may be split between multiple authorized locations and at the Service member’s or dependent’s discretion. Table 5-13 specifies the number of days a Service member is authorized based on location.

<table>
<thead>
<tr>
<th>If a Service member is...</th>
<th>Then TLE is authorized for 5 days...</th>
</tr>
</thead>
<tbody>
<tr>
<td>moving to a PDS OCONUS from a prior PDS in the CONUS,</td>
<td>at the following locations if within the CONUS:</td>
</tr>
<tr>
<td></td>
<td>● Prior PDS.</td>
</tr>
<tr>
<td></td>
<td>● Designated place.</td>
</tr>
</tbody>
</table>

reporting to the first PDS OCONUS from a home of record or the initial technical school, | at the following locations if within the CONUS: |
|                           | ● Home of record.                   |
Table 5-13. Authorized TLE Locations and Time Limits

<table>
<thead>
<tr>
<th>If a Service member is...</th>
<th>Then TLE is authorized for 10 days...</th>
</tr>
</thead>
<tbody>
<tr>
<td>reporting to a PDS in the CONUS,</td>
<td>at the following locations if within the CONUS:</td>
</tr>
<tr>
<td></td>
<td>● Initial technical school.</td>
</tr>
<tr>
<td></td>
<td>● Designated place.</td>
</tr>
<tr>
<td>reporting to the first PDS in the CONUS from the home of record or initial technical school,</td>
<td>at the following locations if within the CONUS:</td>
</tr>
<tr>
<td></td>
<td>● Prior or new PDS.</td>
</tr>
<tr>
<td></td>
<td>● Designated place.</td>
</tr>
</tbody>
</table>

Table 5-14. TLE Temporarily Increased Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Effective Dates</th>
<th>Number of TLE Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traverse City, Michigan</td>
<td>June 12 to September 30, 2017. TLE must be completed before September 30, 2017.</td>
<td>TLE is limited to 60 days.</td>
</tr>
</tbody>
</table>

Table 5-15. TLE Criteria for Increase in Number of Days

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a PCS move is to an affected location where the TLE days have been temporarily increased,</td>
<td>any TLE days used at the old PDS in the CONUS must be deducted from the maximum number of TLE days allowed at the new PDS.</td>
</tr>
<tr>
<td>the Service member or dependent is departing from an extended TLE location,</td>
<td>the increased number of days do not apply.</td>
</tr>
<tr>
<td>the Service member arrives before or during the effective dates of the increased TLE authorization period, and terminates temporary lodging within that authorization period,</td>
<td>the Service member is eligible for TLE for the extended time period.</td>
</tr>
<tr>
<td>the Service member’s temporary lodging begins during the effective dates of the increased TLE authorization period, but terminates after the date the authorization expires,</td>
<td>the Service member is limited to 5 or 10 days of TLE, as applicable.</td>
</tr>
</tbody>
</table>

1. TLE may be temporarily increased for up to 60 days for a PCS move to a new PDS in the CONUS if the location was jointly approved by the Service Secretaries because the new PDS in the CONUS is in a Presidentially declared disaster area or is experiencing a sudden increase in the number of Service members assigned there. The Secretaries set the dates when the additional days for TLE are effective.

2. TLE is reimbursed at the locality per diem rate of the PDS, designated place, home of record, or initial technical school where the Service member occupies temporary lodging.

   a. Government quarters must be used, if available, before commercial lodging and is subject to the rules outlined in Table 5-16.
Table 5-16. Criteria for TLE for Government Quarters

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government quarters are available at the old or new PDS and the Service member chooses to stay in other lodgings,</td>
<td>reimbursement is limited to the Government quarters cost or the locality lodging rate, whichever is lower.</td>
</tr>
<tr>
<td>Government quarters are not available,</td>
<td>the Service member must provide proof of non-availability to be reimbursed for commercial lodging by providing one of the following: A non-availability confirmation number provided by the billeting office or by the Service’s lodging registration process. The date, phone number, and name of the billeting office’s person in charge when reservations for billeting were attempted. A written statement from the Service member certifying that Government quarters were not available.</td>
</tr>
<tr>
<td>family-type Government quarters are not occupied because they are under renovation, or HHG has been packed, picked up, and shipped, but not received by the Service member, or HHG has not been shipped from the old PDS,</td>
<td>reimbursement for commercial lodging is authorized.</td>
</tr>
<tr>
<td>Government quarters are available in the vicinity of the designated place,</td>
<td>the Service member is not required to use the Government quarters.</td>
</tr>
</tbody>
</table>

b. A Service member and his or her dependent may be reimbursed up to a maximum of $290 per day and may occupy temporary lodging on the same or different days up to the authorized number of days.

(1) The Service member may elect the days for which TLE is claimed.

(2) If the Service member and his or her dependent claim TLE on different days, then TLE is reimbursed as if the lodging was occupied on the same day.

(3) TLE is calculated based on the locality per diem rates, the number of dependents and their ages, and the actual lodging expenses.

c. The steps to the calculation are on DTMO’s website. When determining the daily lodging ceiling and M&IE rate, multiply the percentage in Table 5-17 by the applicable locality per diem rate.

Table 5-17. Daily Lodging Ceiling and M&IE Rate Percentages for TLE

<table>
<thead>
<tr>
<th>Number of Eligible Persons Occupying Temporary Quarters</th>
<th>Percentage Rate Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service member or one dependent</td>
<td>65</td>
</tr>
<tr>
<td>Service member and one dependent, or two dependents only</td>
<td>100</td>
</tr>
<tr>
<td>For each additional dependent 12 years of age or older</td>
<td>35</td>
</tr>
<tr>
<td>For each additional dependent younger than 12 years of age</td>
<td>25</td>
</tr>
</tbody>
</table>

(1) For Service members married to each other, each spouse begins with 65%. Each
dependent then increases the percentage for the Service member claiming that dependent. Both Service members cannot claim the same dependent for TLE on the same days. Each member may be reimbursed up to $290 per day.

(2) For a Service member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate. A Service member with two dependents, one over 12 and one under 12 is 125%.

(3) When a Service member or dependent stay with friends or relatives, no lodging reimbursement is authorized. The TLE meal portion is payable.

050602. Advance of TLE

An advance may be paid for the average number of days that TLE is paid in connection with a PCS to a PDS. The average number of days that TLE is paid is determined through the Secretarial Process. If the new PDS is in the CONUS, the advance is limited to the maximum amount for 10 days. If the new PDS is in OCONUS, the advance is limited to the maximum amount for 5 days.
CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART B: CATEGORIES OF PDT

Part B includes major categories of travel for a permanent change of station (PCS), including accession and training travel, moves outside the continental United States (OCONUS), home port and retirement and separation. The standard travel and transportation rules specified in Chapter 5, Part A apply, unless otherwise specified in this chapter.

0507 Accession and Training Travel

050701. Entering Active Duty

A. Eligibility. A Service member may be eligible for travel allowances when he or she enters active duty from civilian life or from a non-active-duty status under the circumstances below:

1. When he or she travels from his or her primary residence, home, or place from which called or ordered to active duty (PLEAD) to the first permanent duty station (PDS), upon appointment or re-appointment—including reinstatement—to regular Service from civilian life, or from a Reserve Component (RC).

2. An RC member is called or ordered to active duty, including duty for training, for 20 or more weeks at one location, and travels from his or her primary residence, home, or PLEAD to the first PDS under that call or order to active duty.

   a. When an RC member separates from active duty, is still in the RC, and is issued a new call or order to active duty that is effective more than 24 hours after that separation, then the new call or order to active duty is an accession for travel allowance purposes.

   b. The PCS under the new call or order to active duty is considered a first PCS for travel purposes.

3. When he or she is recalled to active duty from the Fleet Reserve, the Fleet Marine Corps Reserve, or from retirement—including temporary disability retirement—and travels to the first PDS under that recall order.

4. Upon his or her enlistment or induction into the Service, under regular conditions or during emergency, when he or she travels to the first PDS from home, primary residence, or PLEAD.

5. When a newly enlisted Service member is undergoing processing, indoctrination, basic training, or initial active duty for training, or when an RC member is undergoing follow-on technical training or home-station training.

6. When he or she is ordered to active duty and a PDS is not designated in the order.
B. Allowances

1. Transportation

a. Transportation allowances are detailed in Section 0502. A travel order may direct transportation with limited or no reimbursement, or direct a specific transportation mode, for the Service member’s transportation to the first duty location upon enlistment, reenlistment, or induction, if Service regulations permit.

b. If Government or Government-procured transportation is used, then the Service member is authorized reimbursement of miscellaneous expenses as specified in Chapter 2.

2. Per Diem

a. Per diem is not authorized before reporting to the first PDS for an enlisted Service member at a location where both Government dining facilities and Government quarters (other than temporary lodging facilities) are available when undergoing any of the following:

   (1) Processing.

   (2) Indoctrination.

   (3) Basic training.

   (4) Follow-on technical training or home-station training for an RC member.

   (5) Instruction in a TDY status when no PDS has been assigned.

b. When a Service member is called to active duty and the order does not designate a PDS after the TDY is completed, no per diem is authorized at the TDY location. However, when a Service member receives an order naming a PDS other than the TDY location, per diem begins from the date he or she receives the order.

c. If a PDS has been assigned, a Service member on a TDY for instruction who has just completed initial technical or specialty training may be authorized per diem through the Secretarial Process.

d. Unless the Service member travels on Government or Government-procured transportation under orders stating limited or no per diem reimbursement, per diem is authorized during travel to, from, or between locations for the following purposes:

   (1) Processing.

   (2) Indoctrination.

   (3) Training.

   (4) Instruction.

   (5) During a delay or processing due to travel to a designated PDS or while awaiting
transportation to the PDS.

e. If the Service member or dependent travels by privately owned vehicle (POV), the per diem specified in Section 0503 applies. If any other mode of transportation is used, the per diem specified in Section 0203 applies.

f. When meal tickets are not available and the Service member must purchase a meal or lodging, reimbursement is authorized for occasional meals and lodging as specified in Chapter 2.

3. **Recruit’s Civilian Clothing.** A recruit is authorized transportation of up to 50 pounds of civilian clothing to the home of record (HOR) when Service regulations require their disposal and after receiving uniform clothing.

C. **Additional PCS Allowances for Accession Travel.** When a PCS order is issued for a Service member to travel from his or her home, primary residence, or PLEAD to the first PDS, the following allowances are authorized:

1. If the Service member has a dependent on the effective date of the PCS order, then transportation for the dependent is authorized from the dependent’s location to the Service member’s first PDS. See Section 0502 for specific provisions for transportation. Reimbursement is limited to the cost of traveling from the Service member’s home, primary residence, or PLEAD to the first PDS.

2. A household goods (HHG) shipment, storage in transit (SIT), non-temporary storage, and movement of a mobile home, when appropriate, may be authorized. The following allowances may also be authorized when the Service member meets the eligibility criteria:

   a. Temporary lodging expense (TLE).

   b. A dislocation allowance (DLA).

   c. POV storage or shipment.

**050702. Uniformed Services Applicants and Rejected Applicants**

Travel of a Uniformed Service applicant or rejected applicant is considered PCS travel unless Service regulations specify that this travel follows TDY rules. See Section 0308.

A. **Eligibility.** An individual who applies to the Uniformed Services, the RC, or for flight training may be eligible for travel allowances. An applicant for flight training may include any of the following:

   1. A civilian who applies for an appointment as an aviation cadet.

   2. An RC member not on active duty.

   3. A Service member in the Senior Reserve Officer Training Corps.

B. **Allowances**

   1. PCS transportation allowances as specified in Sections 0502 and 0503 are authorized for
an applicant or rejected applicant:

a. For flight training, a Uniformed Service, or an RC. The travel allowances are authorized from the applicant’s home or the place where the application is made to the place where he or she received a physical examination, qualifying examination, processing, or acceptance into the Service.

b. Who is rejected or who is accepted and ordered to return home to await further orders or a reporting date. The PCS allowances are from the place where the applicant was transported at Government expense to the home or the place at which the application was made.

2. Services may issue regulations that require the applicant to use Government-procured transportation or meal tickets. If the applicant does not use Government-procured transportation or meal tickets, and the AO accepts the applicant’s reason for not doing so, then transportation costs are reimbursed at the TDY POV mileage rate for the official distance and costs for personally purchased occasional meals and lodging are reimbursed. If the AO does not accept the applicant’s reason for not using required Government-procured transportation or meal tickets, then he or she is not reimbursed.

050703. Service Academy Cadets and Midshipmen

A. Service Member Enters a Service Academy. An active-duty enlisted Service member entering a Service academy is authorized standard PCS allowances from the last PDS to the Service academy. A person other than an enlisted Service member who is entering a Service academy is authorized standard PCS allowances from the home or school to the Service academy.

B. Graduate Ordered to Active Duty. When commissioned and ordered to active duty, a graduate of a Service academy is authorized PCS allowances from the Service academy or home to the new PDS, via any TDY en route locations. PCS allowances are calculated based on the actual distance traveled, limited to what would have been paid based on the official distance from the Service academy or home to the first PDS via any TDY en route locations designated in the travel order.

C. Dependent Travel. The Service member is authorized dependent travel and transportation allowances to the new PDS or designated location, as appropriate. When a Service member gains a dependent after his or her departure or detachment date from a Service academy on an active duty PCS order, but on or before the PCS order’s effective date, the Service member is authorized dependent travel and transportation allowances to the new PDS from the HOR, the Service academy, or the place at which the individual becomes a dependent. If the dependent travels to the HOR or Service academy before the active duty PCS order’s effective date, then the allowances are from the HOR or Service academy, whichever one the dependent traveled to.

050704. Service Member Assigned to a Foreign Service College

A Service member assigned to a Foreign Service college on a PCS for 20 or more weeks is authorized standard PCS travel and transportation allowances. This includes dependent travel and transportation allowances. The tour-length restrictions contained in Table 5-8, do not apply in this situation.

0508 Moves outside of the United States (OCONUS)

050801. Transportation for a PCS OCONUS
A. Standard Transportation. Unless otherwise directed, a Service member traveling to, from, or between a location OCONUS is authorized the following:

1. Standard PCS allowances from the old PDS, via any TDY locations, to the appropriate aerial or water port of embarkation.

2. Reimbursement for transportation procured at personal expense for the transoceanic travel if Government or Government-provided transportation is unavailable.

3. Standard PCS allowances from the appropriate aerial or water port of debarkation, via any TDY locations, to the new PDS.

4. Standard PCS allowances between official points when there is no transoceanic travel and only land travel is involved.

B. Vehicle Processing Center (VPC). When travel to or from a designated VPC is concurrent with a Service member’s en route PCS travel, standard PCS allowances are authorized.

C. Transoceanic Travel. Standard PCS travel and transportation allowances apply for ordered travel between official locations. The Fly America Act provision applies. When computing travel time, the day of embarkation or debarkation at the port, while awaiting transportation, is included in actual time for transoceanic travel, regardless of the embarkation or debarkation hour.

050802. Escorting a Dependent to or from a Designated Place for an Unaccompanied Tour OCONUS or for a Unit PCS Move

A Service member may be authorized travel and transportation allowances to escort dependents to or from a designated place when performing a unit PCS move as specified in Table 5-18

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
<th>And…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member is required to travel on a PCS from a PDS in the continental United States (CONUS) to a PDS OCONUS with the unit for an unaccompanied tour,</td>
<td>he or she may escort a dependent from the old PDS to a designated place, and return to the old PDS before departure for the PDS OCONUS</td>
<td>is authorized round-trip PCS allowances between the old PDS and the designated place.*</td>
</tr>
<tr>
<td>a Service member is required to travel on a PCS from an unaccompanied tour at a PDS OCONUS to a PDS in the CONUS with the unit,</td>
<td>he or she may escort dependents from the designated place to the new PDS</td>
<td>is authorized round-trip PCS allowances between the new PDS and the designated place.**</td>
</tr>
</tbody>
</table>

*Travel time for return to the PDS is limited to constructed travel time as if the travel had been performed by Government-procured transportation.

**Travel time from the new PDS to the designated place is limited to constructed travel time as if the travel had been performed by Government-procured transportation.
050803. Attaining or Losing Eligibility for Dependent Travel for PCS OCONUS

A dependent must be command-sponsored before he or she begins travel for the Service member to be eligible for reimbursement of dependent travel at Government expense to, between, or from a location OCONUS. A Service member must meet the standard eligibility requirements in Section 0504, and have at least 12 months remaining on the tour of duty OCONUS from the arrival date of a dependent at the PDS OCONUS, unless otherwise exempted. Table 5-19 specifies allowances when a traveler no longer qualifies as a dependent. Travelers listed in Table 5-19 must complete travel within 6 months after the Service member completes personal travel from the PDS OCONUS due to a PCS (see par. 051104 if a Service member entitled to basic pay dies while on duty OCONUS).

<table>
<thead>
<tr>
<th>Table 5-19. Dependent Travel Eligibility for PCS OCONUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified Travelers No Longer Dependents</td>
</tr>
<tr>
<td>The following travelers transported OCONUS at Government expense who no longer qualify as dependents:</td>
</tr>
<tr>
<td>• Parent.</td>
</tr>
<tr>
<td>• Stepparent.</td>
</tr>
<tr>
<td>• Person in loco parentis.</td>
</tr>
<tr>
<td>• An unmarried child who turns 21 years old.</td>
</tr>
<tr>
<td>• An unmarried child who turns 23 years old and loses student status while the Service member is serving OCONUS,</td>
</tr>
</tbody>
</table>

050804. Early Return of Dependents (ERD)

This section applies to situations when a command sponsored dependent, who is at a PDS OCONUS, returns to a designated place at Government expense before the Service member receives official notice of a PCS from the PDS OCONUS (DoDI 1315.18).

A. Reasons for Return. The return must be caused by one of the following:

1. An official situation.
2. A matter of national interest.
3. A personal situation at the PDS OCONUS.
4. Disciplinary action is taken against a Service member stationed OCONUS.

B. Dependent’s Travel Order. A dependent must begin travel before the Service member is issued a new PCS order from the PDS OCONUS, except for travel for disciplinary reasons. The AO must cite the specific reason for the authorization or approval in the dependent’s travel order. For disciplinary action, travel and transportation allowances are limited to the cost from the Service member’s last or former PDS OCONUS or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign-born, to the dependent’s native country. If the Service member is convicted by court martial and placed on leave involuntarily while awaiting completion of an appellate review, allowances are limited to the cost to the Service member’s home of record or PLEAD.
Chapter 5, Subchapter 1: PDT for Service Members

Part B: Categories of PDT (Service Members Only)

1. A Service member may return a dependent at personal expense—at Government expense if the Service member serves an in-place consecutive overseas tour (IPCOT)—to the location OCONUS from which the dependent traveled. If that dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on the subsequent PCS.

2. The Secretary concerned may delegate authority for ERD travel.

C. Designated Place Location. The dependent may be authorized or approved through the Secretarial Process to travel to a designated place in the CONUS, a non-foreign area OCONUS or, if the dependent is foreign born, to a designated place in the dependent’s native country. The Secretary concerned may authorize a dependent who is a foreign national to return to his or her foreign country origin, even when the Service member is stationed within that country. The Secretary concerned may delegate the authority for travel to a foreign-born dependent’s native country to the headquarters that directs the Service’s dependent transportation policies or procedures. The official authorizing the transportation determines the destination and ensures that a reasonable relationship exists between the destination, conditions, and circumstances when the early return is due to any of the following:

1. A foreign national returning to his or her native country.
2. An official situation, national interest, or a personal situation.
3. Disciplinary action against the Service member stationed OCONUS.

D. Official Situations. Dependent travel and transportation allowances specified in this paragraph are in addition to, and have no effect on, the Service member’s dependent travel allowances on the next PCS order’s effective date. Table 5-20 specifies the eligibility and allowances for ERD associated with official situations.

1. The Secretary concerned may delegate this authority to either of the following:
   a. The headquarters that directs the Service’s dependent transportation policies and procedures for travel to a foreign-born dependent’s native country.
   b. The installation commander, who is an O-5 or higher, or the commanding officer of the unit to which the Service member is assigned, for designated places in the CONUS or in a non-foreign location OCONUS.

<table>
<thead>
<tr>
<th>If the dependent…</th>
<th>And is involved in an incident that is any of the following:</th>
<th>Then…</th>
</tr>
</thead>
</table>
| is command-sponsored and resides at the Service member’s current PDS OCONUS | ● embarrassing to the United States,  
● prejudicial to the command’s order, morale, and discipline,  
● facilitates conditions in which the dependent’s safety can no longer be ensured due to adverse public feeling in the area or due to force protection | dependent travel and transportation allowances may be authorized at PCS rates through the Secretarial Process to a designated location. |
| was command-sponsored at an old PDS OCONUS and remains there while the Service member serves a dependent-restricted tour at another PDS OCONUS | | |
| is a foreign-born dependent who was moved at Government | | |
2. A dependent whose early return was caused by an incident that was an embarrassment to the United States or prejudicial to the command’s order, morale, and discipline cannot move again at Government expense until the Service member is ordered on a PCS from the PDS OCONUS or serves an IPCOT.

3. Return travel to the PDS OCONUS is not authorized at Government expense unless the incident requiring the early return was because the dependent’s safety could not be ensured due to adverse public feeling in the area or due to force protection and antiterrorism considerations.

4. If the dependent returns to the PDS OCONUS at personal expense, and is then command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS OCONUS on the next PCS.

E. National Interest

1. Eligibility. A command-sponsored dependent at a location OCONUS may be eligible for travel and transportation allowances when the Secretary concerned or more senior official determines that a dependent must return early for reasons of national interest.

2. Allowances. The major commander, or his or her designated representative, may authorize PCS travel and transportation allowances to a designated place or, if the dependent is foreign-born, to a designated place in the dependent’s native country.
   
a. If the Service member receives a PCS order to a different PDS where dependent travel is authorized, the dependent travel and transportation allowance is from the designated location to the new PDS.

b. If national interests dictated that a dependent not be at the PDS, then a Service member is authorized PCS dependent travel and transportation allowances from the designated place or foreign location to the current PDS when the determining authority decides that the national interest no longer requires the dependent to stay away from the PDS.

F. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS. The AO determines that the return is in the Government’s best interest and that the issue occurred after arrival at the PDS OCONUS. The appropriate authority determines or agrees that local resources cannot resolve the problem. A Service member who is permanently stationed OCONUS may request through the Secretarial Process travel and transportation allowances for a command-sponsored dependent to a designated place, even if the Service member’s PDS remains unchanged. The designated place may be in the CONUS, non-foreign area OCONUS, or the spouses native country if he or she is foreign-born. A command-sponsored dependent of a Service member serving a dependent-restricted tour OCONUS is eligible for travel and transportation allowances if the dependent remained at the Service member’s old PDS OCONUS after the Service member’s PCS, or the spouse is foreign-born and the dependent moved at Government expense to the spouse’s native country.
1. Table 5-21 specifies the authority for ERD travel.

<table>
<thead>
<tr>
<th>Table 5-21. Delegated Authority for ERD Travel Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Traveling…</td>
</tr>
<tr>
<td>to a Location in the CONUS or Non-foreign Location OCONUS</td>
</tr>
<tr>
<td>to a Foreign-born Dependent’s Native Country</td>
</tr>
<tr>
<td>when Disciplinary Actions Are Taken Against Service Member</td>
</tr>
</tbody>
</table>

2. Table 5-22, specifies the only circumstances when dependent travel and transportation allowances are authorized by this paragraph. ERD must be authorized judiciously as the last resort. If the Service member’s situation does not meet the criteria, the request must be denied. A travel order and, when the approving official requests, supporting documentation is required.

   a. Except when death, serious illness, or incapacitation of a dependent or for compelling personal reasons, when a dependent travels without an order, no reimbursement for such travel is authorized even though an order is later issued.

   b. Recommendations from religious, mental health, financial management, family counseling, or legal agencies should be obtained, if appropriate, to demonstrate the need.

3. Dependent travel and transportation allowances are authorized when disciplinary action, as specified in Table 5-22, is taken against a Service member stationed OCONUS whose dependent resides in the CONUS. These allowances are limited to the cost from the Service member’s last or former PDS OCONUS, or the place to which the dependent was last transported at Government expense, as applicable, to the designated place or, if the dependent is foreign born, to the dependent’s native country. A reasonable relationship must exist between the conditions and circumstances and the travel destination, which is determined through the Secretarial Process and may be authorized upon request of a dependent or former dependent, if the Service member is not available or has declined to make such a request.

<table>
<thead>
<tr>
<th>Table 5-22. Dependent Travel Due to Personal Situations, Including Disciplinary Action when a Service Member Is Stationed OCONUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Disciplinary Action is Taken Against a Service Member Who Is…</td>
</tr>
<tr>
<td>● sentenced by a court martial to be confined or to receive a punitive discharge (includes a bad conduct discharge, dishonorable discharge, and dismissal). ● sentenced to confinement in a foreign or U.S. civil confinement facility. ● discharged OCONUS under other than honorable conditions. ● returned to the CONUS for discharge under</td>
</tr>
</tbody>
</table>
other than honorably discharged.
- returned to CONUS to serve a sentence of confinement in a civil or military confinement facility.
- serving OCONUS and is dropped from the rolls, sent to prison under sentence, or transferred as a prisoner to a place of detention.
- serving OCONUS and is transferred to a different ship or location to await trial by court martial as a deserter or straggler.
- discharged under other than honorable conditions after surrendering to military authorities in the CONUS following a period of absence without leave.
- convicted by a court martial and placed on leave involuntarily while awaiting completion of an appellate review. A statement of authorization or approval required under this situation must support the transportation procurement documents for allowances, which are limited to the cost to the Service member’s HOR or PLEAD.

- unforeseen family problems, death or serious illness of a close relative, or for reasons of a humanitarian or compassionate nature or other situations which have an adverse effect on the Service member’s performance of duty, and the best interests of a Service member, or the dependent, or the Government are served by the movement of one or more dependents.*
- Essential medical treatment is neither available at the Service member’s PDS nor readily available in the theater.**
- Educational facilities or housing for the dependent is inadequate.***
- Conditions in a theater OCONUS are such that, although the evacuation of a dependent is neither warranted nor desired, the Service member is concerned justifiably for the dependent’s safety and wellbeing.****
- A dependent receives an order from a Selective Service Board to report to the United States for induction into the U.S. Armed Forces.
- Acceptable employment opportunities for a dependent child age 18 years or older at the foreign PDS OCONUS are lacking.*****

*The AO’s statement must support the circumstance and must not be used to authorize dependent student transportation to the CONUS to attend school.
**The Service member’s request must be supported by medical documentation, including a statement by the attending physician, indicating that the treatment is essential to the dependent’s wellbeing.
***A statement from the AO is required that explains the inadequacy of such educational facilities or housing is due to conditions beyond the Service member’s control and that knowledge of those conditions arose after the dependent began to travel to the Service member’s PDS OCONUS.
****The Combatant Commander (CCDR) must make such determinations considering the recommendation of the major commander in the area for the Service concerned. Determination authority may be delegated to no lower than a General Officer or flag officer in the respective CCDR’s headquarters.
*****The commanding officer of the activity concerned must determine that the lack of employment opportunity at the PDS and the resulting idleness may likely cause the dependent child to become involved in situations creating embarrassment to the United States that place additional administrative burdens on the commanding officer or have adverse effects on the Service member’s performance and that early return is in the best interest of the Service member, or dependent, and the United States.

G. Escort for Dependent. A Service member who is the sole parent (not another person), or a Service member married to another Service member (not both), may be authorized travel and transportation allowances to escort a dependent for an ERD. Government transportation must be used on a space-required basis as the directed mode, when available. If not available, then allowances are as specified in Chapter 2 for TDY.

050805. Dependent Travel Due to Divorce or Annulment

A. Eligibility. A Service member permanently stationed OCONUS whose marriage is...
terminated by divorce or annulment may be authorized travel and transportation allowances for a former family member. The former family member must have been a formerly command-sponsored dependent residing with the Service member at the duty location OCONUS. Movement of a former dependent must be in the best interest of the United States, the Service member, and the former dependent concerned.

1. The travel for the former family member must be authorized through the Secretarial Process.

2. The Service member, who was the former sponsor, should request movement of the former family member.

3. If the Service member is unavailable or declines to initiate a request for movement, the former spouse or former family member concerned may initiate the request.

B. Allowances. The official must determine on a case-by-case basis that a reasonable relationship exists between the case’s conditions and circumstances, and the requested destination. Travel must originate at or in the vicinity of the Service member’s present or former PDS OCONUS and must terminate in the United States, a non-foreign location OCONUS, or in the former dependent’s native country. The allowances authorized are payable to the Service member, but may be paid directly to the former spouse when the Service member authorizes direct payment.

1. Transportation. If transportation is not provided by Government or Government-procured means, reimbursement for personally procured commercial transportation and POV travel must follow standard PCS allowances, including applicable per diem.

2. Time Limitation. Travel must be completed within 1 year after the final divorce decree or annulment’s effective date or 6 months after the date the Service member completes personal PCS travel from the PDS OCONUS, whichever occurs first.

   a. On a case-by-case basis, and only when the delay is not for personal preference, the commanding officer or designated representative at the duty location at or near the dependent or former dependent’s location may authorize or approve an extension of the 6-month time limit for up to 6 additional months. Acceptable reasons for an extension include hospitalization, medical problems, and school year completion.

   b. If an extension to the 6-month time limit is authorized or approved, travel must be completed within 1 year of the final divorce decree or annulment’s effective date or the date the Service member completes personal travel from the PDS OCONUS for a PCS, whichever occurs first.

3. Dependent Returns

   a. If a custody agreement changes, or the Service member makes other legal arrangements, and a former family member becomes a dependent of the Service member again, the dependent’s return to the Service member’s PDS OCONUS may be authorized through the Secretarial Process.

   (1) The Service member cannot have received a PCS order, must be otherwise authorized dependent travel and transportation allowances, and must have at least 12 months remaining on the tour at the PDS OCONUS on the dependent’s scheduled arrival date.
(2) The dependent must be command-sponsored before travel and his or her return must be for the Government’s convenience. Travel and transportation allowances are limited to direct travel from the place to which the former family member was transported at Government expense to the PDS OCONUS along a usually traveled route.

b. If the Service member remarries and a former family member becomes a dependent of the Service member again, the dependent is not authorized to return to the Service member’s PDS OCONUS at Government expense. If the Service member returns the former dependent to the PDS OCONUS at personal expense and the former dependent is again command-sponsored, the Service member is authorized dependent travel and transportation allowances from the PDS on a subsequent PCS.

**050806. Ordered to a PDS OCONUS and Dependents Authorized to Travel**

When a Service member is ordered on a PCS to a PDS OCONUS and dependent travel is authorized, the Service member is authorized the dependent travel and transportation allowances if the dependent actually travels.

A. **Dependent Authorized Concurrent Travel with Service Member.** When a dependent is authorized concurrent travel to the PDS OCONUS, the Service member is authorized dependent travel allowances from the dependent’s location when the Service member receives the PCS order to the PDS OCONUS. Allowances are limited to direct travel from the last place where the dependent was transported at Government expense to the new PDS along a usually traveled route. Government transportation facilities for transoceanic travel should be used when available.

B. **Concurrent Dependent Travel Denied with Anticipated Delay of 20 or More Weeks from the Service Member’s Port Reporting Month**

1. When concurrent dependent travel is denied by a proper authority for 20 or more weeks from the Service member’s port reporting month, the Service member is authorized dependent travel and transportation allowances to a designated place in the CONUS or to a designated place in a non-foreign area OCONUS if:

   a. The Service member was a legal resident of that state, commonwealth, territory, or possession, before entering on active duty.

   b. The Service member’s spouse was a legal resident of that location at the time of marriage.

   c. The Service member was called to active duty from that location or it is the Service member’s HOR.

2. A Service member is authorized dependent travel and transportation allowances from the designated place to the PDS OCONUS if authorized at a later date, provided the dependent is command-sponsored before travel and the Service member has at least 12 months remaining on the tour OCONUS on the date the dependent is scheduled to arrive.

C. **Concurrent Dependent Travel Denied with Anticipated Delay of Less than 20 Weeks from Member’s Port Reporting Month.** When the anticipated dependent travel delay is less than 20 weeks from the Service member’s port reporting month, the dependent’s total travel and transportation allowances are limited to the allowances from the last place to which transported at Government expense.
Chapter 5, Subchapter 1: PDT for Service Members

Part B: Categories of PDT (Service Members Only)

0507-0512

0507. Reimbursed for the authorized travel is made after travel to the PDS OCONUS is completed.

D. Service Member Chooses to Serve an Unaccompanied Tour. A Service member who chooses to serve an unaccompanied tour may leave the dependent at the current location or move him or her to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:

1. The Service member was a legal resident of that area before entering active duty.
2. The Service member’s spouse was a legal resident of that area at the time of marriage.
3. The Service member was called to active duty from that area.
4. The area is the Service member’s HOR.
5. Authorization or approval through the Secretarial Process.

E. Sufficient Time in Service Remains. If the Service member is scheduled to serve an accompanied tour immediately after completing an unaccompanied tour, that location OCONUS may be authorized as a designated place. The Service member must have sufficient time in service remaining to complete the unaccompanied tour and the subsequent accompanied tour. A dependent cannot be moved again at Government expense until a subsequent PCS order is issued or the Service member is selected to serve an IPCOT. A Service member moving a dependent to a designated place may move the dependent to the PDS OCONUS at personal expense. If the dependent is command-sponsored at the PDS OCONUS after arrival, he or she may be moved from that PDS at Government expense when a subsequent PCS order is issued.

F. Reimbursement for Transoceanic Travel. Section 0502 also applies to reimbursement for authorized transoceanic travel performed by a dependent at personal expense.

050807. Reassigned OCONUS Due To Base Closure or Similar Action before the Ordered Tour OCONUS Is Completed

A Service member, accompanied by a command-sponsored dependent, who is involuntarily transferred on a PCS order due to base closure or similar action between PDSs OCONUS, is authorized dependent travel and transportation allowances to the new PDS if dependents are authorized at the new PDS. Dependent travel and transportation allowances are authorized to a designated place if the Service member is ordered on an unaccompanied tour at the new PDS.

A. Subsequent PCS. Upon a subsequent PCS transfer from the new PDS, dependent travel and transportation allowances are authorized, regardless of the length of time served at the Service member’s last PDS.

B. Tour-Length Restrictions. If the move is within the same theater, tour-length restrictions do not apply.

050808. Dependent Travel and Transportation Due to an Alert Notice

A Service member of a unit is authorized dependent travel and transportation allowances as
though assigned to a dependent-restricted tour when the unit is officially alerted for movement to a PDS OCONUS to which dependent travel and transportation is not authorized (45 Comp. Gen. 208 (1965)). This applies when the anticipated move is within 90 days after the alert notice. This also applies to a Service member on a PCS order to the unit after the unit has received the alert notice.

A. Service Member Relocates. When a Service member is ordered to a PDS where dependent travel is authorized instead of to the dependent-restricted PDS OCONUS contained in the alert notice, then dependent travel and transportation allowances are authorized from the designated place to the new PDS.

B. Service Member Does not Relocate. If the Service member stays at the alerted PDS, then dependents are authorized return travel to that PDS.

**050809. Consecutive Overseas Tour (COT)**

A Service member stationed OCONUS who is selected to serve a consecutive overseas tour (COT) is authorized dependent travel and transportation allowances.

<table>
<thead>
<tr>
<th>Tour Change</th>
<th>Dependent Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unaccompanied to Unaccompanied</td>
<td>The dependent may be moved from a designated place to another designated place only on a PCS order and if authorized or approved by the Secretary concerned. This authority may not be delegated. The request must show that the dependent’s movement is in the Government’s best interest.</td>
</tr>
<tr>
<td>Unaccompanied to Accompanied</td>
<td>The dependent may be moved from a designated place to the Service member’s new PDS if the dependent is command-sponsored prior to travel to the new PDS.</td>
</tr>
<tr>
<td>Accompanied to Unaccompanied</td>
<td>When a Service member serves an unaccompanied tour, par. 050806-D or 050814 applies. A Service member may leave a command-sponsored dependent at the old PDS when this location is authorized or approved through the Secretarial Process. Delegation may not be below the Service headquarters that directs the dependent transportation policies or procedures. This location is then a designated place and the Service member may receive station allowances at the with-dependent rate (see par. 9205-A1). A dependent is no longer command-sponsored once the Service member departs on a PCS order.</td>
</tr>
<tr>
<td>Accompanied to Accompanied</td>
<td>A dependent may be moved to the new PDS, if he or she was command-sponsored before travel, when a Service member serves an accompanied tour at the new PDS. A Service member assigned to a key billet and choosing to serve without dependents is authorized allowances for dependent travel and transportation to a designated place.</td>
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</table>

**050810. Dependent Travel and Transportation for an In-Place COT (IPCOT)**

This paragraph covers authorized dependent travel and transportation allowances for a Service member stationed OCONUS who is selected to serve an IPCOT. An IPCOT is not an extension; it is another full tour.
Table 5-24. Dependent Allowances when Serving an IPCOT

<table>
<thead>
<tr>
<th>Tour Change</th>
<th>Dependent Allowances</th>
</tr>
</thead>
</table>
| Unaccompanied to Accompanied | ● Dependent travel and transportation at Government expense from a designated place to the current PDS where the IPCOT will be served may be authorized or approved if the dependent is command-sponsored before travel to the current PDS.  
● A Service member who gains a dependent after the PCS order’s effective date, but before he or she begins an IPCOT, is authorized dependent travel and transportation allowances to the current PDS where the IPCOT will be served if the dependent is command sponsored before travel to the current PDS. Travel and transportation allowances are authorized from the place where the dependent is located to the current PDS. |
| Accompanied to Unaccompanied | A dependent may remain at the current location or may be authorized to move to either a designated place in the CONUS or a non-foreign area OCONUS. If the move is to a non-foreign area OCONUS, one of the following is required:  
● The Service member was a legal resident of that area before entering active duty.  
● The Service member’s spouse was a legal resident of that area at the time of marriage.  
● The Service member was called to active duty from that area.  
● The area is the Service member’s HOR.  
● Authorization or approval through the Secretarial Process. |
| Accompanied to Accompanied | A Service member who gains a dependent after the PCS order’s effective date but before beginning an IPCOT is authorized dependent travel and transportation allowances from the place where the dependent is located to the current PDS where the IPCOT will be served if the dependent is command-sponsored before travel to the current PDS. |

050811. Consecutive Tours OCONUS for A Service Member with A Non-Command-Sponsored Dependent

A Service member ordered on a PCS between PDSs OCONUS, who has a non-command-sponsored dependent at or near the old PDS, is authorized dependent travel and transportation allowances if the Service member is to serve an accompanied tour at the new PDS OCONUS. A Service member who was authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is authorized actual dependent travel performed, limited to the allowances from where the dependent was last moved at Government expense. A Service member who was not authorized dependent travel and transportation allowances when he or she was assigned to the old PDS OCONUS is limited to the travel and transportation allowances from the point of embarkation in the CONUS serving the old PDS to the new PDS.

050812. Consecutive Overseas Tour Leave

A. Eligibility

1. When a Service member is selected to serve a COT or an IPCOT, the Service member and his or her dependent may be eligible for COT leave. The Service member and the dependent must meet eligibility requirements to qualify for COT leave, and once qualified, may travel together, or may travel independently on separate trips. Table 5-25 specifies the eligibility requirements. DoD1 1315.18 contains requirements for COT leave, including the specific requirements for a COT when the Service member is
assigned to Alaska or Hawaii.

<table>
<thead>
<tr>
<th>Table 5-25. Eligibility for COT Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Member</td>
</tr>
<tr>
<td>A Service member must be stationed OCONUS and ordered to one of the following:</td>
</tr>
<tr>
<td>● An IPCOT.</td>
</tr>
<tr>
<td>● A COT for the designated tour at the new PDS and one of the following applies:</td>
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<tr>
<td>● One tour is unaccompanied.</td>
</tr>
<tr>
<td>● Both tours are accompanied and the total time to be served at the PDSs is equal to or greater than the sum of the unaccompanied tour lengths for the PDSs.</td>
</tr>
</tbody>
</table>

*COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.

2. A Service member is in a travel status during direct travel between authorized locations. For other travel for personal convenience, other types of leave, and administrative absence, a Service member’s travel status is limited to the constructed travel time that is equal to the time required for direct travel between authorized locations by available transportation. See par. 050205 and DoDI 1327.06, Leave and Liberty Policy and Procedures.

B. Allowances. An eligible Service member for his or her travel, and on behalf of an eligible dependent, is authorized PCS travel and transportation allowances between authorized locations. Transportation and other reimbursable expenses between the Service member’s PDS and the authorized air terminal may be reimbursed as local transportation as specified in Chapter 2. Computation Examples.

1. City Pair Program airfares are authorized for use between the authorized locations.

2. Travel between authorized locations is from:

   a. the old PDS OCONUS to an authorized destination and return to the old PDS OCONUS, if the Service member is serving an IPCOT.

   b. the old PDS OCONUS to an authorized destination, and then to the new PDS OCONUS.

   c. the old PDS OCONUS to an authorized destination and returning to the old PDS OCONUS before going to the new PDS OCONUS only when the Service member or dependent drives a POV to the new PDS OCONUS.

   d. the new PDS OCONUS to an authorized destination and return to the new PDS OCONUS when COT leave is deferred.

   e. the old PDS to a designated place where a dependent is or was located if authorized or
approved through the Secretarial Process.

f. the place where a Service member or dependent is located, if either is temporarily absent from the PDS and begins COT leave from the place away from the PDS, to the authorized destination, and return to the appropriate location—either the old PDS or the new PDS. Travel and transportation is limited to the cost from the old PDS OCONUS to the authorized destination, and then to the new PDS OCONUS.

3. If the Service authorizes or approves the Service member to use a POV for COT leave transportation, a monetary allowance in lieu of transportation (MALT) plus flat per diem (MALT Plus) for a PCS is authorized. If the Service does not authorize the use of a POV for COT leave transportation, and the Service member or dependent uses a POV anyway, then the reimbursement is limited to the policy-constructed airfare.

C. Authorized Destination. The authorized destination is the Service member’s HOR. Transportation to any other location is limited to the cost had the Service member or dependent traveled to the HOR.

1. If transportation to a selected alternate location is more expensive than transportation to the HOR, the Service member is financially responsible for the additional cost unless transportation to the more expensive alternate location is authorized or approved through the Secretarial Process.

2. If the Service member or dependent travels to a more expensive alternate location, and that location has not been authorized or approved through the Secretarial Process, then City Pair Program airfares cannot be used for transportation to or from the more expensive alternate location.

D. Scheduling COT Leave Travel.

1. Schedule to take COT leave between the tours OCONUS and in connection with PCS travel, if any.

2. When the Service member’s HOR is in the CONUS, COT leave travel may be deferred until after PCS travel is completed only if the deferred travel is authorized or approved as specified in Service regulations.

3. When the Service member’s HOR is OCONUS, he or she may elect to defer COT leave travel until after the PCS is completed.

4. When COT leave travel is allowed to be deferred it must be completed before the tour at the new PDS ends, unless the reason travel is deferred is due to duty in a contingency operation. If a dependent takes deferred COT leave, that dependent must have been located in the vicinity of the Service member’s old PDS OCONUS while the Service member was at that old PDS. If the COT leave is not taken before the end of the tour, the authority for COT leave expires.

5. When COT leave is deferred due to duty in a contingency operation, the COT leave must occur within 1 year after the contingency operation duty ends.

   a. The Service member is authorized COT leave from the new PDS OCONUS to an authorized location. The cost from the new PDS and return is limited to what it would have cost to travel to the HOR from the PDS from which deferred travel could not be taken and return.
b. The Service member cannot combine COT leave with any other leave or travel allowance while on the contingency operation unless the combination is in accordance with Service regulations or unless the Service member specifically requests, and is authorized by the Secretary concerned, to take the deferred COT leave with another leave or travel allowance.

E. Limitations

1. A Service member on a 12-month unaccompanied tour to a FEML location who extends for a consecutive second 12-month tour is eligible for only one funded-leave transportation program. The Service member may take COT leave or FEML, but not both.

2. COT leave must not be used as dependent student travel. That means the student cannot travel from the CONUS to the PDS OCONUS and then return to the CONUS using COT leave allowances.

3. The Service member or dependent cannot use a cruise or tour package for COT leave.

4. COT leave travel and transportation is not authorized if a Service member chooses 15 days of leave and transportation under the SR&R leave program, or either cash or 30 days of leave without funded transportation under the SR&R leave program.

050813. Dependent Travel and Transportation Due to a Service Member’s Tour Extension

A Service member who is on a tour that is less than the specified tour length at a PDS, and whose tour length is extended due to unusual circumstances and the needs of the Service, may be eligible for dependent travel and transportation allowances. The Service member is authorized dependent travel and transportation allowances only when he or she did not move a dependent to that PDS initially due to the anticipated short time on that assignment. The allowance is from the place where the dependent is located to the current PDS, limited to the cost from the old PDS to the current PDS.

050814. Dependent-Restricted Tour

A. Eligibility. A Service member may receive dependent travel and transportation allowances when he or she is reassigned by a PCS order on a dependent-restricted tour.

B. Allowances. A Service member may leave the dependent at the current location or move the dependent from the old PDS, HOR, or PLEAD if it is the Service member’s first PCS on active duty, to a designated place in:

1. The CONUS.

2. A non-foreign area OCONUS. For a move to a non-foreign area OCONUS, one of the following is required:

   a. The Service member was a legal resident of that area before entering on active duty.

   b. The Service member’s spouse was a legal resident of that area at the time of marriage.
Chapter 5, Subchapter 1: PDT for Service Members  
Part B: Categories of PDT (Service Members Only)

C. The Service member was called to active duty from that area.

d. It is the Service member’s HOR.

e. Authorization or approval through the Secretarial Process.

3. A location OCONUS at which the PCS order states the Service member is to serve an accompanied tour immediately after completing the dependent-restricted tour, or a tour under unusually arduous sea duty, as specified in par. 050907. The Service member must have sufficient time in service remaining to complete the dependent-restricted tour and the subsequent tour.

4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures.

a. For an Armed Forces’ member, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse’s native country in accordance with DoDI 1315.18, “Procedures for Military Personnel Assignments.”

b. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

c. A dependent residing in the same country as the Service member cannot be command-sponsored if moved there under this authority.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. A Service member is ordered from a dependent-restricted tour to a location where dependent travel is authorized. Dependent travel and transportation allowances are authorized to the new PDS from whichever of the following locations results in the lowest reimbursement:

a. The dependent’s location when the Service member receives the PCS order.

b. The place the dependent was last moved at Government expense.

2. A Service member is on a dependent-restricted tour when the restriction against dependent travel to the Service member’s PDS is lifted. Dependent travel and transportation allowances are authorized to the Service member’s current PDS from whichever of the following locations results in the lowest reimbursement:

a. The dependent’s location on the date the restriction against dependent travel was changed.

b. The place the dependent was last moved at Government expense.

050815. PDS Changed to a Dependent-Restricted Tour Location

When a Service member receives a PCS order to a PDS where dependent travel is authorized and that PDS is later changed to a dependent-restricted PDS, then this subparagraph provides authority for
dependent travel and transportation allowances to a designated place in accordance with par. 050814. See Chapter 6 for travel and transportation allowances involving an evacuation.

A. Change after an Order Is Received. When a change is implemented after the date the Service member first receives his or her PCS order but before the dependent begins travel from the Service member’s old PDS, the authority for dependent travel and transportation allowances is determined in accordance with par. 050814-B.

B. Change after a Dependent Begins Travel. When a change is implemented after a dependent begins travel, indirectly or otherwise, on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized from the old PDS to the place where the dependent received notification of the change and from that place to a designated place authorized in par. 050814. Travel and transportation allowances are limited to those from the old PDS to the following:

1. The port of embarkation serving the Service member’s PDS OCONUS and from the port of embarkation to a place authorized in par. 050814.

2. The home port of the ship and from the home port to a place authorized in par. 050814 in the case of a change in designation of the duty of a ship.

C. Change while the Dependent Is at a Designated Place. If the dependent is at a designated place authorized in par. 050814 where he or she was located under a prior order on the date he or she first received notification of the change, no dependent PCS travel and transportation allowances are authorized.

D. Change after a Dependent Leaves the Designated Place. When the change is implemented after the dependent begins travel from an authorized designated place on or after the date the Service member first receives the PCS order, dependent PCS travel and transportation allowances are authorized. Allowances are from that designated place to the location he or she first receives notification of the change and from that location to the previous or a new designated place. The authority is limited to that location from the designated place where travel began to the CONUS home port or the port of embarkation serving the Service member’s PDS OCONUS and from that home port or that port of embarkation to the designated place last chosen.

E. Change while En Route from the Old PDS. When the change is implemented after the dependent begins travel and before the dependent arrives at or in the vicinity of the Service member’s PDS OCONUS, dependent PCS travel and transportation allowances are authorized. Allowances are from the old PDS where travel begins, to the place where the dependent first receives notification of the change and from that location to a:

1. Designated place in the CONUS.

2. Temporary location OCONUS authorized or approved through the Secretarial Process.

3. Designated place in a non-foreign area OCONUS if authorized or approved through the Secretarial Process.

F. Change after the Dependent Arrives at the Service Member’s Duty Location. When the change is implemented after the dependent arrives at the Service member’s PDS or home port OCONUS, or is not known to the dependent until arrival at or in the vicinity of that PDS, dependent PCS travel and
transportation allowances are authorized to the same locations and under the same conditions as when a change is implemented while en route from the old PDS.

G. Subsequent Authority. A Service member authorized dependent PCS travel and transportation allowances is authorized dependent travel to the PDS, limited to the cost of travel from the place where the dependent was last transported at Government expense to the Service member’s PDS, if any of the following circumstances apply:

1. The duty location changes from a dependent-restricted location or unusually arduous sea duty to one where dependent transportation is authorized.

2. The Service member is assigned to a location where dependent transportation is authorized.

H. Dependent Stays at a Place Where He or She Traveled.

1. When the dependent is in the CONUS, return transportation to the same or another PDS OCONUS may only be authorized when at least 12 months remain in the Service member’s tour OCONUS following the later of either the dependent’s estimated date of arrival at the PDS or the date command sponsorship is granted.

2. If the Service member chooses, the dependent may stay at the place where he or she traveled in accordance with this paragraph until further transportation is authorized. A dependent may stay at a temporary location OCONUS to which transported when the change is implemented while en route from the old PDS or home port (see par. 050815-E) only when authorized or approved through the Secretarial Process.

050816. Dependent Student Travel

A. Definitions. The following definitions are specific to this paragraph and apply to students in grade 9 and above.

1. Formal Education (37 USC §490(f)). A formal education is:

   a. A secondary education, which is attendance at a public or private school offering instruction at grade levels 9 to 12, or equivalent.

   b. An undergraduate college education.

   c. A graduate education pursued on a full-time basis at an institution of higher education (see 20 USC §1001 for the meaning of institution of higher education).

   d. Vocational education pursued on a full-time basis at a postsecondary vocational institution (see 20 USC §1002(c) for the meaning of “postsecondary vocational institution”). Postsecondary education includes a full-time program accredited by an organization recognized by the Secretary of Defense (SecDef) at either of the following:

      (1) University or college, including 2-year junior or community college, that offers academic courses leading to a degree.
(2) Nursing, performing arts, technical, or vocational institution leading to a degree, certification, or license.

2. Unmarried Dependent Child. An “unmarried dependent child” is a dependent child, as defined in Appendix A, who is under age 23 and meets one of the following conditions:

   a. The child is enrolled in a school in the United States to obtain a formal education and is physically attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the United States for a period of 1 or fewer years.

   b. Graduates, quits, or is separated from a school in the United States, who travels within 30 days following separation from the school. An extension to this time period may be authorized or approved through the Secretarial Process, based on extenuating circumstances (for example, dependent illness or an inability to schedule travel during peak travel periods), and meets the conditions in paragraphs 050401 and 050101.

B. Eligibility

<table>
<thead>
<tr>
<th>Table 5-26. Eligibility for Dependent Student Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible</strong></td>
</tr>
<tr>
<td>A Service member permanently stationed</td>
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<tr>
<td>OCONUS, who is authorized to have a dependent reside</td>
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<tr>
<td>at or near the PDS or the home port of a ship</td>
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<tr>
<td>OCONUS, is eligible for transportation of the minor</td>
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<td>dependent if either of the following apply:</td>
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<tr>
<td>• His or her minor dependent attends a dormitory</td>
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<td>school operated by the DoD or selected for the student</td>
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<td>by the appropriate DoD Education Activity Regional</td>
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<td>Director.</td>
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<tr>
<td>• The dependent attends a school in the United</td>
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<td>States to obtain a formal education that is</td>
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<td>accredited by a state, regional, or nationally</td>
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<td>recognized accrediting agency or association</td>
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<td>recognized by SecDef.</td>
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</table>
C. Allowances

1. Transportation. Transportation of the minor dependent is authorized between school and his or her residence. Authorized transportation is transportation in-kind, transportation reimbursement, or a MALT. Government or Government-procured transportation on a space-required basis should be used when possible. See Chapter 2 for official transportation.

2. Per Diem. Per diem is not authorized unless otherwise indicated.

D. Dependent Student Transportation to a School in the United States.

1. Retained Travel and Transportation Authorization. A Service member who has a dependent student, who is separated from school in the United States and who has not previously traveled at Government expense to the Service member’s PDS OCONUS, retains the authorization for dependent travel and transportation to the PDS OCONUS.

2. Transportation Allowances

a. A Service member is authorized one annual round trip for each dependent student at any time within a fiscal year (October 1 to September 30) between the Service member’s PDS OCONUS and the dependent student’s school in the United States when a Service member meets both of the following conditions:

(1) Permanently stationed OCONUS.

(2) Accompanied by a command-sponsored dependent at or in the Service member’s PDS vicinity (or home port of the home port when the Service member is assigned to a ship with a home port OCONUS) unless the only dependents are unmarried dependent children under age 23 attending school in the United States to obtain a formal education.

b. A dependent student who is attending a school outside the United States for 1 year or less under a program approved by the school in the United States where the dependent is enrolled is authorized one annual round trip between the OCONUS school being attended and the Service member’s PDS OCONUS. Reimbursement is limited to the transportation allowances for that dependent’s annual round trip between the school in the United States and the Service member’s PDS OCONUS.

3. Lodging

a. Reimbursement for dependent lodging that is necessary due to an interruption in travel caused by extraordinary situations, such as mandatory layovers, unscheduled stops, physical incapacity, or similar circumstances, is authorized.

b. Reimbursement is determined using the locality per diem lodging rate at the location of the interruption.

c. If another entity, such as an airline, pays for the overnight lodging expense, no additional reimbursement is authorized, except for lodging expenses above that paid by the airline and within the locality per diem lodging rate for the expense location.

d. Lodging tax on the authorized payment is payable in a location in the CONUS and in
a non-foreign location OCONUS.

4. Travel Period Carry Over

a. Authorization for a portion of a round trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year.

b. A Service designated official may extend the fiscal year travel period for not more than 30 calendar days due to an unusual or emergency circumstance, such as an early or late holiday recess or school closing.

5. Travel to a Location Other than the Service member’s PDS OCONUS or Home Port

a. Travel to a location other than the Service member’s PDS OCONUS or home port may be authorized if the Service member states in writing to the AO that travel to the other location is so the student may join the family at that location.

b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the Service member’s PDS OCONUS or home port by the authorized transportation mode.

6. Transoceanic Travel

a. When Air-Mobility Command (AMC) service is reasonably available, transoceanic travel must be on a space-required basis by AMC, unless air travel is medically inadvisable. Reimbursement is not allowed for transoceanic travel at personal expense when AMC service is available. When air travel is medically inadvisable, reimbursement is limited to the least costly first-class, passenger accommodations provided by a Travel Management Center (TMC) on a commercial ship.

b. When AMC is not reasonably available, use Government-procured air transportation from a TMC for the transoceanic travel portion. Reimbursement is allowed for transoceanic, and other air and rail, travel at personal expense when AMC service is unavailable, limited to the amount the Government would have paid for Government-procured transportation.

c. Reimbursement is authorized for transportation when Government or Government-procured transportation is not available, limited to the policy-constructed airfare over the direct route between the origin and destination.

7. Other Travel. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 2.

a. Overland travel should be by Government-procured transportation or at personal expense on a reimbursable basis if a TMC is not available.

b. When a POV is used, the TDY mileage rate is authorized, limited to the cost had a TMC provided Government-procured transportation.

c. Government-procured air transportation usually is furnished for the portion of the travel within the United States.
8. **Unaccompanied Baggage.** Unaccompanied baggage of up to 350 pounds may be transported for each authorized trip between the school and the Service member’s PDS. The Service member is financially responsible for any overweight unaccompanied baggage during educational travel.

9. **Baggage Storage.** During a student’s annual trip between the school and the Service member’s PDS, or during a different period in the same fiscal year selected by the Service member, a Service member may store the student’s unaccompanied baggage, limited to 350 pounds, in the school vicinity in lieu of transporting the unaccompanied baggage. The Service concerned may pay, or a Service member may be reimbursed for, the storage cost, limited to the cost of round-trip transportation for unaccompanied baggage.

### 0509 PCS in Connection with Ships and Sea Duty Home port

When the new PDS is a ship, the locality per diem rate is based on the location where the ship is boarded. If the ship is at sea, then the locality per diem rate is based on the last location that the ship departed. See [Computation Examples](#).

#### 050901. Ship, Mobile Unit, or Organization Undergoing a Home Port Change

A Service member assigned to a unit undergoing a home port change may be eligible for PCS allowances as specified in Table 5-27. Travel must begin within 1 year from the effective date of the home port change, unless the time limit is specified otherwise in Table 5-26 or extended through the Secretarial Process.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member is unable to travel to the new home port or PDS with his or her organization for reasons acceptable to the Service,</td>
<td>the Service member is authorized PCS allowances to later join the organization under a proper order.</td>
</tr>
<tr>
<td>a unit’s home port is changed and the mobile unit or ship is at the old home port,</td>
<td>a Service member may be authorized PCS allowances from the old home port to the new home port and return to the unit by way of any TDY location.</td>
</tr>
<tr>
<td>a unit’s home port changed,</td>
<td>a Service member may be authorized PCS allowances to the old home port and then to the new home port by way of any TDY locations.</td>
</tr>
<tr>
<td>a Service member is on leave from a deployed unit whose home port is changed,</td>
<td>PCS allowances begin from the leave point to the old home port and continue to the new home port. This is limited to the allowances authorized had the Service member started from the unit’s location when he or she departed on leave rather than from the leave point.</td>
</tr>
</tbody>
</table>
| a unit is ordered to a new home port or PDS and a Service member assigned to it is unable, due to mission requirements, to assist with the move of HHG or a POV, or to accompany dependents, to the new location before the effective change date, | he or she may return from the new home port to the old home port after the effective change date to move HHG or a POV, or to accompany dependents, to the new home port.  
  ● Travel must begin within 180 days after the effective date of the home port change and before the order expiration date.  
  ● Requests for travel commencing after 180... |
### Table 5-27. PCS Allowances for a Service Member Undergoing a Home Port Change

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>days must be authorized or approved through the Secretarial Process.</td>
<td>● This does not apply in the case of a home port change announcement or when a unit’s home port is officially changed.</td>
</tr>
<tr>
<td>a Service member assigned to a mobile unit or ship is undergoing a home port change,</td>
<td>he or she may travel to a place other than the old or new home port, limited to the PCS allowances otherwise specified in this table and Table 5-28.</td>
</tr>
</tbody>
</table>

### 050902. Service Member Ordered on a PCS to or from a Ship or Mobile Unit Operating away from Its Home Port

A. **Eligibility.** A Service member on PCS orders to or from a ship or mobile unit operating away from its home port or PDS may be eligible for travel and transportation allowances.

B. **Allowances.** Allowances for an eligible Service member are specified in Table 5-28.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member is ordered on a PCS from a unit that is away from its home port or PDS,</td>
<td>he or she may be paid PCS allowances from the location where PCS travel begins to the new PDS via the old home port or PDS and any TDY locations.</td>
</tr>
<tr>
<td>a Service member is ordered on a PCS from a unit undergoing a home port change and detaches after the home port change effective date,</td>
<td>he or she may be paid PCS allowances from the unit to the new PDS via the old home port or a designated place, if applicable, and any TDY locations.</td>
</tr>
<tr>
<td>a Service member is ordered on a PCS to a unit that is away from its home port or PDS,</td>
<td>he or she may be paid PCS allowances from the old PDS to the new unit via its home port, PDS, and any TDY locations.</td>
</tr>
<tr>
<td>a Service member is ordered on a PCS to a unit whose home port change has been announced and he or she travels to the new home port before or after the effective date of the home port change,</td>
<td>he or she may be paid PCS allowances from the old PDS to the unit via the new home port and any TDY locations.</td>
</tr>
<tr>
<td>a Service member is ordered on a PCS to a newly commissioned ship and the ship’s announced home port is different from the Service member’s old PDS,</td>
<td>the Service member may be paid PCS allowances to the old PDS or home port, then to the ship’s announced home port via any TDY locations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. Travel must begin within 1 year from the ship’s commissioning effective date.</td>
</tr>
</tbody>
</table>
050903. Dependent Travel when a Service Member Assigned to a Ship or Mobile Unit is Undergoing a Home Port Change or Unit Move

A. Eligibility. A Service member’s dependent may be eligible for travel and transportation allowances when the Service member is assigned to a ship or mobile unit and undergoing a change in home port or unit move. A “home port change announcement” is an order modification until the PCS order is amended, modified, canceled, or revoked.

B. Allowances. Allowances for an eligible dependent are payable as specified in Table 5-29.

Note: When determining dependent travel and transportation allowances, a mobile unit or ship-based staff with an assigned home port (as opposed to an assigned PDS) has the same status as a ship with an assigned home port.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member’s unit is specified as unusually arduous sea duty and the home port change is due to completion of an overhaul,</td>
<td>on the effective date of the home port change, dependent travel and transportation allowances are authorized from the old home port or designated place to the new home port or designated place.</td>
</tr>
<tr>
<td>a Service member’s home port change involves unusually arduous sea duty and the dependent travels from the old home port or a designated place to somewhere other than the new home port,</td>
<td>the dependent’s travel is limited to allowances from the old home port or designated place to the new home port.</td>
</tr>
<tr>
<td>a Service member is on duty with a ship, afloat staff, or an afloat unit on the home port change effective date, that home port change is a PCS for dependent travel and transportation purposes,</td>
<td>the dependent travel and transportation allowances are authorized from the old home port to the new home port.</td>
</tr>
<tr>
<td>an official announcement has been made designating a home port change,</td>
<td>travel and transportation allowances for a dependent may no longer be paid to the old home port in connection with a PCS order to the unit at that old home port. This may include a Service member who delayed dependent travel or transportation to the old home port or is issued a PCS order to the unit naming the old home port after the home port change was announced. It does not affect allowances for a dependent transported after a PCS order is received and who is in a transit or in an otherwise irreversible transportation status on the date of the announcement.</td>
</tr>
<tr>
<td>a Service member delays travel due to mission requirements and is unable to assist with moving his or her HHG or a POV, or cannot accompany dependents to the new home port,</td>
<td>only the Service member, not the dependents, is allowed to travel from the new home port back to the old home port after the effective change date of the home port change.</td>
</tr>
</tbody>
</table>

E. Home Port Change
1. **Unusually Arduous Sea Duty.** When on duty with a unit specified as unusually arduous sea duty on the home port change effective date, a Service member is authorized dependent travel and transportation allowances from the old home port or designated place to the new home port if the home port change is due to commencement of an overhaul to be performed at the new home port. If travel is from:

   a. The old home port to a location other than the new home port, par. 050408 applies.

   b. A designated place to a location other than the new home port, the dependent travel and transportation allowances are limited to travel directly from the designated place to the new home port by a usually traveled route.

2. **Completion of an Overhaul.** When on duty with a unit undergoing a home port change due to a ship overhaul, a Service member is authorized dependent travel and transportation allowances from:

   a. The old home port to the new home port or to a designated place if the home port change is due to completion of an overhaul. If travel is from:

      (1) A location other than the old home port to the new home port, par. 050408 applies.

      (2) A location other than the old home port to a designated place, the authority is limited to that from the old home port to a designated place.

   b. The old home port or from a designated place to the new home port or from the old home port to a designated place, if the home port change is not due to an overhaul. Travel from one designated place to another is not authorized.

F. **Home Port Change Announcement.** When an official announcement has been made designating a home port change, travel and transportation allowances for a dependent may no longer be paid to the old home port for a PCS order to the unit at that old home port. The home port change announcement is an order modification until such time as the PCS order is later amended, modified, canceled, or revoked.

1. A dependent transported after a PCS order is received and who is in transit or in an otherwise irreversible transportation status on the date the announcement was made can receive PCS allowances to continue on to the old home port.

2. A Service member who has delayed dependent travel or transportation to the old home port, or been issued a PCS order to the unit naming the old home port after the home port change has been announced cannot receive dependent allowances to the old home port.

**050904. Dependent Travel when a Service Member Transfers to, from, or Between Sea Duty Assignments Not Specified As Unusually Arduous Sea Duty**

A. **Travel and Transportation Authorized.** When a Service member is transferred between PDSs, neither of which is unusually arduous sea duty, dependent travel and transportation allowances are authorized from the old PDS to the new PDS.
B. Travel and Transportation not Authorized. Except for assignments involving duty on a dependent-restricted tour or unusually arduous sea duty, dependent PCS travel and transportation allowances are not authorized when the old and new PDS are the same (B-185099, June 1, 1976).

050905. Ship Being Constructed or Undergoing Overhaul or Inactivation

A. Dependent Allowances. A dependent may be provided transportation, specified in this paragraph, but no per diem or reimbursement for meals and lodging, to the overhaul or inactivation port when the dependent resides in the area of the home port or former home port. The term “area” means places surrounding the home port from which personnel customarily commute daily to the home port. The dependent’s travel is limited to what it would cost for a Service member to travel round trip on Government-procured, commercial transportation. This dependent travel would replace the Service member’s travel. One of the following circumstances must be met:

1. The Service member is on duty aboard a ship being overhauled or inactivated at a place other than its home port.

2. The Service member is on duty aboard a ship being overhauled or inactivated if the home port is changed to the port of overhaul or inactivation.

B. Timing. A dependent must not be provided transportation under this paragraph unless the Service member has been assigned to the ship for more than 30 consecutive days. All travel authorized under this paragraph must begin before the ship departs from the overhaul or inactivation port. Dependent travel, instead of the Service member’s travel, may be provided on or after the 31st day after the date the ship enters the overhaul or inactivation port or after the date the Service member becomes permanently assigned to the ship, whichever occurs later. An additional trip may be provided every 60th day thereafter. A dependent who is authorized a round trip before using a prior authorization does not lose a previously earned authorization.

C. Ship’s Home Port Changed. When the ship undergoes a home port change to the overhaul or inactivation port, the dependent is authorized travel between the ship’s former home port and the overhaul or inactivation port instead of PCS allowances if, due to personal situations, the dependent is not relocated to the overhaul or inactivation port, such as a dependent receiving medical care and no similar facility exists at the overhaul or inactivation port.

D. Ship’s Home Port not Changed. When the ship’s home port is not changed, dependent travel is authorized between the home port and the overhaul or inactivation port unless the Service member has elected personal travel under par. 031102, in which case dependent travel specified in this paragraph is not authorized. The Service member has the option to alternate travel, such as Service member, dependent, Service member, each time the authority becomes available. Dependent travel specified in this paragraph is limited to the cost of Government-procured, round-trip travel for the Service member.

E. Dependent Travel while the Ship Is Being Constructed

1. The dependent of a Service member may be provided or reimbursed for round-trip transportation when all of the following apply to the Service member:

a. He or she is assigned to permanent duty in conjunction with the construction of a ship.

b. His or her duty location is not the ship’s designated future home port or area where the
dependent resides.

2. Travel can be to the construction port from either the site of the ship’s future home port or the area where the dependent resides. If the Service member has elected personal travel under par. 031102, dependent transportation specified in this paragraph is not authorized. A Service member has the option to personally travel or substitute dependent travel each time the authority becomes available.

3. Authorization for transportation accrues on or after the 31st consecutive day after the date the Service member is permanently assigned to the ship. An additional trip may be provided every 60th day thereafter. A dependent who receives authorization for a round trip before using a prior authorization does not lose a previously earned authorized round trip. All travel specified in this paragraph must begin before the ship departs the construction port.

F. Transportation Allowances. The standard travel and transportation allowances specified in Chapter 2 apply. The transportation is limited to the cost of Government-procured, commercial round-trip air transportation between the Service member’s home port or former home port and the ship’s overhaul or inactivation port.

050906. Sea Duty Changed to Unusually Arduous Sea Duty

When there is a change in the designation of the duty aboard a ship, afloat staff, or afloat unit from sea duty to unusually arduous sea duty, then follow the provisions in par. 050815 for dependent travel and transportation allowances to a designated place.

050907. Unusually Arduous Sea Duty or Sea Duty Specified OCONUS of 1 Year or More

A. Eligibility. A Service member may be eligible for dependent travel and transportation allowances when he or she is:

1. Assigned by a PCS order to a ship, afloat staff, or afloat unit specified in writing through the Secretarial Process as involving unusually arduous sea duty.

2. Permanently assigned to a ship or afloat staff on the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

3. Assigned by a PCS order to a ship, afloat staff, or afloat unit after the date it is specified through the Secretarial Process as in an area OCONUS for an expected continuous period of 1 year or more.

B. Allowances. Dependent travel and transportation allowances are authorized from the old PDS to the new PDS. If the new PDS is a dependent-restricted tour, or to a ship or afloat staff specified as in an area OCONUS for an expected continuous period of 1 year or more, then the allowances are authorized to a designated place as specified in par. 050814-B.

C. Subsequent Authority. If the dependent is temporarily absent from the old PDS, designated place, or safe haven when a PCS order is received, see pars. 050407 and 050408.

1. If the Service member is reassigned from a specified ship, afloat staff, or an afloat unit, then allowances are authorized from the dependent’s location on receipt of the PCS order or from the
place the dependent was last moved at Government expense—whichever results in the least reimbursement—to the PDS. This does not apply when the Service member is serving a dependent-restricted tour at the new PDS or another specified ship, afloat staff, or afloat unit.

2. If the Service member is on permanent duty aboard a ship or on an afloat staff when the ship or staff is relieved from unusually arduous sea duty or relieved from the specified continuous overseas duty of 1 year or more, then the allowances to the PDS are from whichever of the following locations results in the lowest reimbursement:
   
   a. The dependent’s location on the date the ship or afloat staff changes status.
   
   b. The place the dependent was last moved at Government expense.

3. A Service member is authorized dependent travel and transportation allowances, including when the home port of the old ship, afloat staff, or afloat unit and the new PDS are identical (57 Comp. Gen. 266 (1978)).

0510 Retirement and Separation

051001. Eligible Retirees and Separated Service Members

A Service member must actually travel to the appropriate location to be eligible for travel and transportation allowances specified in this Section when any of the following occur:

A. Discharge, resignation, or separation under honorable conditions.

B. Release of an RC member from active duty, including active duty for training, if the Service member has served 20 or more weeks at one location.

C. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve.

D. Retirement.

E. Temporary disability retirement.

F. Discharge or separation from military duty under conditions other than honorable.

051002. Service Member Separates or is Released from Active Duty, Excluding a Discharge with Severance or Separation Pay

A Service member on active duty who separates or is released from the Service, unless otherwise specified in this Section, may be eligible for PCS travel and transportation allowances for his or herself and for a dependent. The Service member must have a break in service of at least 1 day and actually travel. A Service member is authorized travel from the last PDS to his or her HOR or PLEAD. A dependent is authorized travel from the PDS or place where he or she was last transported at Government expense to the HOR or PLEAD, whichever the Service member selects. A different location may be selected or travel may be between other locations. However, reimbursement is limited to the amount that would have been paid if the Service member had traveled from the last PDS to the HOR or PLEAD. See Part C for HHG transportation.
A. Officer HOR Correction. An officer whose HOR was incorrectly indicated as the place where he or she was serving instead of the actual HOR is authorized dependent PCS travel and transportation allowances to the correct HOR when relieved from active duty if the Service member meets the following criteria:

1. The HOR was incorrectly listed when he or she was commissioned from an enlisted grade, commissioned in the regular Service while serving on active duty as an RC member, or accepted a new commission in an RC without a break in service.

2. The officer certifies that the duty location or local area was designated in error as the HOR at the time of commission, and the home the Service member declares was the Service member’s HOR at the time of commission.

B. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to be released from active duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOR or PLEAD and receive PCS travel and transportation allowances. However, reimbursement is limited to the amount payable had the Service member been ordered to travel to, and separated at, the appropriate separation location as determined by the Service.

2. Is authorized per diem or an actual expense allowance (AEA) away from the PDS during separation processing at the alternate station. The National Oceanic and Atmospheric Administration (NOAA) Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

C. RC Member Released. Dependent PCS travel and transportation allowances are not authorized for an RC member who is released from active duty after he or she is ordered to active duty for either of the following:

1. Less than 20 weeks, including active duty for training.

2. Training for 20 weeks or more at multiple locations, but the active duty is performed less than 20 weeks in any one location.

D. Continuing or Re-Entering Service. A Service member who separates or is released from active duty and then continues or re-enters Service may be authorized the travel and transportation allowances specified below.

1. Separating to Continue in Service. If a Service member separates or is released from active duty specifically to continue in another Service or in the same Service, as is the case in a re-enlistment, and must relocate on a PCS order, then PCS travel and transportation allowances for the Service member and dependent are authorized. If the Service member does not have to relocate to continue service, then travel and transportation allowances are not authorized.

2. Re-Entry into Service at Same Location Where Separated. PCS Travel and transportation allowances are not authorized for a Service member who separates or is released from the Service at the
end of his or her enlistment or term of service and then re-enters the Service at the same location where he or she separated or was released with no change in the PDS.

E. **Service Member Receives a Discharge or Separation Order While on Leave.** A Service member who travels on leave at personal expense and receives a DD214, “Certificate of Release or Discharge from Active Duty,” or a separation order during his or her leave is authorized PCS travel and transportation allowances. These allowances are paid from the Service member’s last PDS and not the leave location.

F. **Service Member Awaiting Disability Proceeding Results.** A Service member is authorized PCS travel and transportation allowances:

   a. To travel to a Government-ordered location, after signing a release not to contest the results of the initial physical evaluation board, and meets all of the following criteria:

      (1) Found unfit by a physical evaluation board to perform the duties of the Service member’s grade.

      (2) Not authorized a home of selection (HOS) move.

      (3) Ordered to that location for the Government’s convenience until the disability proceedings are complete.

   b. From the Government-ordered location to the location specified in the next issued order once a final disposition is reached in the disability proceedings.

   c. For a dependent to the Government-ordered location even if a disability separation order or other order is issued.

   d. For a dependent from the PDS—the PDS where the Service member received the order to proceed to the Government-ordered location—to that Government-ordered location and from there to the HOR or PLEAD when released from active duty. However, the dependent’s travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOR or PLEAD.

G. **Service Member Selected for Undergraduate Program.** An enlisted Service member who is selected to pursue an undergraduate degree through the Reserve Officers Training Corps (ROTC) and separates from the Service due to that selection is authorized PCS travel and transportation allowances to the college. The Service member may choose dependent PCS travel and transportation allowances to the college, the HOR, or the PLEAD.

H. **Service Academy Cadet or Midshipman.** A cadet or midshipman, including a graduated cadet, who resigns, is dismissed, or is discharged is authorized standard PCS allowances for travel from the Service academy to the abode, home, or PDS, as appropriate.

I. **Service Member Contracts with an RC.** A Service member who separates from active duty to continue military service through a signed contract in an RC, may be authorized PCS travel and transportation allowances through the Secretarial Process to the designated Selected Reserve PDS, instead of limiting costs to the HOR or the PLEAD.
1. This authority does not apply to a Service member who is separated or relieved from active duty and has served less than 90% of the enlisted active-duty period.

2. No additional travel and transportation allowances are authorized once the RC contract is terminated.

J. Service Member Served Less Than 90% of Enlistment or Commitment. A Service member who is separated from the Service or released from active duty and has served less than 90% of his or her initial active-duty enlistment or initial service commitment receives no per diem for travel. The Service member is authorized the same transportation for the dependent transportation that he or she receives, but no per diem. Transportation allowances for the Service member and dependent are limited to transportation in-kind by the least costly mode available or, if transportation is personally procured, reimbursement is limited to the amount the Government would have paid for the least costly mode of transportation. Exceptions to this policy include Service members who are:

1. Retired due to a physical disability.

2. Placed on the Temporary Disability Retired List (TDRL) under 10 USC, Chapter 61, regardless of the length of time served.

3. Retired with pay for any reason after serving at least 8 years of continuous active duty with no break of more than 90 days.

4. Transferred to the Fleet Reserve or Fleet Marine Corps Reserve.

5. Separated or released from active duty by the Secretary concerned due to either of the following:
   a. A medical condition affecting the Service member.
   b. A reduction in service time and under honorable conditions.


K. Time Limitations for Separation. A Service member and his or her dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Service or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Service member, a time-limit extension may be authorized or approved for a specific time through the Secretarial Process. The request for a time-limit extension must include the following:

1. A description of the circumstances that prevent travel within the 180 days, the specific amount of additional time requested, and an acknowledgement that the extension is not being granted merely to accommodate personal preference or convenience. The extension must be for the shortest time appropriate under the circumstances.

2. An extension cannot be authorized or approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty or retirement, or from the date the Service member’s dependent receives an official notice that the Service member is dead, injured, missing, interned, or captured. The only time the 6 years may be exceeded is when a Service member’s certified on-going medical condition prevents relocation of the dependent for longer than 6
years from the notification date.

**051003. Service Member on Active Duty who Retires, is Placed on the TDRL, is Discharged with Severance or Separation Pay, or is Involuntarily Released with Readjustment or Separation Pay and Associated Dependent Travel**

**A. Eligibility**

1. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is on active duty and meets any of the following conditions:
   
   a. Retired for a physical disability or placed on the TDRL, regardless of the length of service.
   
   b. Retired with pay for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, after serving at least 8 years of continuous active duty with no single break of more than 90 days.
   
   c. Separated with severance or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.
   
   d. Involuntarily released with readjustment or separation pay after serving at least 8 years of continuous active duty with no single break of more than 90 days.

2. The Service member’s PCS travel and transportation allowances are authorized from the last PDS to a home that he or she selects, known as an HOS. The dependent’s PCS travel and transportation allowances are from the last PDS, or the place where the dependent was last transported at Government expense, to the HOS.

**B. Selecting an HOS.** The Service member may select a home that is:

1. Any place in the United States.

2. His or her HOR outside the United States or the place outside the United States from which the Service member was initially called or ordered to active duty.

3. Any other place. Reimbursement is limited to the PCS travel and transportation allowances to a location in the CONUS that the Service member selects.

   a. Compare the cost of travel and transportation to the actual HOS to the cost that would have been incurred had the Service member traveled to the selected location in the CONUS.

   b. The Service member is paid the lesser of the actual cost or the constructed cost.

**Note:** Once a home is selected, that selection is irrevocable if transportation in-kind is furnished and used or if travel and transportation allowances are received after travel is completed.

**C. No HOS**

1. A Service member is not authorized an HOS and may only be reimbursed PCS travel and
transportation allowances to either the HOR or the PLEAD, but not to an HOS, when the Service member:

a. Is retired without pay.

b. Has less than 8 years of continuous active-duty service before retirement and retires for any reason other than a physical disability.

c. Has less than 8 years of continuous active-duty service before discharge with severance or separation pay.

d. Is involuntarily released to inactive duty with readjustment or separation pay.

2. A Service member may be reimbursed dependent PCS travel and transportation allowances from the last PDS to an HOR, or to a place where the dependent was last transported at Government expense.

D. Dependent Travels to Different Place. A Service member who is authorized to travel to an HOS and travels within the specified time frame, but whose dependent travels to a home other than the Service member’s HOS is authorized dependent PCS travel and transportation allowances. These allowances are limited to what it would have cost the Government had the dependent traveled from the Service member’s last PDS, or from the place where the dependent was last transported at Government expense, to the Service member’s HOS.

1. A dependent must travel within 1 year after the Service member’s active-duty termination unless the time limitation is increased through the Secretarial Process.

2. A Service member who did not move the dependent at Government expense during the current tour of duty is still authorized dependent travel from the HOR.

3. A Service member may elect dependent travel to his or her HOR or PLEAD outside the United States.

E. Recall to Active Duty. A Service member who retires is subject to recall to active duty. Table 5-30 contains allowances for both the Service member and his or her dependent when the Service member finishes the active duty after the recall.

| Table 5-30. Service Member Recalled to Active Duty after Retirement or Separation |
|----------------------------------------|--------------------------------------------------|
| When Recalled to Active Duty           | Allowances Authorized                             |
| Before Traveling to an HOS             | • Service member and dependent PCS travel and transportation allowances from the last PDS to an HOS upon termination of active duty.  
• The travel to the HOS must begin within 1 year after the last release from active duty unless authorized an extension as specified in par. 051003-I. |
| After Traveling to an HOS              | • Service member and dependent PCS travel and transportation allowances upon termination of active duty under honorable conditions.  
• The Service member may elect to return to the previous HOS or to the PLEAD. The dependent travel and transportation allowances are to whichever the Service member chooses.  
• The travel to the HOS must begin within 1 year after the Service member’s  

Chapter 5, Subchapter 1: PDT for Service Members
Part B: Categories of PDT (Service Members Only)

F. Service Member Selects Alternate Out-Processing Station. A Service member may select an alternate out-processing station to retire from active duty or be released to inactive duty. However, it must be authorized and approved through the Secretarial Process and conform to the individual Service’s policies. If authorized and approved by the Service Secretary, a Service member:

1. May travel from the last PDS to the processing station of choice and from there to his or her HOS.

2. Is reimbursed the amount payable had the Service member retired or been released to inactive duty at the normally established out-processing station.

3. Is authorized per diem or AEA appropriate for the processing station away from the PDS during processing for retirement or while undergoing release to inactive duty.

Note: The NOAA Office of Marine and Aviation Operations Commissioned Personnel Center operates processing stations for NOAA.

G. Service Member Awaiting Disability Retirement. A Service member and his or her dependent are authorized PCS travel and transportation allowances to travel to a Government-ordered location when the Service member is awaiting disability retirement and both of the following circumstances apply:

1. A physical evaluation board determines the Service member is unfit to perform the duties of his or her grade.

2. The Service member is ordered to the Government-ordered location for the Government’s convenience until the disability retirement proceedings are complete. Once a final disposition is reached in the disability retirement proceedings, the Service member and his or her dependent are authorized PCS travel and transportation allowances under the retirement order, or other order if issued, from the Government-ordered location to his or her HOS (32 Comp. Gen. 348 (1953)). The dependent’s travel is limited to the cost of traveling directly from the PDS where the Service member received the order to proceed to the Government-ordered location to the HOS.

H. Service Member on a TDRL Discharged or Retired

1. A Service member who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on a TDRL is not authorized any PCS travel and transportation allowances in addition to those that the Service member was already paid for travel to the HOS when the Service member was placed on the TDRL.

2. A Service member who is discharged with severance pay or who retires for any reason, to include transfer to the Fleet Reserve or Fleet Marine Corps Reserve, while on the TDRL is not authorized additional dependent travel and transportation allowances.

I. Time Limitations for Travel to the HOS. A Service member and dependent must begin travel to an HOS within 1 year of the Service member’s termination from active duty unless additional time is authorized or approved through the Secretarial Process.
1. Exceptions to this policy are as follows:

   a. A Service member and his or her dependent are authorized PCS travel and transportation allowances from the last PDS to an HOS when the Service member is either confined in or undergoing treatment at a hospital. The Service member and dependent must begin travel from the hospital or medical facility within 1 year after discharge or termination of medical treatment.

   b. A Service member who has not yet traveled to an HOS within 1 year after his or her active-duty termination date and becomes confined in or undergoes treatment at a hospital during that 1-year period is authorized additional time for PCS travel and transportation allowances from the last PDS to an HOS. The Service member and dependent’s initial 1-year limit is extended by the number of days spent in the hospital.

   c. A Service member and his or her dependent are authorized PCS travel and transportation allowances when the Service member is attending training or receiving education on his or her active-duty termination date to qualify for civilian employment. The Service member is authorized to travel from the last PDS to an HOS. His or her dependent is authorized to travel to the HOS. A Service member who begins qualification training and then becomes confined to, or undergoes treatment at, a hospital is also authorized to travel from the last PDS to the HOS. The Service member and dependent must travel within 1 year after the training or education is completed or 2 years from the active-duty termination date, whichever occurs first.

   d. If a Service member is prevented from traveling due to an unexpected event that is beyond the Service member’s control and is related to the Service member’s separation from the Service, the 1-year time limit applies for both the Service member and dependent’s travel unless extended through the Secretarial Process. Any extension must be in the Service’s best interest or substantially benefit the Service member, and is not costly and does not have an adverse impact to the Service.

2. A Service member must request all extensions in writing using the Secretarial Process. An extension may not be for more than 6 years from the date of retirement. The request must include the following:

   a. A description of the circumstances that prevent travel within the specified time period.

   b. The specific amount of additional time required. An extension should be for the shortest time necessary based on the circumstances. The 6-year limit may only be extended for travel to the HOS if a Service member has a certified and on-going medical condition.

051004. Service Member Discharged from the Service under Other than Honorable Conditions

A. Eligibility. A Service member who is discharged from the Service under other than honorable conditions may be authorized limited transportation allowances.

B. Allowances. An eligible Service member may be authorized the least expensive transportation by airplane, train, bus, or ship at Government expense, but not per diem. If the AO does not provide Government procured transportation, then the Service member may be reimbursed for personally procured transportation up to the least-expensive cost the Government would have incurred for transporting him or her. Table 5-31 specifies the authorized destinations and travel allowances when a
Service member is discharged or released.

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member has not been confined,</td>
<td>he or she is authorized to travel to either his or her HOR or PLEAD.</td>
</tr>
<tr>
<td>a former Service member is released or paroled from a U.S. military confinement facility,</td>
<td>he or she is authorized transportation allowances from the place of confinement to the HOR, PLEAD, or Service-approved place of residence as a parolee.</td>
</tr>
<tr>
<td>a former Service member is released or paroled from a non-U.S. military confinement facility OCONUS,</td>
<td>he or she is authorized transportation allowances to the port of embarkation in the country of the Service member’s HOR or PLEAD from either the place of release from confinement or from the U.S. military facility nearest the place of confinement.</td>
</tr>
<tr>
<td>a former Service member is released or paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,</td>
<td>he or she is not authorized transportation.</td>
</tr>
<tr>
<td>either the Service member’s commanding officer or other proper authority authorizes or approves a destination other than the HOR or PLEAD*,</td>
<td>the Service member may be authorized transportation allowances to that destination from the place of separation, parole, or release.</td>
</tr>
<tr>
<td>a convicted Service member is waiting for the completion of an appellate review of his or her court martial sentence,</td>
<td>this transportation is the final separation travel unless the Service member is restored to duty. When a dependent travels at Government expense under this paragraph, such travel constitutes final separation travel unless the Service member is restored to duty (63 Comp. Gen. 135 (1983)).</td>
</tr>
<tr>
<td>the completion of an appellate review results in the convicted Service member being restored to duty,</td>
<td>he or she and a dependent are authorized PCS travel and transportation allowances to his or her PDS from the place where transportation was authorized when he or she was placed on appellate leave.</td>
</tr>
</tbody>
</table>

*The cost of the Government transportation is limited to the transportation cost to the Service member’s HOR or PLEAD.

051005. Dependent Travel and Transportation Related to a Court Martial Sentence or Administrative Discharge under Other than Honorable Conditions (for a Service Member Stationed in the CONUS)

A. Eligibility. A Service member, with dependent, stationed in the CONUS, is authorized dependent PCS travel and transportation allowances, if the Service member:

1. Is sentenced by a court martial to any of the following:
   a. Confinement for more than 30 days.
   b. Receive a dishonorable or bad conduct discharge.
c. Dismissal from a Uniformed Service.

2. Receives an administrative discharge under other than honorable conditions.

B. Allowances. The standard PCS travel and transportation allowances are authorized for the dependent by a Service-designated authority who determines the destination and that a reasonable relationship exists between the conditions or circumstances in the specific case and the authorized destination. The dependent destination must be a designated place, except that a foreign-born dependent may be returned to the dependent’s native country. Travel may be requested by the Service member, the Service member’s spouse, or another dependent if the Service member has no spouse, or the spouse is unavailable. Dependent travel must begin within 180 days from either the date the court martial is completed or the date of administrative discharge, except when additional time is authorized or approved through the Secretarial Process.

C. Reimbursement Payment. Travel reimbursement may be paid to the Service member or to a dependent or ex-spouse, when the Service member authorizes payment to either of them (B-193430, February 21, 1979).

051006. Restrictions on a U.S. Public Health Service (USPHS) or National Oceanic and Atmospheric Administration (NOAA) Corps Service Member

A. U.S. Public Health Service (USPHS). A USPHS Service member may be denied any or all travel and transportation allowances at the discretion of the Assistant Secretary for Health or through the Secretarial Process when he or she chooses to separate or resign from USPHS in any of the following circumstances:

1. Before completing 2 years of continuous active duty.

2. Before completing a period of active duty agreed to in writing.

3. Without following the Service’s policy for separation or release from active duty.

B. NOAA. A NOAA Service member may be denied any or all travel and transportation allowances at the discretion of the Secretary of Commerce when he or she chooses to separate or resign from the Service before completing 3 years of service from the date he or she was appointed in the NOAA Corps.

051007. Voided Enlistment

A Service member who is released or discharged from active duty due to a voided enlistment is eligible for travel allowances. Each Service may issue regulations requiring the use of Government or Government-procured transportation and meal tickets for this travel. If the Service has not issued such regulations, the Service member is authorized standard PCS travel and transportation allowances. The travel and transportation is authorized from the place of release or discharge to the HOR or PLEAD, as the Service member chooses.

051008. Pilot Program Permitting Service Members to be Inactivated from Active Duty

A. Eligibility. The Service Secretary of each branch of Service is authorized to implement a
pilot program to enhance retention in the military service and allow the Service member to meet personal or professional needs. The program allows a Service member of the Regular Component or the active Guard or Reserve to be inactivated and placed in the Ready Reserve.

1. A Service member must return to active duty within 3 years of release into the pilot program or by December 31, 2022, whichever comes first.


B. Allowances. A Service member who is chosen for the pilot program receives PCS travel and transportation allowances:

1. To his or her HOS of choice in the CONUS when released from active duty into the program.

2. From his or her PLEAD, when returning to active duty. However, transportation allowances from the PLEAD are limited to the cost of transportation from the HOS that was selected when the Service member was released from active duty.

0511 PCS Travel Associated with Medical Events or Death

051101. Service Member Ordered to a Hospital in the CONUS

A. PCS to a Hospital. A Service member is authorized PCS allowances when traveling to, from, or between hospitals, provided the order does not authorize a return to the old PDS.

B. Ordered to a Hospital for Observation and Treatment. A statement by the commanding officer of the receiving hospital is required for dependent PCS travel and transportation allowances unless the dependent travels due to the Service member’s initial hospital transfer from OCONUS. The commanding officer’s statement must include that the case has been evaluated and that a prolonged treatment period of the Service member in that hospital is expected. The following paragraphs do not apply to a Service member not authorized dependent PCS travel and transportation allowances under par. 050405.

1. From Duty Locations or Hospitals in the CONUS. A Service member on active duty who is transferred within the CONUS from a PDS or TDY location to a hospital for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the last PDS, or from the place the dependent was last moved at Government expense, to the hospital. If the Service member is transferred from one hospital to another in the CONUS for further observation and treatment and the dependent traveled at Government expense to the initial hospital, then a Service member is authorized dependent travel and transportation allowances between hospitals.

2. From Duty Locations or Hospitals OCONUS. A Service member at a PDS OCONUS who is transferred to a hospital in the CONUS for observation and treatment is authorized dependent PCS travel and transportation allowances, limited to the cost of traveling from the PDS OCONUS or designated place to the initial hospital where the Service member is transferred for observation and treatment. When the dependent travels due to the Service member’s initial hospital transfer from OCONUS, no statement of prolonged hospitalization is required.
3. Completion of Hospitalization. A Service member is authorized dependent travel and transportation allowances for travel to the PDS, HOR, PLEAD, or HOS, as shown in Table 5-32 when he or she is any of the following:

   a. Released from observation and treatment and restored to duty.

   b. Separated from the Service.

   c. Relieved from active duty.

   d. Placed on the TDRL.

   e. Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

| Table 5-32. Dependent Transportation Allowance after Service Member’s Hospitalization |
|-----------------------------------------|----------------------------------------------------------------------------------|
| If…                                     | Then the transportation allowance is…                                           |
| a dependent does not travel at Government expense due to the Service member’s hospitalization, | from the place the dependent is located when the Service member is released from the hospital, limited to travel from the last or any prior PDS or the place where the dependent was last moved at Government expense, as applicable. |
| a dependent travels at Government expense due to the Service member’s hospitalization, | from the place the dependent is located when the Service member is released from the hospital, limited to travel from the hospital where the Service member was transferred when the dependent traveled at Government expense. |

051102. Service Member Dies while en Route to the New PDS

PCS allowances are payable to the appropriate beneficiary on behalf of a Service member. Allowances are authorized for the Service member’s travel from the old PDS to the place of death, limited to the cost for travel and transportation from the old PDS to the new PDS.

051103. Dependent en Route to the New PDS at the Time of the Service Member’s Death

When a Service member dies after a dependent begins travel under a PCS order, the dependent is authorized PCS travel and transportation allowances from the place where travel began to the place where the dependent was notified of the Service member’s death, limited to the travel and transportation allowances for the distance from the old PDS to the new PDS.

051104. Dependent Travel When Service Member Officially Reported As Dead, Injured, Ill, Or Absent For 30 or More Days In A Missing Status, Or Upon Death

A. Definitions. The following are definitions are specific to this paragraph.

1. Dependent. When a Service member, entitled to basic pay, dies while on duty OCONUS, “dependent” includes an unmarried child who was transported at Government expense to that Service member’s PDS, due to the Service member’s assignment, and became age 21 while the Service member
was serving at that PDS.

2. **Transportation.** Transportation is defined in Appendix A and includes transportation in-kind or reimbursement as specified in Section 0502.

B. **Eligibility.** The following dependents may be eligible for travel allowances:

1. A dependent of a Service member who dies while entitled to basic pay (37 USC §481f).

2. A dependent, without regard to command-sponsorship (B-158661, December 22, 1966), who receives an official notice that the Service member on active duty is officially reported as:

   a. Dead.

   b. Injured or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown in a statement by the commanding officer at the receiving hospital.

   c. Absent for a period of 30 or more days in a missing status (37 USC §484).

C. **Allowances**

1. Dependent travel at Government expense can be authorized or approved only when a reasonable relationship exists between the dependent’s circumstances and the requested destination, as determined by the Service concerned. A dependent may be furnished transportation to a Service member’s HOR or to another location as authorized or approved by the official designated through the Secretarial Process.

   a. When a Service member is officially reported as injured, ill, or absent for 30 or more days in a missing status (37 USC §484), dependent PCS travel and transportation must begin to the final home within 1 year after the date of the official status report unless a later start date is authorized or approved through the Secretarial Process. Travel after the 1-year period cannot be authorized or approved for an escort for the dependent.

      (1) Per diem is not payable for dependent transportation authorized in this paragraph.

      (2) Government-funded travel and transportation allowances are not authorized under this subparagraph when travel is delayed and is not performed until after receipt of official notice that the Service member has returned to an active status.

   b. When a Service member who is entitled to basic pay dies on or after January 6, 2006, dependent PCS travel and transportation allowances are authorized. The dependent has 3 years, beginning on the Service member’s date of death to choose an HOS. Per diem is authorized for a dependent traveling under this subparagraph.

2. If a dependent is residing OCONUS when the Service member on permanent duty OCONUS dies, the dependent may be transported to an interim location to reside pending a decision by the dependent as to the destination of the final move at Government expense. That final move must be accomplished within the time limits in paragraph 051104.C1b.

3. A dependent moved as specified in this paragraph may again be moved when an official
notice is received that the Service member’s status has changed from one eligible status to another or when the Service member has been reported officially as absent for a period of more than 1 year in a missing status and the Secretarial Process determines that the circumstances justify an additional move. When a Service member’s casualty status is terminated, authorization for dependent PCS travel and transportation allowances are determined as specified in Part 0504.

D. **Escort.** An escort to accompany an eligible dependent for travel under this paragraph may be authorized when the AO or commanding officer determines that dependent travel is necessary and the dependent is incapable of traveling alone due to age, mental or physical incapacity, or other extraordinary circumstances as specified in Service regulations.

1. An escort may be authorized for the Service member’s dependent for travel performed no later than 1 year after the Service member dies, is missing, or is otherwise unable to accompany the dependent. Escort travel is not authorized after the 1-year limit is reached, and the time limit cannot be extended, regardless of the circumstances.

2. Round-trip travel and transportation allowances are authorized for the escort. A Uniformed Service member or a civilian employee travels on a TDY order and receives standard travel and transportation allowances as specified in Chapter 2. Any other individual acting as the escort is issued an invitational travel authorization (ITA) and receives the standard travel and transportation allowances as specified in Chapter 2 for a civilian employee.

3. Each Service must issue regulations or instructions necessary for the administration of this paragraph. Travel and transportation allowances may be paid in advance as specified in Service regulations.

### 051105. Dependent Allowances when Service Member Dies after Retirement or Separation

When a retired or separated Service member dies and was eligible to choose an HOS, Table 5-33 specifies the travel allowances for his or her dependent.

| Table 5-33. Dependent Allowances When a Service Member Dies after Retirement or Separation |
|---|---|
| **When the Service Member Dies** | **Allowances Authorized** |
| **Before Choosing an HOS and Before Submitting a Personal Claim for travel to an HOS*** | ● Dependent PCS travel and transportation allowances to a home of the dependent’s selection at a place where the Service member would have been authorized to select, in par. 051003, from the place where the dependent was last transported at Government expense.  
● The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003. |
| **After Choosing an HOS and Submitting a Personal Claim for Travel to an HOS*** | ● Dependent PCS travel and transportation allowances for travel to the Service member’s HOS or to some other place selected by the dependent, limited to what it would have cost to travel to the Service member’s HOS from the place where the dependent was last transported at Government expense.  
● The travel to the HOS must begin within 1 year after the Service member’s last release from active duty unless authorized an extension in accordance with time limitations specified par. 051003. |

*The Service member did not ship HHG and the dependent has not traveled to an HOS.
0512 Other Categories and Situations

051201. PCS Orders and The Impact on Allowances

A PCS order must actually direct a PCS. The location where a PCS order is received may impact the allowances authorized. Authorization for dependent travel and transportation allowances must be included in the PCS travel order or in an amended or supplemental travel order.

A. Place Where Allowances Begin. When an order to active duty is received at, and begins from, a place other than where the order was addressed, PCS allowances are authorized from the place where travel begins and orders were received to the new PDS. The allowances are limited to what it would have cost to travel from the place where the orders were addressed to the new PDS.

B. PCS Order Received While at TDY Location.

1. Service Member. When a PCS order is received while on a TDY order, and the Service member returns to the old PDS, he or she is authorized PCS allowances from the TDY location to the old PDS and from the old PDS to the new PDS via any TDY en route locations. This includes a situation where the PCS order designated the TDY location as the new PDS effective immediately.

2. Dependent Travel. When a Service member receives a PCS order while on leave or on a TDY order, the Service member is authorized dependent travel and transportation allowances, limited to the authorization for travel from the old to the new PDS.

C. PCS Order with TDY en Route. A Service member who departed the old PDS on a PCS order with a TDY en route is not authorized PCS allowances to return to the old PDS from the TDY location, even if the order is amended or modified naming a different new PDS.

D. PCS Order Received While at Leave Location. When a PCS order is received while the Service member is on leave from:

1. The TDY location, and he or she returns to the old PDS from the leave point, then the Service member is authorized PCS allowances from the leave point to the old PDS, and from the old PDS to the new PDS via any other TDY en route location. The total amount of travel and transportation allowances are limited to the allowances from the original TDY location to the old PDS and from the old PDS to the new PDS via any other TDY en route location.

2. The old PDS, and he or she begins travel from the leave location, PCS allowances are authorized from the place where the PCS order is received to the new PDS, limited to the allowances from the old PDS to the new PDS.

E. Order Amended, Modified, Canceled, or Revoked after Travel Begins.

1. Service Member

   a. When a PCS order is amended or modified and names a new PDS or an en route TDY location, PCS allowances are authorized from the old PDS to the location where the amended or modified order is received, and from there to the last named new PDS. The amount payable is limited to travel from the old PDS to the last named new PDS, via any en route or added en route TDY locations and the
b. When a PCS order is canceled, returning the Service member to the old PDS, PCS allowances are authorized from the old PDS to the location where the cancellation notification was received, and from that location back to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations and the first named PDS.

2. Dependent Travel. When a PCS order is amended or modified after the date the dependent begins travel and a new PDS is designated, or the PCS order is canceled or revoked, then dependent PCS travel and transportation allowances are authorized. Allowances are payable for the distance from the place where the dependent began travel to the place where he or she received notification that the order was amended, modified, canceled, or revoked, and from that location to the new PDS or return to the old PDS. This is limited to the travel and transportation allowances for the distance from the old PDS to the original new PDS and then to the PDS on the most recent order or return to the old PDS.

F. Change of Activity. A document directing a change of activity at the same PDS is not a PCS order, regardless of any statement on the document to the contrary.

051202. Travel to or From a Designated Place

A. Travel to or from a Designated Place. A Service designated official may authorize or approve travel and transportation allowances to or from a designated place when the Service member must travel to the designated place en route between PDSs to assist in moving dependents, to assist dependents with HHG shipment, or to assist dependent transportation by POV. The Service member must travel to the designated place before traveling to the new PDS.

1. The travel and transportation allowances authorized are from the old PDS to:

   a. The designated place and then to the new PDS.

   b. The designated place to any TDY locations and then to the new PDS.

   c. Any TDY locations to the designated place and then to the new PDS.

2. The Service member cannot be paid PCS allowances for round-trip travel between a TDY location and a designated place.

3. On the next PCS that results in dependent relocation, the Service member is authorized PCS allowances for travel from the old PDS to either any TDY location and the designated place and then to the new PDS or to the authorized processing station, if appropriate, then to the designated place, and then to the HOS, HOR, or PLEAD.

B. Service Member no Longer Has Dependents. If a Service member is divorced, or dependents die, before the next PCS order’s effective date and the Service member no longer has dependents at the designated place, the Service member may be authorized PCS allowances to travel to the designated place to pick up HHG, personal items, or the Service member’s or dependent’s POV.
051203. PCS with TDY at a Location Near, but Outside the Limits of, the Old or New PDS

A. Eligibility. This paragraph applies when a Service member is ordered on a PCS with a TDY en route, and the TDY is near the old or new PDS or the TDY is at or near the home port when the PDS is a ship or afloat staff.

B. Allowances

1. No per diem is authorized if the Service member commutes to the TDY location from the quarters occupied while attached to the old PDS or from the permanent quarters the Service member intends to occupy at the new PDS.

   a. Old PDS quarters are no longer permanent quarters on or after the PCS HHG weight allowance transportation date.

   b. New PDS quarters become permanent quarters on or after the date the PCS HHG weight allowance shipment is accepted.

2. A Service member who is required to purchase meals at personal expense outside the PDS limits may be reimbursed for the cost as an occasional meal. See par. 020305 for occasional meals.

3. Transportation expense incurred in commuting between the quarters at the old or new PDS and the TDY location may be paid as specified in Chapter 2.

4. A Service member who detaches or signs out of the old PDS, performs a TDY en route elsewhere, and returns for a TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS.

051204. PCS Travel Associated with Custody Change

Dependent travel and transportation allowances are not authorized for a dependent child who is not under the Service member’s legal custody and control on the PCS order’s effective date (B-131142, June 3, 1957). Dependent travel and transportation allowances are authorized when a Service member is granted legal custody or legal joint custody, or otherwise acquires custody lawfully after the effective date of his or her PCS order, such as when the custodial parent dies or when a child chooses to join a Service member after a court order lapses at age 18.

051205. PCS Travel Associated with an Evacuation and Safety

A. Service Member Ordered on a PCS from a PDS from which Dependents have been Evacuated. A Service-designated official may authorize or approve PCS travel and transportation allowances to a designated place or safe haven, as applicable, when the Service member is ordered on a PCS from a PDS where dependents were evacuated. The Service member must travel to the designated place before he or she completes PCS travel.

   1. The Service member may be authorized or approved to travel to the designated place or safe haven when he or she must assist in the transportation of a dependent or HHG, pick up personal items, or personally drive his or her POV. The allowances authorized are from the old PDS to:
a. The designated place or safe haven, and then to the new PDS.

b. The TDY location and then to the designated place or safe haven, and then to the new PDS.

c. The designated place or safe haven and then to the TDY location, and then to the new PDS.

d. The authorized processing location, and then to the designated place or safe haven, and then to the HOS, HOR, or PLEAD, as applicable.

2. Travel allowances cannot be paid for round-trip travel between a TDY location and a designated place or safe haven.

B. Service Member Ordered to a PDS in the CONUS Where Dependent Travel is Delayed or Restricted by an Ordered Evacuation or Natural Disaster

1. The Services may request the designation of geographic areas within the CONUS as “non-concurrent travel application areas” when evacuations or major disasters occur, subject to approval by the Assistant Secretary of Defense for Management and Reserve Affairs (ASD(M&RA)). This authority is used when military installations or the surrounding geographic areas infrastructure cannot support the dependent at the duty location (see DoDI 1315.18). Service M&RAs must request non-concurrent travel restriction authority through the Joint Chiefs of Staff or J1 for further coordination with the Services concerned, including Coast Guard, before submitting a recommendation to the ASD(M&RA) for concurrence, approval, and adjudication. Non-DoD Services are not subject to the DoDI, but should coordinate their policies with ASD(M&RA) for uniformity among Service members. See Section 0509 and par. 051202 when the Service member travels on a PCS order from the old PDS via the dependent's designated place before reporting to the new PDS.

2. When the dependent travels on a PCS order en route to the new PDS that is within the designated non-concurrent travel area, and a concurrent travel restriction is imposed on travel to the new PDS, the dependent enters into an “awaiting further transportation” status. The Service member selects an “awaiting further transportation” location for the dependent. Dependent travel and transportation allowances at the “awaiting further transportation” location are the standard travel and transportation allowances specified in Chapter 2. PCS allowances from the “awaiting further transportation” location to a designated place or the new PDS are authorized.

3. Designation of an area in the CONUS as a “non-concurrent travel application area.” Upon this designation of an area in the CONUS, dependent travel to locations within the area is not authorized at Government expense until authorized or approved by the Installation Commander or designee. The Service member’s new commanding officer may authorize or approve additional travel time when appropriate according to Service policy. Section 0509 and par. 051202 are not applicable when the designated place has not been declared.

4. Delayed Dependent Travel between PDSs in the CONUS

a. PCS Order. The Service member’s PCS order must state that dependent travel to the new PDS must be authorized or approved by the Installation Commander or designee before travel may begin. Once the Installation Commander or designee authorizes or approves the dependent travel, the PCS order must be modified or amended to reflect the change.
b. **Delay Anticipated to Be for Less than 20 Weeks from the Service Member’s Reporting Date.** When the anticipated dependent travel delay is less than 20 weeks from the Service member’s reporting date, the dependent is expected to remain at the old PDS and moves to any other location at Government expense are not authorized.

c. **Delay Anticipated to Be for 20 or More Weeks from the Member’s Reporting Date.** When the authority designated through the Secretarial Process denies dependent travel for 20 or more weeks from the Service member’s reporting date, the dependent is authorized to move from the old PDS to an authorized designated place. The PCS order must be modified to reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

   (1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at the non-foreign location OCONUS requested as the designated place.

   (2) That non-foreign location OCONUS continues to be the Service member’s or spouse’s domicile.

5. **Delayed Dependent Travel from a PDS OCONUS to a PDS in the CONUS.** When the old PDS is OCONUS and dependent travel is delayed, regardless of the duration, the dependent is authorized to move from the old PDS OCONUS to an authorized designated place in the CONUS. A non-foreign designated place OCONUS may be authorized by the Installation Commander when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS and that non-foreign location OCONUS continues to be the Service member’s or spouse’s domicile. The PCS order must state that dependent travel to the new PDS in the CONUS is not authorized until the Installation Commander or designee authorizes or approves further travel. When travel to the new PDS is authorized or approved, the PCS order must be modified or amended.

6. **Delayed Dependent Travel within a Designated Non-concurrent Travel Area.** This subparagraph applies when the old and new PDSs in the CONUS are non-concurrent dependent travel locations due to an ordered evacuation or natural disaster.

   a. **Delay Anticipated to Be for Less than 20 Weeks from the Service Member’s Reporting Date.** When the anticipated dependent travel delay is less than 20 weeks from the Service member’s reporting date, dependent travel to any other location at Government expense is not authorized.

   b. **Delay Anticipated to Be for 20 or More Weeks from the Service Member’s Reporting Date.** When the Secretarial Process denies dependent travel for 20 or more weeks from the Service member’s reporting date, the dependent is authorized travel from the old PDS to an authorized designated place. The PCS order must reflect the authorized designated place. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when both of the following occur:

      (1) The domicile of the Service member or spouse before entering active duty, or marriage to the Service member, was at that non-foreign location OCONUS requested as the designated place.

      (2) That non-foreign location OCONUS continues to be the Service member’s or
spouse’s domicile.

7. Dependent Travels to an Alternate Location other than the Authorized Designated Non-concurrent Travel Area in the CONUS

a. When a dependent travels (separately or as a family) to a location not authorized or before an amended or modified PCS order is issued, then he or she can be reimbursed for travel and transportation only when a PCS order is issued that authorizes the dependent’s travel to the new PDS. This applies when the dependent travels from any of the following:

   (1) the United States or a non-foreign PDS OCONUS from which the Service member is ordered when an expected delay is less than 20 weeks from the Service member’s reporting date.

   (2) the foreign PDS OCONUS from which the Service member is ordered, to a location other than the designated place when an expected delay is less than 20 weeks from the Service member’s reporting date. A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at the non-foreign location OCONUS requested as the designated place and that domicile has not changed.

b. When a dependent travels (separately or as a family) to a location other than the designated place before going to the PDS when an expected delay is 20 or more weeks from the Service member’s reporting date, then he or she is authorized travel and transportation allowances, limited to the Government’s travel and transportation costs directly from the last place the dependent was moved at Government expense to the new PDS.

   (1) A non-foreign designated place OCONUS may be authorized through the Secretarial Process when the domicile of the Service member or spouse before entering active duty (or marriage to the Service member) was at a non-foreign location OCONUS requested as the designated place and the domicile has not changed.

   (2) Section 0509 and par. 051202 do not apply when the dependent’s authorized designated place is unknown. Excess travel costs involving the dependent-selected location are the Service member’s financial responsibility.

C. Travel and Transportation for a Dependent Relocating for Personal Safety. The Service member’s spouse or a dependent child’s parent or court-appointed guardian may request relocation for personal safety and may be authorized travel and transportation allowances under this paragraph.

1. Definitions

   a. Dependent Child

      (1) Dependent or acquired dependent as defined in Appendix A.

      (2) A Service member’s unmarried child who was transported to the Service member’s PDS at Government expense and who, due to age, graduation, or termination of enrollment in an institution of higher education, would otherwise cease to be the Service member’s dependent while the Service member was serving at that location.
b. **Dependent Abuse Offense** (*10 USC §1059(c)*). A “dependent abuse offense” is a criminal conduct by a Service member on active duty for 31 or more days that involves abuse of the spouse or dependent child. This criminal offense is specified in regulation prescribed by the Secretary of Defense under *10 USC §1059(k)*.

2. Relocation may be authorized if the Service-designated official determines that:

a. The Service member has committed a dependent abuse offense against a Service member’s dependent.

b. A safety plan and counseling have been provided to the dependent.

c. The dependent’s safety is at risk.

d. Dependent relocation is advisable.

e. Dependent relocation is in the Government’s best interest and that of the Service member or dependent.

3. **Allowances**

a. Transportation for the Service member’s dependent, baggage, and HHG may be authorized from the PDS to the designated relocation site in the United States, or its possessions, or if the dependent is a foreign national to the dependent’s native country when a PCS order has not been issued, or when it has been issued, but cannot be used for this transportation.

   (1) Transportation in-kind, transportation reimbursement, or MALT Plus, is authorized for the dependent.

   (2) Transportation of HHG in NTS to the designated relocation site may be authorized.

b. If the Service member’s PDS is OCONUS, transportation may be authorized for one POV that is owned or leased by the Service member or dependent and is for the Service member’s dependent’s personal use.

c. HHG or POV transportation may be authorized only if the Service member’s written agreement, or an order of a court of competent jurisdiction, grants HHG or POV possession to the Service member’s spouse or dependent.

4. **Reimbursement.** All monetary payments, except DLA—which is not authorized for dependents moving for personal safety—are paid directly to the dependent instead of to the Service member (*37 USC §476(h)(4)(A)*).

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**051206. Limited PCS Allowances for a Selected Reserve Member**

A. **Eligibility.** A Service member who is filling a vacancy in a Selected Reserve unit at a duty location that is more than 150 miles from his or her primary residence may be eligible for limited PCS allowances. Additionally, to be eligible for the limited PCS allowances, the Service member must:
1. Have been involuntarily separated under other than adverse conditions, as defined by the Secretary concerned, that occurred in all of the following time frames:
   b. During the 3 years preceding the current PCS.
   c. While assigned to a Selective Reserve unit adversely affected by force structure reductions 1 October 2012 through 31 December 2018.

2. Be filling a vacancy in a Selected Reserve unit with a critical manpower shortage or be qualified in a skill designated as critically short by the Secretary concerned.

B. Allowances. All PCS travel and transportation allowances in this paragraph may be provided to a Service member only once and are funded by the Selected Reserve unit filling the vacancy.

1. Standard PCS travel and transportation allowances are authorized for the Service member and his or her dependent, including HHG transportation and SIT. A funds advance may be made for these allowances.

2. There is no authorization for DLA, TLE, or POV shipment or storage.

051207. Indeterminate Temporary Duty (ITDY)

A. Eligibility. A Service member and a dependent may be eligible for travel allowances when the Service member is traveling in connection with an indeterminate TDY (ITDY). Only a Service headquarters can authorize or approve an ITDY.

B. Allowances. A Service member at the ITDY location receives allowances as specified in Section 0312.

1. General Allowances

   a. DLA is payable to a Service member when a dependent relocates under an ITDY order. See Section 0505 for DLA specifics.

   b. Dependent transportation is authorized under this paragraph the same as for PCS.

   c. The MALT as specified in par. 050203 applies unless the dependent accompanies the Service member to the TDY location traveling in the same POV. If the dependent travels as a passenger, no MALT is payable for the dependent since the Service member receives PCS mileage.

   d. HHG Transportation. See par. 031201 for HHG transportation.

2. Travel to or from the Old PDS or Alternate Place En Route to the ITDY Location. A Service member may be authorized PCS travel and transportation allowances to accompany a dependent to the alternate place from the old PDS. The Service member’s travel must be determined through the Secretarial Process as necessary to assist the dependent and not for personal convenience. The Service member may travel to the dependent’s alternate place while en route to an ITDY location when
authorized through the Secretarial Process and only to help the dependent move from one location to another when the move is, or was, at Government expense.

a. When authorized, the Service member may accompany the dependent to the alternate place while en route to the ITDY location, or as a separate PCS round trip between the old PDS and alternate place at Government expense before departing on the ITDY order (B-199354, July 1, 1981).

b. Travel and transportation allowances are not authorized for travel before the official written ITDY order is issued. Government-funded, round-trip transportation is not authorized between the ITDY location and the alternate place to help a dependent relocate.

3. Service Member Returns to Old PDS or Travels Via Old PDS En Route to the New PDS

a. The Service member is authorized PCS travel and transportation allowances from the ITDY location via one of the following:

(1) The alternate place where the dependent was moved at Government expense, en route to the old PDS, or en route to the new PDS.

(2) The old PDS, to the alternate place where the dependent was moved at Government expense, and to the new PDS. Return to the old PDS before travel to the new PDS via the alternate place must be stated in the Service member’s order or authorized or approved through the Secretarial Process.

b. It must be determined through the Secretarial Process that it is necessary for the Service member to assist the dependent in relocating to the PDS and not for personal convenience, such as a visit. Arranging an HHG or POV shipment is not an authorized reason.

c. Dependent travel reimbursement is limited to travel directly from the alternate location to either the old PDS or the new PDS.

d. If the dependent was not relocated to an alternate place and stayed at the PDS from which the Service member departed on ITDY, the Service member receives PCS travel and transportation allowances from the ITDY location via the old PDS to the new PDS, if the new PDS is known.

e. The Service member’s PCS travel and transportation allowances between the ITDY location and alternate place or previous PDS where the dependent is located is limited to the Government’s constructed cost. POV travel is not usually authorized to the alternate location or previous PDS from the ITDY location.

f. Travel and transportation reimbursement is not authorized when the Service member reports to the new PDS on a subsequent PCS travel order before accompanying the dependent. The Service member is financially responsible for the travel and transportation expenses to the alternate place or previous PDS to accompany the dependent.

4. Service Member Returns to the Old PDS

a. When the ITDY ends, and the Service member receives an order to return to the old PDS, he or she may travel to where the dependent was last moved at Government expense to assist with dependent travel and transportation en route to the old PDS.
b. Return transportation from the CONUS to a PDS OCONUS must not be authorized or approved unless at least 12 months remain in the Service member’s tour of duty at that PDS on the later of the following dates:

(1) Day the dependent is scheduled to arrive at that PDS.

(2) Day the dependent actually arrives at that PDS.

(3) Day when command sponsorship is granted again.

5. Dependent Travel

a. Dependent PCS travel and transportation allowances to an alternate place at Government expense, as specified in Table 5-34, are for the dependent to establish a permanent residence during the Service member’s ITDY. Such travel may be authorized at Government expense according to Agency or Service regulations when one of the following apply:

(1) The Service member is on an ITDY order.

(2) The Service member’s TDY order does not provide for return to the PDS and either the TDY is expected to be for 20 or more weeks at any one location (except as in par. 010206) or the TDY order does not specify or imply any limit to the period of absence from the PDS.

b. When a dependent is moved at Government expense to the ITDY location or other alternate place and the Service member receives a PCS order at the ITDY location, dependent PCS travel and transportation allowances are authorized for travel to the new PDS, limited to the cost from the ITDY location or alternate place to the new PDS.

<table>
<thead>
<tr>
<th>PDS Location</th>
<th>ITDY Location</th>
<th>Dependent Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONUS</td>
<td>The dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location.</td>
<td></td>
</tr>
<tr>
<td>CONUS or OCONUS</td>
<td>Dependent PCS travel and transportation allowances are authorized to the old PDS if the Service member is returned to the old PDS from the ITDY.</td>
<td></td>
</tr>
</tbody>
</table>
| OCONUS       | Dependent PCS travel and transportation allowances must be authorized or approved through the Secretarial Process. For travel to a location OCONUS, the Service member must have at least 12 months remaining in the tour of duty at the TDY location OCONUS on the date the dependent is scheduled to arrive, or actually arrives, OCONUS. When authorized or approved, transportation may be authorized from the PDS to the ITDY location or either of the following:  
  ● A location in the CONUS.  
  ● A non-foreign location OCONUS if it is the Service member’s HOR, PLEAD, or legal residence before entering active duty or was the spouse’s legal residence at the time. |
### Table 5-34. Dependent PCS Allowances While Service Member Is on ITDY

<table>
<thead>
<tr>
<th>PDS Location</th>
<th>ITDY Location</th>
<th>Dependent Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCONUS</td>
<td>OCONUS</td>
<td>Dependent PCS travel and transportation at Government expense is authorized to any location, limited to the cost from the PDS to the ITDY location. Dependent travel to an alternate location in the CONUS may be authorized through the Secretarial Process with no cost limitation if it is in the Government’s best interest.</td>
</tr>
<tr>
<td>CONUS or OCONUS</td>
<td>CONUS or OCONUS</td>
<td>The Service member must have at least 12 months remaining in his or her tour OCONUS when the dependent is scheduled to or actually arrives OCONUS if the Service member is returned to the old PDS from the ITDY.</td>
</tr>
<tr>
<td>CONUS</td>
<td>CONUS</td>
<td>Dependent PCS travel and transportation allowances may be authorized or approved through the Secretarial Process to the ITDY location, or other alternate location, limited to the cost from the PDS to the ITDY location.</td>
</tr>
</tbody>
</table>
CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART C: HOUSEHOLD GOODS (HHG) TRANSPORTATION

The topic of household goods (HHG) transportation includes a variety of functions associated with getting a Service member’s or dependent’s personal belongings from one location to another. Included in this section is the policy for the actual transportation or relocation of HHG, storage of HHG, and the various transportation methods available. Also in this section are the allowances for transportation of unaccompanied baggage; professional books, papers and equipment (PBP&E); and required medical equipment. A Service member is authorized transportation of HHG when moving is necessary due to a permanent change of station (PCS) or other reasons specified in this section.

0513 Standard Allowances

051301. Basic Transportation

A. Government’s Maximum Obligation. A Service member can move his or her HHG in as many lots as desired from one or more locations. However, the Government’s obligation, and maximum payment, is what the cost would be to transport the Service member’s maximum weight allowance between authorized locations in one lot at the Government’s “Best Value” cost. For a U.S. Public Health Service member, the limitation is to the Government’s “Best Value,” the overall lowest cost, or other USPHS-selected method. The Defense Transportation Regulation (DTR), Part IV, Chapter 403 contains details on “Best Value” costs, including when a boat or personal watercraft exceeding 14 feet, with the trailer, is transported as HHG.

B. Authorized Locations. Authorized locations include, but are not limited to, any combination of the locations in Table 5-35.

| Table 5-35. Authorized Locations to Send or Receive HHG |
|----------------------------------|----------------------------------|----------------------------------|
| **Origin is from a…** | **En route or in-transit from…** | **Destination from a…** |
| 1. Residence or quarters to a packing, crating, or storage facility. | 1. The incoming carrier’s location to a storage facility. | 1. Carrier’s location to a residence or quarters, or a storage location. |
| 2. Packing or crating facility to quarters or residence when a portion of the HHG, after being packed and crated, is to join the remainder of the HHG. | 2. A storage facility to an outgoing carrier’s location. | 2. Storage location to a residence or quarters. |
| 3. Packing or crating facility to a storage facility. | 3. An incoming carrier’s location to an outgoing carrier’s location. |
| 4. Residence or quarters to a carrier’s location. | | |
| 5. Packing, crating, or storage facility to a carrier’s location. | | |
C. Re-Transportation of HHG. Once the Government has transported HHG, no further transportation of that HHG is authorized under the same order for a Service member’s convenience to another place.

D. Additional Transportation. If a Service member does not transport the total authorized HHG weight allowance to a new permanent duty station (PDS), the remainder of the weight allowance can be transported at a later date. The HHG must have been in the Service member’s possession before the effective date of the PCS order from the PDS where the HHG was not transported. The Government’s cost to transport the HHG is limited to the cost to transport the PCS weight allowance in one lot from the old PDS to the new PDS. See Computation Example.

E. HHG Lost, Damaged, or Destroyed. Replacement HHG, up to the full weight allowance, may be transported when the original HHG shipment is destroyed or lost during transportation through no fault of the Service member. The replacement HHG is transported as though the original shipment was improperly transported or unavoidably separated from the Service member. If HHG is lost, damaged, or destroyed while being transported by the Government, claims are submitted as specified in Service regulations.

051302. Effect of an Order Issuance on HHG Transportation

A. Impact of Order Effective Date. HHG allowances are based on the PCS order’s effective date; although, the HHG may be transported as long as the HHG authority remains in effect. The weight allowance is based on the grade held on the effective date of the order authorizing the HHG transportation. See par. 051401 for a Service member reduced in grade.

B. HHG Transportation before an Order Is Issued

1. HHG transportation before a PCS order is issued is authorized if the request for transportation is supported by all of the following:

   a. A statement from the AO or designated representative that the Service member was advised before such an order was issued that it would be issued.

   b. A written agreement, signed by the applicant, to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in the AO’s statement.

   c. A written agreement, signed by the applicant, to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation.

2. The length of time before the PCS order is issued, during which a Service member may be advised that an order is to be issued, is limited to the relatively short period between the time when a determination is made to order the Service member to make a PCS and the date the order is actually issued.

3. HHG transportation before a PCS order is issued is authorized for a Service member assigned to a ship that has been scheduled for an overhaul, if the AO or designated representative provides a statement that the ship’s home port is to be changed due to the overhaul. This statement may be issued when there are fewer than 90 days between the time when a specific overhaul site is determined.
and the actual ship’s departure to the overhaul site. If the scheduled ship overhaul is canceled, HHG must be transported to the proper destination at Government expense (59 Comp. Gen. 509 (1980)).

4. General information furnished to the Service member concerning order issuance before the determination is made to actually issue the order (such as time of eventual release from active duty, time of service term expiration, eligibility date for retirement, or expected rotation date from duty OCONUS) is not advice that the order is to be issued and cannot be used as a reason to transport HHG before the PCS order is issued (52 Comp. Gen. 769 (1973)).

C. Time Limitation. Unless otherwise specified in the JTR, a Service member’s HHG transportation authority may be used any time while the order remains in effect and before receipt of another PCS order, as long as the HHG transportation is due to the Service member’s PCS rather than for personal reasons (45 Comp. Gen. 589 (1966) and B-183436, July 22, 1975).

D. Order Amended, Modified, Canceled, or Revoked. HHG transported after a PCS order is received must be shipped to the proper destination at Government expense if the order is later amended, modified, canceled, or revoked.

051303. Alcohol and Firearms

A. Alcoholic Beverage Transportation. Alcoholic beverage transportation as HHG must conform to 27 USC §122.

B. Firearm Transportation. Transportation of firearms as HHG for an Armed Services member must conform to 18 USC, §§922(g)(6), (8), and (9). Department of Defense (DoD) Services see DoD Instruction (DoDI) 6400.06 (Domestic Abuse Involving DoD Military and Certain Affiliated Personnel) for additional information. Non-DoD personnel should see Service regulations.

051304. Professional Books, Papers and Equipment (PBP&E) and Required Medical Equipment

A. PBP&E. A Service member is authorized PBP&E when he or she certifies that the PBP&E are necessary for official duty at the next PDS. The next PDS includes the home of record (HOR) or home of selection (HOS) upon leaving the Service. PBP&E must be declared at the origin of the shipment, and must be documented (to include certification or approval) according to Agency or Service transportation procedures.

1. The weight of PBP&E is not included in the maximum authorized HHG weight allowance. The PBP&E maximum weight allowed is limited to 2,000 pounds net weight. This limit was effective May 2014, and cannot be waived or increased except as specified below.

   a. A Service member may exceed the 2,000 pound weight limit when returning from outside the continental United States (OCONUS) or executing a consecutive overseas tour (COT) if orders OCONUS were issued before May 1, 2014.

   b. PBP&E over 2,000 pounds must have been originally shipped at Government expense to the location OCONUS. The Service member may ship the same amount of PBP&E that was originally shipped OCONUS.
2. Once PBP&E shipped OCONUS are returned to the continental United States (CONUS), there is no authorization or waiver authority to exceed the 2,000-pound limit on a later order.

3. The obligation to return PBP&E is limited to the amount of PBP&E the Government initially authorized to be shipped OCONUS, even if that is less than the 2,000-pound maximum limit.

4. The Service member may request through the Secretarial Process that PBP&E belonging to his or her spouse be shipped at Government expense on a PCS move. If approved, the spouse’s PBP&E authorized maximum weight is limited to 500 pounds.

5. PBP&E is transported the same way, and to the same authorized locations, as HHG. Transportation may be expedited when shipped as unaccompanied baggage. If an item no longer qualifies as PBP&E, it is considered to be PBP&E for the next PCS, and then is HHG for any subsequent moves. If an item of HHG becomes an item that should be PBP&E but is not declared and documented as PBP&E before the HHG transportation or for that move, the item is included in the HHG weight allowance.

B. Required Medical Equipment. A Service member or a dependent who is entitled to, and receiving, medical care authorized by 10 USC, Chapter 55, may ship medical equipment necessary for such care. The medical equipment may be shipped in the same way as HHG, but has no weight limit. The weight of authorized medical equipment is not included in the maximum authorized HHG weight allowance.

   1. Required medical equipment does not include a modified personally owned vehicle.

   2. For medical equipment to qualify for shipment under this paragraph, an appropriate Uniformed Services healthcare provider must certify that the equipment is necessary for medical treatment of the Service member or the dependent who is authorized medical care under 10 USC, Chapter 55.

051305. HHG Transportation Not Allowed

A. No Authority. There is no authority for HHG transportation under any of the following conditions for a Service member:

   1. Of a Reserve Component when called or ordered to active duty, including active duty for training, for either of the following durations:

      a. Less than 20 weeks.

      b. 20 or more weeks when the active duty is for less than 20 weeks at any one location.

   2. On leave.

   3. Who is absent without leave, a deserter, a Straggler, dropped or dismissed, transferred as a prisoner to a place of detention, or in confinement, except as in par. 052009 and Table 5-22.

   4. Due to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable when the Service member is serving in the CONUS and has no dependents. For a Service member who has dependents, see par. 052009 and Table 5-22.
5. Under an order to attend a course of instruction of less than 20 weeks, except when HHG at the TDY weight allowance is authorized.

6. Called or ordered to active duty for basic training for less than 6 months.

7. When a tour OCONUS is for less than 12 months, or less than 12 months remain in a tour OCONUS after the scheduled HHG arrival date at the PDS. An exception allowing HHG shipment is when:
   a. Authorization is granted through the Secretarial Process if the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.
   b. The Service member is reassigned OCONUS before the specified tour OCONUS is completed due to base closure or similar action in accordance with par. 050807.
   c. A Service member is attending a course of instruction, including Foreign Service schools, for 20 or more weeks in accordance with par. 052008.
   d. The Secretarial Process authorizes a reduced administrative HHG weight transportation, limited to 10% of the Service member’s full HHG weight allowance on an individual basis when Government furnishings or quarters are not available at the PDS for PCS travel unless otherwise indicated on the DTMO Website. The authorization for the reduced administrative HHG weight allowance must be in writing before the official travel. Consider more cost-effective options first, such as transporting it as excess accompanied baggage.

8. Transferred between PDSs in proximity to, or activities at, the same PDS, unless a short distance move is authorized under Section 0519.

B. Locations in the CONUS to which HHG Transportation is Prohibited

1. Authorization. A Service member, ordered to duty at a location in the CONUS to which HHG transportation is prohibited or where dependents are not permitted to join the Service member within 20 weeks, is authorized HHG transportation from the last PDS to a designated place in the CONUS and non-temporary storage (NTS).

2. Transportation from the Designated Place and NTS. When the restriction is removed or the Service member is ordered on a PCS to a PDS to which HHG transportation is permitted, transportation is authorized to the PDS from the designated place and NTS.

051306. Excess Charges

A. Government’s Responsibility

1. The Government may pay the total transportation cost and other applicable charges for any weight that exceeds the weight allowance. The Government must collect the excess costs from the Service member.
2. A Service member must repay the Service for the cost of transporting his or her HHG in excess of the specified weight allowance, unless there is specific authorization for an increased weight allowance, limited to 18,000 pounds.

3. All transportation costs are included in determining excess costs, such as storage, accessorail services, and any other costs that the Government paid to move the HHG.

4. When it is known or suspected that a Service member will exceed the maximum weight allowance before transportation, the Transportation Officer should notify the Service member and the office paying for the transportation. The Service member is financially responsible for the excess weight charges even if the Transportation Officer did not notify the Service member or the AO providing transportation funds of the known or suspected excess weight status before transportation (CBCA 2076-RELO, October 5, 2010).

B. Determining Service Member’s Excess Cost

<table>
<thead>
<tr>
<th>Table 5-36. HHG Transportation in Excess of Authorized Weight Allowance</th>
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<tbody>
<tr>
<td>If... And... Then...</td>
</tr>
<tr>
<td>shipping to or from an area with no administrative weight restrictions, HHG is transported in one shipment, and no HHG is placed in NTS, and excess weight is involved, compute the total transportation cost, less the transportation cost of unauthorized items as determined in par. 051306-D. The cost of excess net weight is prorated based on the cost of total net weight transported.</td>
</tr>
<tr>
<td>shipping to or from an administratively weight-restricted area, weight in excess of the administrative weight allowance is transported to or from the area OCONUS, individual shipments are within the administrative weight allowance but when all shipments are added together, the total exceeds the Service member’s authorized weight allowance, compute the excess costs on the overseas and transoceanic portions of the transportation. Compute the cost of the excess weight so that it results in the lowest cost to the Service member.</td>
</tr>
</tbody>
</table>

C. HHG Transportation Other than between Authorized Locations

1. A Service member may have HHG transported between any locations. This also applies to a Service member on an order from an administratively weight-restricted area. The Government’s cost, other than between authorized locations, is limited to the ‘Best Value’ cost of transporting the Service member’s maximum PCS HHG weight allowance in one lot for whichever of the following results in the lowest cost to the Government:

   a. From the last PDS to the new PDS or home of the legal heir.

   b. From the actual HHG location to the new PDS or home of the legal heir.
2. When HHG is transported to a designated place at Government expense and later moved to another location at personal expense, excess HHG transportation costs for the next PCS are based on the transportation cost of the Service member’s maximum PCS HHG weight allowance from the designated place to the new PDS. If the Service member personally procures transportation for HHG from the designated place to the new PDS, the incentive or reimbursement is based on the Government’s constructed cost of the actual weight moved, limited to the PCS weight allowance. See Computation Example D. Transportation of Unauthorized Items. Non-HHG items must be transported apart from authorized HHG, and the Service member must make the arrangements for separate transportation. If non-HHG items are transported in the HHG shipment and later disclosed or discovered, the Service member is financially responsible for all identifiable transportation costs for the items. If the transportation cost of the items cannot be established, the weight of the non-HHG items is considered excess weight and the transportation cost is computed as specified in Table 5-36.

E. HHG Transportation with Special Routing or Services Provided.

1. When the Service member requests and is provided special routing or services, he or she is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services.

2. Subject to the provisions for excess charges and upon the written request of a Service member or a deceased Service member’s heir and his or her agreement to pay any additional cost, he or she may:
   
   a. Turn over the HHG to a Transportation Officer for transportation at different times to the same destination.
   
   b. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services that may involve additional expenses.
   
   c. Have transportation between any points, limited to the Government’s constructed cost. However, this option does not apply to HHG if the Service member is not authorized a move to the HOS.
   
   d. Have one final HHG shipment of items legally awarded to a former spouse due to a divorce when a Service member is authorized transportation under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

F. Transportation Costs Caused by Negligence. Transportation-related costs incurred by the Government due to the negligence of the Service member or the Service member’s agent, such as attempted pickup or delivery charges when the carrier could not pick up or deliver the HHG as scheduled, are considered excess charges and are the Service member’s responsibility.

G. Weight Additive Items. When HHG includes an item for which a carrier assesses a weight additive, the weight additive is added to the shipment’s actual net weight each time the weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in Section 0502. Special packing, crating, or handling expenses for these items are the Service member’s financial responsibility.
051307. Advance of Funds

Advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the type of move the Service member chooses. An advance payment is authorized for any of the following:

A. A monetary allowance equal to the constructed expenses for transportation arranged when Government-procured HHG transportation or NTS is not available.

B. A monetary allowance equal to the constructed expenses, limited to 100% of the Government’s maximum obligation, for transportation arranged when Government-procured transportation and NTS is available but the Service member personally procures the HHG transportation.

C. An amount equal to 60% of the personally procured move (PPM) monetary allowance when the Service member moves himself or herself. Under the PPM monetary allowance, the Service member or next of kin, as appropriate, receives payment of an amount equal to 95% of the Government’s constructed “Best Value” cost for the actual HHG weight transported up to the Service member’s maximum authorized weight allowance.

0514 HHG Weight

051401. Authorized PCS Weight Allowances

The authorized PCS weight allowance is normally determined by a Service member’s grade on the effective date of the PCS order, and whether or not the Service member has dependents on the effective date of the PCS order. This section also covers circumstances when the PCS weight allowance is based on other factors.

A. Composition. Table 5-37 specifies the authorized weight allowances for a Service member. The weight allowance for a Service member authorized in this table is the total combined weight of any HHG shipped, plus any unaccompanied baggage shipped, and any HHG in storage. See Computation Examples.

1. The weight of PBP&E and required medical equipment is not included in the HHG weight allowance authorized. See par. 051304 for details on PBP&E and required medical equipment.

2. The weight of accompanied baggage or excess accompanied baggage is also not included in the authorized weight allowance.

B. Dependent Eligible to Travel. For Table 5-37, a Service member with dependents is one who has a dependent eligible to travel at Government expense due to a PCS, regardless if the dependent actually travels. For a Service member’s first PCS after either the death of all of the Service member’s dependents, or a divorce that leaves the Service member with no dependents eligible to travel at Government expense, the Service member’s weight allowance remains at the with-dependent rate.

C. Grade Determination. A Service member appointed from either an enlisted or warrant officer grade to a commissioned officer grade, or from an enlisted grade to a warrant officer grade, is authorized the greater of the weight allowance for the grade held on the PCS order effective date or for the grade held at the time the appointment was accepted. If the Service member’s grade reverts to the prior grade, he or she is authorized the greater of those two weight allowances.
D. Special Senior Enlisted Members. A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, Master Chief Petty Officer of the Coast Guard, or Senior Enlisted Advisor to the National Guard Bureau is authorized a weight allowance of 17,000 pounds with dependents or 14,000 pounds without dependents for a PCS order issued on or after receiving notice of selection to that position. The Service member is authorized these weight allowances for the remainder of his or her military career.

<table>
<thead>
<tr>
<th>Grade</th>
<th>With Dependents</th>
<th>Without Dependents</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10 to 0-6</td>
<td>18,000</td>
<td>18,000</td>
</tr>
<tr>
<td>0-5 or W-5</td>
<td>17,500</td>
<td>16,000</td>
</tr>
<tr>
<td>0-4 or W-4</td>
<td>17,000</td>
<td>14,000</td>
</tr>
<tr>
<td>0-3 or W-3</td>
<td>14,500</td>
<td>13,000</td>
</tr>
<tr>
<td>0-2 or W-2</td>
<td>13,500</td>
<td>12,500</td>
</tr>
<tr>
<td>0-1, W-1, or Service Academy Graduate</td>
<td>12,000</td>
<td>10,000</td>
</tr>
<tr>
<td>E-9</td>
<td>15,000</td>
<td>13,000</td>
</tr>
<tr>
<td>E-8</td>
<td>14,000</td>
<td>12,000</td>
</tr>
<tr>
<td>E-7</td>
<td>13,000</td>
<td>11,000</td>
</tr>
<tr>
<td>E-6</td>
<td>11,000</td>
<td>8,000</td>
</tr>
<tr>
<td>E-5</td>
<td>9,000</td>
<td>7,000</td>
</tr>
<tr>
<td>E-4</td>
<td>8,000</td>
<td>7,000</td>
</tr>
<tr>
<td>E-3 to E-1</td>
<td>8,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Aviation Cadet</td>
<td>8,000</td>
<td>7,000</td>
</tr>
<tr>
<td>Service Academy Cadet or Midshipman</td>
<td>8,000</td>
<td>350</td>
</tr>
</tbody>
</table>

051402. Exceptions to the Authorized Weight Allowance

A. Administrative Weight Limitations

1. The weight allowances can be administratively restricted at a PDS OCONUS based on factors at that location. Such factors include whether HHG is supplied at the PDS, if there is limited space for HHG in Government quarters or private-sector housing, and if there is limited storage for excess HHG in the area. The DTMO Website specifies locations having administrative weight limitations.

2. Services establish item allowances for a specific location. Services must coordinate so that allowances are uniform for all Service members of all Services by grade and dependency status in the area.

3. When the new PDS is an administrative-weight-limited location, the Service member is authorized HHG transportation to a designated place or to NTS for the remainder of the HHG weight allowance in Table 5-37 that could not be shipped to the new PDS.

B. Administrative Weight Limitations not Applicable. Administrative weight limitations do not apply to:
Chapter 5, Subchapter 1: PDT for Service Members

Part C: HHG Transportation

1. HHG shipments from non-foreign areas OCONUS to any location where there is no administrative weight limitation.

2. A Service member with a weight allowance of less than 2,500 pounds.

3. A Service member on duty as a U.S. Defense Attaché.

C. Exceptions to Administrative Weight Limitations. A Service member may request an exception to the administrative weight limitation through the Secretarial Process when the weight listed on the DTMO Website for the location is insufficient. The combined weights of the HHG shipped and those in NTS cannot exceed the Service member’s weight allowance authorized in Table 5-37. Exceptions may be granted in the following circumstances:

1. Items normally furnished by the Government at the new PDS are unavailable. The administrative weight allowance is increased in an amount equal to the weight of personally owned substitute furnishings.

2. A Service member is assigned to a consecutive overseas tour (COT) from an unrestricted-weight location to an administrative-weight-limitation location. The Secretarial Process review must ensure that the HHG transportation does not result in extra costs to the Government.

3. A Service member extends a tour for 1 year or longer within the same weight limitation location.

4. A Service member departs from an administrative-weight-limitation location and he or she had acquired additional furnishings through marriage after assignment to that location. A Service member who acquires a dependent after the effective date of the PCS order to an administrative-weight-limitation location is not authorized transportation for the acquired dependent’s HHG or an increase in the weight allowance to that PDS OCONUS.

5. The Service determines that circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

D. Unaccompanied Tour Administrative Weight Limitations

1. Requests for unaccompanied tour location weight limitations must specify:

   a. The location where the weight allowance is to be limited.

   b. The proposed new administrative weight allowed and the reasons for the HHG weight allowance reduction.

   c. The effective period for the decreased weight allowance.

   d. The Services affected by the request and the results of the coordination with those Services.

2. Requests must be coordinated locally and then coordinated through the Secretarial Process of each affected Service. Once coordinated through all of the affected Services, the request is then sent to the PDTATAC MAP and CAP members for final review and determination. After the PDTATAC MAP

12/01/17  5(1)C-10
and CAP members approve a weight-limitation request, the location will be listed on the DTMO Website. Weight restrictions for locations not listed on the DTMO Website are not valid.

3. All Services at a location are equally affected by any approved weight restriction.

E. Higher Weight Allowances. Each Service will designate either the Secretary concerned or the Secretarial Process as the approval authority level to authorize a higher weight allowance than that authorized in Table 5-37. No general policy statements are permitted and higher weight allowances will be authorized only on an individual basis. Any increase must meet all of the following requirements:

1. Must be authorized only for a Service member in the pay grade O-5 or below.

2. Is limited to a total HHG weight of 18,000 pounds.

3. Must be documented in a written determination from the approval authority that failure to increase the Service member’s weight allowance would create a significant hardship to the Service member or dependent.

F. Service Member Married to Another Service Member or Married to a Civilian Employee

1. Table 5-38 specifies the weight allowance limitations for a PCS HHG shipment when both spouses move to a location with an administrative weight allowance and both have PCS orders.

<table>
<thead>
<tr>
<th>Table 5-38. PCS Weight Allowance Limitations for a Service Member Married to Another Service Member or to a Civilian Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>If...</td>
</tr>
<tr>
<td>1. both Service members are currently assigned</td>
</tr>
<tr>
<td>to the same PDS, or a nearby PDS in the same area where they</td>
</tr>
<tr>
<td>jointly occupy a residence, and their new orders are both to</td>
</tr>
<tr>
<td>the same PDS or nearby PDSs where they will jointly occupy a</td>
</tr>
<tr>
<td>residence,</td>
</tr>
<tr>
<td>2. both Service members are currently assigned</td>
</tr>
<tr>
<td>to the same PDS or nearby PDSs where they jointly occupy a</td>
</tr>
<tr>
<td>residence, but new orders are to different PDSs where they</td>
</tr>
<tr>
<td>will occupy separate residences,</td>
</tr>
<tr>
<td>3. both Service members are currently assigned to different</td>
</tr>
<tr>
<td>PDSs and occupy separate residences, and the new orders are to</td>
</tr>
<tr>
<td>the same or nearby PDSs where they will jointly occupy a</td>
</tr>
<tr>
<td>residence,</td>
</tr>
<tr>
<td>4. a Service member is married to another Service member,</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5. one spouse is a Service member and the other spouse is a</td>
</tr>
<tr>
<td>civilian employee,</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
2. When a Service member is married to another Service member, they may combine the weight allowances in Table 5-37 for HHG transportation and NTS when each has a PCS order between PDSs where they are maintaining or will maintain joint residences within commuting distance of the PDSs.

3. For a move involving the separation or retirement of either or both Service members, the HHG weights may be combined if the move is to a joint residence and either of the following apply:

   a. The residence is in the new PDS vicinity of the Service member remaining on active duty from which that Service member will commute to the new PDS.

   b. The residence is being established by both retiring or separating spouses at the HOS or HOR, limited by the lesser authorization.

4. See par. 052010 if one of the Service members dies.

5. See par. 051402-A for HHG transportation for a civilian employee married to a Service member when both are authorized HHG shipments to the same new PDS.

**051403. Unaccompanied Baggage**

A. **Weight Limitations.** Unaccompanied baggage is part of the Service member’s authorized HHG weight allowance. When the shipment is to an area that has an administrative weight limit for HHG, the unaccompanied baggage weight is part of the administrative HHG weight limitation. Unaccompanied baggage is subject to specific limitations. If the new PDS is a location with an HHG administrative weight limit, the unaccompanied baggage weight is the lesser of either the administrative weight limit for the PDS location, as specified on the DTMO Website, or one of the following:

   1. 2,000 pounds for an active-duty Service member with command-sponsored family members. The 2,000-pound weight limit is for the entire family, not for each traveler.

   2. 10% of the authorized weight allowance for an unaccompanied active-duty Service member normally assigned to furnished Government quarters.

   3. 2,000 pounds for an unaccompanied active-duty Service member not normally assigned to furnished bachelor enlisted quarters or bachelor officer quarters.

B. **Expedited Transportation.** Unaccompanied baggage transportation is authorized by an expedited transportation mode when necessary to enable the Service member to carry out assigned duties or to prevent undue hardship on the Service member or a dependent. The unaccompanied baggage, including any PBP&E, is limited to a maximum of 1,000 pounds when transported by commercial air. If unaccompanied baggage is shipped by expedited commercial air, the remaining weight, limited to the unaccompanied baggage weight allowance authorized in this paragraph, may be shipped by regular transportation methods.

**Note:** If the unaccompanied baggage shipment includes PBP&E or required medical equipment, the PBP&E and required medical equipment weight must be shown separately on the bill of lading.
051404. Net Weight Determination

See Table 5-39 to determine the net weight of HHG and unaccompanied baggage. The appropriate official—ordinarily the Transportation Officer—may deviate from these allowances on the rare occasion when, through no fault of the Service member, the shipment tare weight exceeds the allowances in Table 5-39.

<table>
<thead>
<tr>
<th>Method</th>
<th>Situation</th>
<th>Net Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Weight</td>
<td>Weigh HHG and unaccompanied baggage before packing.</td>
<td>The HHG weight allowances are the actual weight of unpacked and uncrated HHG and unaccompanied baggage.</td>
</tr>
<tr>
<td>Government-Arranged Transportation</td>
<td>The Government arranges the move. The transporter weighs the HHG and unaccompanied baggage with the internal packing materials.</td>
<td>When the unpacked and uncrated HHG actual weight is known, use the Actual Weight method. When unpacked and uncrated HHG actual weight is not known, subtract 10% of the net weight shown on the shipping documents.</td>
</tr>
<tr>
<td>Unaccompanied Baggage—Government-Arranged Transportation</td>
<td>The Government arranges the unaccompanied baggage transportation and the net weight of unaccompanied baggage is not known.</td>
<td>Subtract 50% from the gross weight shown on the shipping document.</td>
</tr>
<tr>
<td>Direct Procurement Method (DPM) Transportation</td>
<td>Standard Overseas Shipping Boxes Method. HHG is shipped in standard overseas shipping containers, such as type II containers or Government CONEX transporters.</td>
<td>When only the loaded-container gross weight and shipping container weights are known, subtract 20% from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, reduce the gross weight by 50%.</td>
</tr>
<tr>
<td>Crated Transportation Method. Transportation is in a crated condition by DPM, and the actual weight of the unpacked and uncrated HHG is unknown.</td>
<td>Subtract 50% from the weight upon which transportation charges are based.</td>
<td></td>
</tr>
<tr>
<td>Not Applicable</td>
<td>HHG and unaccompanied baggage is not weighed and the weight is unobtainable.</td>
<td>Compute the weight at 7 pounds per cubic foot for all shipments.</td>
</tr>
</tbody>
</table>

0515 Transportation Methods

HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the Best Value cost to the Government.
051501. Government-Procured HHG Transportation

When the Government arranges HHG transportation through the Transportation Office, the Service member turns over the HHG to the Government, or the Government’s agent, for shipping. The Government then assumes the responsibility for the HHG and for getting the HHG to the correct destination. This shipping method is also called the GBL method, in reference to the Government Bill of Lading that the Government usually uses to pay for the HHG transportation.

051502. Personally Procured HHG Transportation

A Service member or, in the event of a Service member’s death, the next of kin, can personally arrange HHG transportation and NTS.

A. Responsibilities. The Service member, or next of kin, who personally arranges for HHG transportation without going through a Government transportation office is responsible for all issues and costs related to any of the following:

1. The Status of Force Agreement (SOFA) if the transportation is to or from a location OCONUS.

2. The use of U.S. flag carriers, import and export processes, tariffs, customs, and—if Service regulations require their use—any available Voluntary Inter-modal Sealift Agreement ship carriers.

3. HHG transportation costs paid by a third party. The Service member or next of kin is not reimbursed for costs paid by a third party.

B. Government Transportation Office not Available. When the Service member personally arranges HHG transportation or NTS because either a Transportation Office is not available or a Transportation Officer instructs the Service member in writing to arrange transportation or storage at personal expense, reimbursement is authorized as follows:

1. The actual cost of shipment up to the maximum allowable weight allowance, not including special routing and services in par. 051306-E.

2. The cost of a direct hire or rental cost of transportation, with or without an operator, not including special routing and services in par. 051306-E.

C. Government-Procured Transportation is Available but not Used. When Government-procured HHG transportation and NTS is available, but the Service member or next of kin, when appropriate, chooses to personally arrange transportation, there are two reimbursement methods.

1. Actual Expense Method

   a. The actual expense method is when the actual cost of the shipment is reimbursed. Reimbursement is limited to the Government’s constructed “Best Value” cost for the actual HHG weight transported, up to the Service member’s maximum authorized HHG weight allowance.

   b. SIT and any small package service arrangements are also reimbursed at the actual cost incurred, limited to the Government’s constructed cost for the weight of items stored or transported.
2. Monetary Allowance Method. The second method is the monetary allowance method, also referred to as the personally procured move (PPM). Under this method, the Service member or next of kin, as appropriate, receives payment of a monetary allowance equal to 95% of the Government’s constructed “Best Value” cost for the actual HHG weight transported up to the Service member’s maximum authorized weight allowance. Regardless of the actual cost of the HHG shipment, a Service member receives 95% of the “Best Value”. If the actual cost of the HHG shipment is less than or equal to 95% of the Government’s “Best Value”, the Service member is authorized payment of 95% of the “Best Value”. See the Internal Revenue Service’s rules on the potential tax impact if the 95% payment is more than the actual expenses incurred. If the Service member’s actual costs are more than the 95% that this method allows, the reimbursement may be made under the Actual Expense Method.

D. Determining Weight. The weight of HHG transported is normally established with certified weight certificates from a public weigh master or Government scales. The public weigh master is the person who issues the weight certificates. The net weight, or the Service member’s authorized weight allowance, whichever is less, is used to determine the Government’s constructed cost.

1. Using a constructed weight of 7 pounds per cubic foot may be authorized or approved through the Secretarial Process when weight certificates are not available due to one of the following reasons:

   a. A public scale or Government scale was not available.

   b. The HHG was moved commercially and the carrier or contractor was paid for the move on a basis other than weight.

2. When the carrier or contractor constructs the weight, the carrier or contractor may be requested to substantiate the reasonableness of the constructed weight. If the constructed weight is unreasonable, the Service may base reimbursement on a reasonable weight.

E. Government’s Constructed Cost (GCC). The Armed Forces and NOAA use different factors in computing the GCC for HHG transportation than does the USPHS.

1. For the Armed Forces and NOAA, the GCC is determined by using the “Best Value” methodology for the channel and the actual HHG weight up to the Service member’s authorized maximum HHG weight as follows:

   a. For shipments within the CONUS, between the CONUS and Alaska, and within Alaska (called domestic shipments), the GCC includes the following “Best Value” charges:

      (1) Line haul, packing, and unpacking.

      (2) Line haul factor charges at the origin and destination.

      (3) Short-haul charges for shipments moving 800 or fewer miles.

   b. For international shipments, which include shipments to or from Hawaii and to or from U.S. territories and possessions, the GCC includes the “Best Value” “Surface” Single Factor Rate (SFR).
c. Payment of accessorial charges may only be authorized or approved when charges would have been authorized during a Government-arranged move and all applicable tariff approval rules have been met. For details on how “Best Value” costs are determined, see the DTR, Part IV, Chapter 403.

d. For the USPHS, the GCC:

(1) In the CONUS is determined by using the lowest applicable tariff rate plus the applicable packing allowance rate, and then multiplying that sum by the actual HHG weight, which is limited to the Service member’s authorized maximum HHG weight. The USPHS may select an alternate method when appropriate.

(2) To, from, or between locations OCONUS is constructed using the Single Factor Rate or other method selected by USPHS.

F. Final Settlement. Final settlement for reimbursement of personally procured transportation, regardless of the transportation method, is based on the GCC of the actual weight moved, limited to the authorized PCS weight allowance. Submit certified weight certificates or an acceptable constructed HHG weight with the claim for reimbursement. The Government cannot incur moving expenses for HHG that is more than 100% of the Government’s projected cost to transport the HHG commercially.

051503. Split Shipments

A Service member may ship HHG by Government-procured and personally procured transportation. The combined HHG shipments is limited to the Service member’s authorized HHG weight allowance and the Government’s “Best Value” cost to transport the authorized maximum PCS weight allowance in one lot between authorized places. See Section 0521 when HHG split shipment is necessary in connection with moving a mobile home.

051504. HHG Improperly Transported or Misdirected

HHG that is improperly transported or otherwise unavoidably misdirected through no fault of the Service member may be transported at Government expense to the proper destination. This includes HHG transported:

A. When a Service member is officially reported as dead, injured, ill, or absent for 30 or more days in a missing status, or upon death.

B. In connection with the early return of dependents.

C. Under one of the conditions in Section 0520.

0516 Transportation of Items of Extraordinary Value

These items may be transported by an expedited mode that provides satisfactory service at the “Best Value” cost to the Government and cannot be included in unaccompanied baggage. The net weight of such shipments is included as part of the Service member’s authorized PCS maximum weight allowance. Irreplaceable items, or those having extreme financial or sentimental value, are not given special security even though the Service member may purchase extra-value insurance. Examples of items of extraordinary value are items of gold and other precious metals, jewels, valuable art, or rare and costly
collections, and items of substantial value ordinarily worn or carried that are prone to being stolen, such as cameras and binoculars.

**0517 HHG Expenses Associated with Shipping**

In addition to the actual shipment of the HHG, certain expenses associated with the shipment are considered part of the HHG transportation cost. Costs are allowed up to those associated with the actual weight shipped limited to the authorized weight limit for the Service member. The Government will pay for, or reimburse for, the following services.

A. Packing, crating, unpacking, uncrating, drayage, and hauling, as necessary.

B. Special technical servicing to prepare household items for safe transport and use at the destination. This does not include connecting or disconnecting appliances.

C. Use of special rigging and equipment, such as cranes for HHG other than boats, for heavy or delicate items and handling.

D. Storage in transit (SIT) up to 90 days, as applicable.

**0518 HHG Storage**

SIT is included as part of HHG transportation unless specifically prohibited. NTS may be authorized or approved as an alternative to HHG transportation for any or all of a Service member’s HHG when storage is in the Government’s best interest.

A. **Storage in Transit (SIT).** SIT may be authorized or approved at any DoD-approved storage facility at the origin, the destination, or any point in between. SIT cannot begin before the date the HHG is released to a transportation service provider or to the Government for transportation. The time limit is cumulative and may accrue at any combination of the origin, the destination, or any point in between. The Service member is financially responsible for SIT storage charges that accrue after the appropriate time limit expires if the HHG is not removed and additional time has not been authorized under this section.

**Note:** The actual SIT time-period restrictions must be enforced, regardless of commercial billing practices.

1. A Service member on a PCS order is authorized 90 days of SIT for authorized HHG, unless specifically prohibited by this section.

2. When the HHG cannot be withdrawn during the first 90 days due to conditions beyond the Service member’s control, a Service member may request a time-limit extension.

   a. A Service-designated official may authorize or approve SIT for 90 or fewer additional days.

   b. The Service member must state in writing the reasons that additional SIT is required. Additional SIT may be authorized or approved due to circumstances beyond the Service member’s control, such as:
(1) Serious illness of the Service member.

(2) Serious illness or death of a dependent.

(3) Directed TDY after arrival at the PDS.

(4) Non-availability of suitable civilian housing or awaiting completion of a residence under construction.


(6) Impending assignment to Government quarters, Government-controlled quarters, or privatized housing.

3. When the HHG in SIT at Government expense cannot be withdrawn within the first 180 days for circumstances beyond the Service member's control, a Service-designated official may authorize or approve additional SIT upon request.

   a. The Service-designated official may authorize or approve the request to extend the SIT beyond the first 180 days for a Service member who is on a TDY, or deployed for 90 or more days or for an indefinite period.

   b. A Service member may be authorized or approved SIT for more than the 180-day time limit through the Secretarial Process for reasons that the Service concerned deems appropriate and are beyond the Service member’s control. The reason must result in his or her inability to take possession of the HHG within the 180-day time limit, such as when assignment to Government quarters or privatized housing is scheduled for a specific date after 180 days. However, SIT beyond the 180-day time limit may not be authorized or approved when a Service member chooses to do either of the following:

   (1) Have a home built while other housing is available.

   (2) Occupy private-sector housing that is too small to accommodate all of the Service member’s HHG.

4. A Service-designated official may authorize or approve one HHG partial lot withdrawal and delivery form SIT.

   a. The official may authorize or approve a second HHG partial lot withdrawal and delivery when unforeseen circumstances that are beyond the Service member’s control arise after the first HHG withdrawal, and the Service member would experience hardship if the additional HHG withdrawal did not occur.

   b. A Service member is authorized additional partial lot withdrawals and deliveries of HHG from SIT. However, any reimbursement is limited to the Government’s constructed cost to withdraw and deliver the HHG in one lot (or two lots if the second partial lot withdrawal has been authorized or approved) from SIT. The Service member must reimburse the Government for any excess costs incurred.
5. When a Service member receives another PCS order after arrival at a new PDS, and the HHG is in SIT when he or she receives the order, SIT is authorized to continue until the new PCS order’s effective date, regardless of the time-limit restrictions in this section. The allowances stated on the new PCS order determine any storage authorization after the effective date of the new PCS order.

6. SIT may be authorized for a short-distance move between residences in a metropolitan area when the move is due to a PCS and both residences are not within the same PDS. SIT in this situation must be specifically authorized or approved through the Secretarial Process (for DoD, not more junior than the gaining activity’s commander or ship’s commander who is an O-5 or above or civilian employee equivalent) that the Service member’s household relocation is mission essential, is in the Government’s best interest, and is not primarily for the Service member convenience.

7. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order’s effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

8. When a PCS order is canceled or revoked after the HHG is released for transportation or storage to a transportation service provider or to the Government, the Service member is authorized the storage type specified in the original PCS order until the cancellation or revocation date. The Service member is authorized SIT in connection with transporting and delivering HHG to an authorized place.

9. The Service concerned may authorize or approve the conversion of a Service member’s HHG that is in NTS to SIT.

a. A conversion of HHG from NTS to SIT may be at any combination of the following locations, unless otherwise prohibited in the JTR:

   (1) Origin.
   (2) The destination.
   (3) Any point in between in connection with the transportation from NTS.

b. The conversion cost is at Government expense if the NTS is at Government expense. The time limit for SIT begins on the day after the NTS authorization ends.

10. The Service concerned may authorize or approve converting SIT to NTS when a Service member receives a new PCS order authorizing HHG transportation or NTS. All or part of the SIT, as needed by the Service member, can become NTS at Government expense when authorized or approved. The authorized period of NTS begins on the same day as the effective date of the PCS order that authorizes the NTS. Unless otherwise stated in the JTR, transportation of HHG converted from SIT to NTS is not authorized until another PCS order is issued.

11. SIT is not authorized for neither a PCS short-distance move within the PDS limits nor for a non-PCS short-distance move, such as to and from Government quarters.

12. SIT is not authorized for HHG transported for TDY, except:
a. That HHG within the TDY weight allowance may be placed in SIT when on either of the following:

(1) A PCS with TDY en route or deployment en route.

(2) A TDY or a deployment for 90 or fewer days and the Service-designated official authorizes or approves SIT as necessary for reasons beyond the Service member’s control.

b. For an RC member relieved from any of the following:

(1) Active duty from an initial active duty for training tour that is less than 6 months.

(2) Active duty for a tour less than 20 weeks.

(3) Active duty for training tour of 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location.

B. Non-Temporary Storage (NTS)

1. NTS may be authorized or approved by the official designated by the Service concerned in facilities determined to provide the best value to the Government. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage locations, storage, and other directly related services necessary to place the HHG in the designated storage facility.

2. NTS must be in a storage facility near the location of the HHG on the date the Service member’s PCS order is issued. However, the official designated by the Service concerned may select a different storage facility based on the best value to the Government. When HHG is returned to the CONUS from OCONUS for NTS, the official designated by the Service concerned determines the storage location. When HHG that is en route under one order at the time another order is issued that authorizes NTS, the HHG may be placed in NTS upon arrival at the initial destination or diversion point.

3. To determine the Government’s cost for NTS, subtract the weight of HHG transported under the same PCS order from the Service member’s maximum authorized HHG weight allowance. The Government’s maximum obligation for NTS is limited to the cost of storing the weight remaining. The storage cost for weight that exceeds the authorized weight allowance is the Service member’s financial responsibility.

4. Once authorized or approved, NTS begins on the date the order is issued and continues as long as that order is in effect. When one authorization for NTS ends and is immediately followed by a new authorization for NTS, the NTS continues uninterrupted. Additionally, when HHG is in NTS when another order authorizing NTS is received, the NTS continues until the end of the latest order.

5. Each Service may specify circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a Service member is authorized NTS as an alternative to HHG transportation only if authorized or approved through the Secretarial Process. NTS must not be authorized as an alternative to HHG transportation when a dependent performs Early Return of Dependent (ERD) travel due to disciplinary action taken against the Service member.

6. A Service member may withdraw any or all of the HHG from NTS instead of continuing storage. Withdrawn HHG must be used by the Service member or his or her dependent in their residence.
The withdrawal from NTS, a short-distance move, unpacking, and uncrating of the withdrawn HHG is at Government expense. No additional transportation or storage of the withdrawn HHG is authorized before another PCS order is issued, except as specified in this Section.

7. A Service member is authorized NTS for HHG that cannot be accommodated when moving into or out of assigned Government quarters or assigned privatized housing in the CONUS, or assigned Government quarters OCONUS if specifically authorized in Service regulations. The NTS is authorized for moves directed by appropriate authority due to a Service requirement.

   a. Reasons the Service might require the Service member to move include use of idle facilities, to vacate the Government quarters or privatized housing because it is unfit for occupancy, or for an unusual Service operational requirement.

   b. NTS is also authorized when the Service member is reassigned to Government quarters or privatized housing once the reason requiring him or her to vacate the housing is resolved.

   c. For NTS in this situation, there is no weight allowance limitation.

   d. NTS costs include the packing, crating, transporting, unpacking, and uncrating necessary for the move. The Government also pays the cost for handling out, delivery, and unpacking of HHG that is in NTS to the Service member’s local residence, when the HHG was in NTS because they would not fit in the assigned Government quarters.

8. NTS is authorized when an appropriate authority directs a Service member to vacate Government-controlled quarters in the CONUS or OCONUS because the quarters are unfit for occupancy or to meet an unusual Service operational requirement. See Section 0519 for the applicable time limits on NTS for local moves. Government-paid costs include necessary packing, crating, unpacking, and uncrating of the HHG, with no weight limitations. The Government also pays to transport the HHG to both of the following:

   a. Between the Government-controlled quarters and the NTS facility.

   b. From the NTS facility to quarters occupied in lieu of the vacated Government-controlled quarters.

9. NTS is authorized with no weight limitations when either of the circumstances occurs:

   a. A Service member is ordered to vacate local private-sector housing.

   b. A tour of duty at a PDS is involuntarily extended and the Service member is required for reasons beyond his or her control to change local private-sector residences. NTS is authorized until the reporting date, or the report-not-later-than date, on the next PCS order.

10. NTS is not authorized in the following situations:

   a. When a Service member is assigned to Government quarters or privatized housing for his or her convenience or morale.

   b. When a Service member voluntarily vacates Government quarters or privatized housing for personal reasons or convenience. The Government will not pay for either of the following:
(1) NTS of the HHG moved from the Government quarters or privatized housing.

(2) NTS of any HHG previously placed in NTS in excess of what could be accommodated in the Government quarters or privatized housing.

c. When the early return of a dependent and HHG specified in par. 050804 causes the termination of Government quarters or privatized housing.

d. When the advance return of a dependent and HHG specified in pars. 052009-B and 052009-C causes the termination of Government quarters or privatized housing.

11. A Service member on a PCS order to a remote area in the CONUS with a shortage of available housing may place HHG in NTS when authorized or approved through the Secretarial Process.

12. When a PCS order is amended or modified before the Service member arrives at the new PDS, but after the HHG is released for transportation or storage to a carrier, a contractor, or the Government, the type of storage authorized in the original PCS order continues until the amended or modified order’s effective date. The allowances stated on the amended or modified order determine any subsequent storage after the effective date of the amendment or modification.

13. A Service member who separates from the Service, or is relieved from active duty, and is authorized HHG transportation to the HOR or PLEAD under par. 051002, is authorized NTS. NTS is authorized for 180 days after the active-duty termination date.

   a. Upon expiration of the 180-day limit, the Service member may withdraw the HHG from NTS at the Government-authorized storage facility and continue storing the HHG at personal expense at a local commercial storage facility if within the old PDS area. The Service member retains his or her HHG transportation allowance to the HOR or PLEAD at Government expense.

   b. A Service member may submit a request through the Secretarial Process for an extension of the time limit to ship HHG. When the extension is approved it does not apply to NTS time limits. The following conditions must be included in the Service member’s request for the Secretarial Process consideration:

      (1) The Service member is financially responsible for the cost of picking up and delivering the HHG to the local commercial storage facility. He or she is also financially responsible for all excess costs associated with the HHG pick up from the commercial storage facility, such as assessorial charges, excess weight, pick-up, repacking, and inventory of the HHG items.

      (2) Any damage or loss associated with the relocation of the HHG from NTS to the commercial storage facility, and while stored at personal expense, is the Service member’s financial responsibility. The Government is not liable for any damage or loss under the Personnel Claims Act.

      (3) The Service member certifies that he or she owned the HHG on the effective date of the separation order.

14. A Service member—or a dependent in the event of a retired Service member’s death—who is authorized HHG transportation to a HOS is authorized NTS. NTS ends 1 year from the date of active duty termination. An extension of the 1-year time limit may be authorized or approved through the
Secretarial Process if a Service member is undergoing hospitalization or medical treatment, or is recalled to active duty before selecting a home (see Section 0510).

15. If the HHG weight in NTS plus the weight of the HHG transported on the same PCS order exceeds the Service member’s maximum authorized weight allowance, he or she may request that the Government pay the costs associated with the excess weight storage. If the request is approved and the Government pays those costs, the excess storage costs are the Service member’s financial responsibility and he or she must reimburse the Service for the costs in accordance with the Service’s regulations.

C. Delivery Out of Storage. As long as the Service member’s order or transportation authorization is valid, the Government will pay for the delivery of HHG from storage, regardless of the amount of time the HHG was stored. This includes HHG shipments converted to storage at the Service member’s expense.

0519 Local Moves

Short-distance HHG moves within the Service member’s PCS weight allowance, unless otherwise specified in this section, may be authorized within the same city, town, or metropolitan area for the events specified in Table 5-40.

<table>
<thead>
<tr>
<th>Table 5-40. Events that May Require a Short-Distance Move</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reassignment or PCS.</td>
</tr>
<tr>
<td>2. Moving to or from Government quarters or privatized housing.</td>
</tr>
<tr>
<td>3. Vacating local economy housing under certain circumstances.</td>
</tr>
<tr>
<td>4. Involuntary tour extension.</td>
</tr>
<tr>
<td>5. Separation.</td>
</tr>
<tr>
<td>6. Retirement.</td>
</tr>
<tr>
<td>7. Death of a midshipman or cadet while enrolled in a Service academy.</td>
</tr>
<tr>
<td>8. Foreclosure on rental housing while under a lease.</td>
</tr>
</tbody>
</table>

051901. Short-Distance Move for a Reassignment or PCS

A. Reassignment between Activities at the Same PDS or between PDSs Located in Proximity. A short-distance move is authorized through the Secretarial Process when a household relocation is mission essential, is in the Government’s best interest, and is not primarily for the Service member’s convenience. The Service member must commute daily from the new residence to his or her duty location for a short distance move to be authorized. For DoD, the authorizing official must be the gaining activity or ship commander in a grade of O-5 or above, or a civilian employee at the equivalent grade.

1. A Service member is authorized a short distance move when reassigned between activities at the same PDS that is not a PCS. The JTR does not require certification for a short-distance HHG move to, from, or between designated locations to which dependent travel is authorized when the Service member is ordered on a dependent-restricted tour or to unusually arduous sea duty. Service regulations may require such certification.

2. A Service member is authorized a short-distance move for a PCS between PDSs located in proximity to each other. PDSs are in proximity to each other if they meet one of the following criteria:

   a. Both are in an area ordinarily serviced by the same local public transit system.
b. A Service member could commute daily from home to either PDS.

B. PCS between PDSs not in Proximity. A short-distance HHG move between two locations in proximity to each other is authorized when a Service member is on a PCS order between PDSs that are not in proximity to each other.

**051902. Separation or Retirement from the Service**

A. Eligibility. A Service member separated from the Service or relieved from active duty as specified in par. 051002, or a Service member who is retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as specified in par. 051003 may be authorized a short distance HHG move.

B. Allowances. A short-distance HHG move is authorized between residences or from NTS to a residence within the same city, town, or metropolitan area. The maximum authorized weight allowance as specified in Table 5-37 applies. Such a move is the final HHG transportation authorized by pars. 051002 and 051003.

**051903. Short-Distance Assignment or Termination**

A. Eligibility. A Service member authorized to or from Government quarters, privatized housing, or Government-controlled quarters by an appropriate authority may be eligible for a short-distance HHG move, except for short-distance moves due to separation or relief from active duty under honorable conditions or retirement.

B. Allowances. Neither the weight limitation in Table 5-37 nor the 18,000-pound limit imposed by 37 USC, §476, applies to this paragraph.

1. Government Quarters or Privatized Housing. A short-distance HHG move is authorized to or from Government quarters or privatized housing to the residence from which the Service member previously commuted, or will commute daily, to the PDS.

   a. The move must be directed due to a Service requirement, such as:

      (1) Assignment to Government quarters or to privatized housing to live in housing that is unoccupied.

      (2) Vacating Government quarters or privatized housing because it is unfit to occupy, an unusual Service operational requirement, or due to an order to vacate.

      (3) Reassignment to the Government quarters or privatized housing when the conditions that required vacating the housing are corrected.

   b. A short-distance move may be made from or to a point more distant than the residence from which the Service member is to commute on a daily basis to the PDS provided the Service member accepts financial responsibility for all excess costs.

   c. A short-distance HHG move under this paragraph is not authorized for a Service member’s convenience or morale, or to accommodate a Service member’s personal problem.
2. **Government-Controlled Quarters.** A short-distance HHG move is authorized when a Service member occupying quarters under a Service’s jurisdiction (other than Government quarters) is directed to vacate the quarters.

   a. Reasons for requiring the move are because they are unfit for occupancy or to meet an unusual Service operational requirement. The move is authorized from the Government-controlled quarters to another local residence from which the Service member is to commute daily to the PDS.

   b. If vacating the quarters is temporary, the Service member is authorized a combination of allowances for a short-distance move and NTS to the temporary residence, and a return short-distance move from the temporary residence and NTS to the Government-controlled quarters.

**051904. Short-Distance Move When Vacating Local Private-Sector Housing**

A. **Directed by Proper Authority to Vacate Local Private-Sector Housing.** A short-distance move is authorized from local private-sector housing to other local private-sector housing from which the Service member will commute daily to the PDS when ordered to vacate the private-sector housing for the Government’s convenience.

   1. There is no weight limit based on grade for this move.

   2. A short-distance move is not authorized when a Service member moves from local private-sector housing due to a landlord’s refusal to renew a lease or permit continued occupancy. This move is considered to be for the Service member’s convenience. However it may be authorized if it is due to a military necessity or requirement, such as an involuntary tour extension.

B. **Short Distance Move when Vacating Local Private-Sector Housing Due to Involuntary Tour Extension.** A short-distance HHG move is authorized when the tour of duty at a PDS is extended and the move is required for reasons beyond the Service member’s control. There is no weight limit based on grade for this move. The move is authorized from the residence from which the Service member commuted daily to the PDS to another residence, or from NTS to Government or private-sector housing.

C. **Vacating Private-Sector Housing Due to Foreclosure.** An Armed Forces Service member, or his or her dependent, who relocates from leased or rented private housing due to a foreclosure action against the landlord is authorized a short-distance HHG move. This provision does not apply when the Service member or his or her dependent is the homeowner. The move is authorized to another residence from which the Service member will commute daily to the PDS, or to a location where the dependent resides. The PCS HHG weight limit in Table 5-37 applies. Before this authority is used, a Service member is encouraged to exhaust remedies available under the Service Member’s Civil Relief Act (50 USC, §3951) and state law.

**0520 HHG Transportation Related to Categories of Travel**

HHG transportation under this section must be supported by a travel order that identifies the specific paragraph number that authorizes the transportation.
052001. Accession Travel

Table 5-41 specifies the eligibility and allowances for HHG transportation when a Service member performs accession travel.

<table>
<thead>
<tr>
<th>If a Service member…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. is commissioned; reinstated; or appointed or reappointed as a warrant officer in a regular Service; or enlisted from civilian life or an RC to the regular service,</td>
<td>the Service member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first PDS.</td>
</tr>
<tr>
<td>2. is called or ordered to active duty for training for 140 or more days at any one duty location (other than in 3 below),</td>
<td></td>
</tr>
<tr>
<td>3. is called or ordered to active duty for training under any of the following circumstances: ● for 139 or fewer days at one duty location, ● for 140 or more days total active duty, but the Service member spends 139 or fewer days at any one location, ● for 40 or more days and the Secretary has prescribed TDY allowances,</td>
<td>the AO may authorize HHG transportation, limited to the TDY weight allowance, from the HOR or PLEAD to the first or any subsequent duty location. The duty must be for 31 or more days. Service regulations may restrict the type of HHG items shipped if necessary due to unusual circumstances at the duty location.</td>
</tr>
<tr>
<td>4. is called or ordered to initial active duty for training for 180 or fewer days,</td>
<td></td>
</tr>
<tr>
<td>5. is called or ordered to active duty for an assignment other than training for 180 or fewer days at any one duty location within one of the following conditions: ● for 180 or fewer days, ● for 181 or more days total active duty but the Service member spends 180 or fewer days at any one duty location, ● for 181 or more days and the Secretary has specified TDY allowances for the duty in accordance with Section 0303.</td>
<td>the RC member is authorized HHG transportation, limited to the PCS weight allowance, from the HOR or PLEAD to the first or any subsequent PDS.</td>
</tr>
<tr>
<td>6. is in an RC and called or ordered to active duty for an assignment other than training for 181 or more days at any one duty location (other than as in 5 above),</td>
<td>the Service member is authorized HHG transportation, limited to the PCS weight allowance to the new duty location from any of the following: ● The HOS. ● The PLEAD if recalled after selecting a home. ● The place to which such HHG was last transported at Government expense. ● Government-funded NTS.</td>
</tr>
<tr>
<td>7. released from active duty and authorized HHG transportation to an HOS under par. 051003-E and is recalled to active duty,</td>
<td></td>
</tr>
<tr>
<td>8. re-enters any Uniformed Service within 1 year from the date of discharge or separation that was under honorable conditions,</td>
<td>the Service member is authorized HHG transportation, limited to the PCS weight allowance to the first PDS or any subsequent PDS from:</td>
</tr>
</tbody>
</table>
9. is commissioned or appointed from the ranks, including an Officer Candidate School graduate,

- The HOR or PLEAD.
- The last or any previous PDS.
- An authorized storage place.
- Any place to which HHG was transported at Government expense.

10. graduates from a Service academy and is commissioned as an officer,

- the Service member is authorized HHG transportation limited to the PCS weight allowance from the home or last PDS to the new PDS. This includes the place where the Service member is commissioned or appointed if such place is the Service member’s first PDS as an officer.

- the Service member is authorized HHG transportation limited to the PCS weight allowance from the academy to the Service member’s HOR, the academy to the first PDS, and from the HOR to the first PDS. HHG transported from the Service academy to the HOR cannot then be transported from the HOR to the first PDS under the same order allowing transportation to the HOR.

### 052002. PCS HHG Transportation to, from, or between Locations OCONUS and to, from, or between Ships

When the HHG is transported to, from, or between locations OCONUS, the maximum HHG weight allowances and any weight or item restrictions relevant to the particular location apply. Factors, such as tour length, scheduled months remaining on the tour when the HHG arrives, and whether a Service member has a command-sponsored dependent, impact the HHG transportation.

**A. HHG Transportation When Performing a PCS to a Location OCONUS or to a Ship**

1. Table 5-42 specifies the HHG transportation and allowances when performing a PCS to a PDS OCONUS under certain conditions.

<table>
<thead>
<tr>
<th>If a Service member…</th>
<th>Then…</th>
</tr>
</thead>
</table>
| 1. is ordered to a PDS OCONUS where transportation of HHG is permitted, | the Service member is authorized HHG transportation from the last or any previous PDS to any combination of the following locations:  
  - The new PDS.  
  - A location in the CONUS specified by the Service member.  
  - NTS.  
  - the total cost of HHG transportation to the new PDS and a location in the CONUS specified by the Service member is limited to what it would have cost the Government had the Service member’s maximum PCS HHG weight allowance been shipped in one lot from the old PDS or other authorized location to the new PDS OCONUS. |
2. is ordered to a PDS OCONUS and is advised, in writing, that HHG transportation will be authorized within 20 weeks after the Service member’s port reporting month (see also Item 4 for an accompanied tour),

| the HHG that the Service member selects to go to the PDS OCONUS may be placed in NTS until transported to the PDS. The remaining HHG may be: |
|● Transported for the duration of the OCONUS assignment to a location in the CONUS specified by the Service member. |
|● Placed in NTS. |

3. must vacate Government quarters at the old PDS upon receipt of a PCS order as specified in Item 2 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent’s movement to the new PDS,

|● the Service member may transport, at Government expense, the HHG the Service member needs to establish a temporary residence for the dependent to a place in the old PDS vicinity. |
|● HHG not needed to establish the temporary residence may be shipped to a location in the CONUS specified by the Service member, or store them in NTS. These HHG cannot be transported again at Government expense until the Service member’s next PCS. |

4. is ordered to a PDS OCONUS on an accompanied tour, and is advised, in writing, that the HHG transportation will be authorized 20 or more weeks after the Service member’s port reporting month,

|● The HHG that the Service member identifies for transportation to the PDS OCONUS may be placed in NTS until they are transported. |
|● The remaining HHG may be transported to a location in the CONUS designated by the Service member or placed in NTS, where they will remain for the duration of the assignment OCONUS. |
|● The remaining HHG may be transported to a non-foreign location OCONUS, limited to the cost from the old PDS to the designated place, if: |
|● The Service member was a legal resident before entering active duty. |
|● The Service member’s spouse was a legal resident at the time of the marriage. |
|● Service member was called to active duty from that non-foreign location OCONUS. |
|● The non-foreign location OCONUS is the Service member’s HOR. |
|● When HHG transportation is later authorized from the designated place to the PDS OCONUS, HHG can be shipped if both of the following occur: |
|● The Service member has a command-sponsored dependent. |
|● The Service member has at least 12 months remaining on the tour OCONUS on the date the dependent is scheduled to arrive. |

5. must vacate Government quarters at the old PDS upon receipt of the PCS order in Item 4 above and establishes a temporary residence for a dependent near the old PDS pending authority for the dependent’s movement to the new PDS,

|● The Service member may transport or store HHG not needed to establish the temporary residence as indicated in Item 4 above. |
|● HHG needed to establish a temporary residence for a dependent to a place in the old PDS vicinity may be transported at Government expense. |
|● When HHG transportation is later authorized to the new PDS, transportation is authorized from storage or the place last moved at Government expense to the new PDS. Any HHG not transported to the new PDS may be transported or stored as indicated in Item 4 above. |
6. is ordered from a PDS in the CONUS to a PDS OCONUS to which HHG transportation is prohibited or restricted:
   ● By Service regulations,
   ● Because the Service member is serving an unaccompanied tour,
   ● Because the Service member is serving a dependent-restricted tour,
   ● Under unusual circumstances,

   HHG transportation is authorized to:
   ● NTS.
   ● A location in the CONUS specified by the Service member.
   ● A non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process.
   ● The location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member’s next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years.
   ● The PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.

7. is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 6, or if the prohibition or restriction on HHG transportation is removed,

   transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS.
   ● At least 12 months must remain on the Service member’s tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS.
   ● Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

2. Table 5-43 specifies the HHG transportation and allowances when performing a PCS to or from a ship under certain conditions.

<table>
<thead>
<tr>
<th>If a Service member…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. is ordered on a PCS to sea duty (not unusually arduous sea duty) from shore duty either in the CONUS or OCONUS,</td>
<td>HHG transportation is authorized from the last PDS to:</td>
</tr>
<tr>
<td></td>
<td>● The home port of the unit to which ordered.</td>
</tr>
<tr>
<td></td>
<td>● Home port NTS.</td>
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<tr>
<td></td>
<td>● Unaccompanied baggage is authorized from the last PDS to the ship, afloat staff, or afloat unit to which order, or their home port.</td>
</tr>
<tr>
<td></td>
<td>● When the home port is OCONUS, Table 5-42 also applies.</td>
</tr>
<tr>
<td>2. is ordered on a PCS to a ship, an afloat staff, or an afloat unit while the ship or unit is deployed away from the home port,</td>
<td>unaccompanied baggage transportation is authorized to the deployed unit without regard to distance.</td>
</tr>
<tr>
<td>3. performs a PCS to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. 050907 for a Service member with dependents),</td>
<td>HHG transportation is authorized to:</td>
</tr>
<tr>
<td></td>
<td>● NTS.</td>
</tr>
<tr>
<td></td>
<td>● A location in the CONUS specified by the Service member.</td>
</tr>
<tr>
<td></td>
<td>● A non-foreign location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814, or through the Secretarial Process.</td>
</tr>
<tr>
<td>4. performs a PCS to a ship or afloat staff that was previously classified as unusually arduous sea duty and the new classification allows HHG transportation because it is not unusually arduous,</td>
<td>● The location OCONUS to which dependent transportation is authorized or approved under par. 050806 or 050814. On the Service member’s next PCS, HHG transportation is from the location OCONUS to which HHG was last transported at Government expense or from the place where HHG is then located to the new PDS, whichever distance is less. For shipments related to par. 050814, the weight shipped is limited to 350 pounds for each dependent age 12 years or older and 175 pounds for each dependent under age 12 years.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5. is permanently assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS,</td>
<td>● The PDS OCONUS up to the amount authorized by Service regulations. Upon receipt of the next PCS order, the HHG transportation is from the PDS OCONUS to the new PDS.</td>
</tr>
<tr>
<td>6. is ordered on a PCS to a location to which HHG transportation is authorized, as in Item 8, or if the prohibition or restriction on HHG transportation is removed,</td>
<td>transportation of HHG acquired before the order effective date may be transported to the PDS OCONUS or placed in NTS.</td>
</tr>
<tr>
<td></td>
<td>● At least 12 months must remain on the Service member’s tour OCONUS at that PDS on the date the HHG is scheduled to arrive for HHG to be shipped to the PDS OCONUS.</td>
</tr>
<tr>
<td></td>
<td>● Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</td>
</tr>
<tr>
<td>7. is ordered on a PCS from sea duty to a shore duty PDS OCONUS to which HHG transportation is permitted,</td>
<td>the Service member is authorized HHG transportation to the new PDS as specified below.</td>
</tr>
<tr>
<td></td>
<td>● There must be 12 or more months remaining in the Service member’s tour at the PDS OCONUS on the date the HHG is scheduled to arrive. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.</td>
</tr>
<tr>
<td></td>
<td>● Transportation is authorized for all or part of the Service member’s PCS HHG weight allowance:</td>
</tr>
<tr>
<td></td>
<td>● from the old PDS, NTS, or a location in the CONUS to which HHG had been transported at Government expense when the Service member was ordered to a PDS OCONUS where transportation of HHG was permitted.</td>
</tr>
<tr>
<td></td>
<td>● to the new PDS or to another location in the CONUS specified by the Service member when he or she was ordered to a PDS OCONUS where transportation of HHG was permitted.</td>
</tr>
<tr>
<td></td>
<td>● or the HHG may be placed in NTS instead of transported.</td>
</tr>
<tr>
<td></td>
<td>● HHG transportation to the new PDS from NTS or from a location in the CONUS previously specified by the Service member when he or she was ordered to a PDS OCONUS where transportation of HHG was permitted. This HHG transportation is authorized without a cost limitation.</td>
</tr>
</tbody>
</table>
3. When a Service member is ordered on a PCS that is an accompanied tour, and that tour is changed to a dependent-restricted tour, or sea duty is changed to unusually arduous sea duty, he or she is authorized transportation of HHG, depending on when the change in duty designation occurs. When both NTS and HHG transportation are provided as options, a portion of the Service member’s HHG can be transported and the remainder placed in NTS. Table 5-44 specifies allowances related to HHG transportation when a Service member’s duty designation changes.

<table>
<thead>
<tr>
<th>Table 5-44. Transportation of HHG When Tour of Duty Designation Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>1. the change occurs before HHG is turned over to a Transportation Officer,</td>
</tr>
<tr>
<td>2. the change occurs after the HHG is turned over to a Transportation Officer,</td>
</tr>
<tr>
<td>3. the change occurs after the HHG arrives at the Service member’s PDS OCONUS,</td>
</tr>
</tbody>
</table>
| 4. the tour of duty is later changed from a dependent-restricted to an accompanied tour, or if the unusually arduous sea duty is reclassified to regular sea duty, | the Service member may elect NTS or HHG transportation from the place HHG was shipped under Row 2 in this table from NTS to the PDS.  
  - At least 12 months must remain on the tour OCONUS or sea duty tour following the date the HHG is scheduled to arrive at the PDS.  
  - An exception may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.  
  - If the Service member chooses to leave the HHG at the location they were transported to instead of shipping them to the PDS OCONUS when the tour type changes, that location is the authorized origin on a subsequent PCS. |

B. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships. A Service member who is ordered on a PCS from one PDS OCONUS to another PDS OCONUS, from a PDS OCONUS to a ship, or a PCS between ships is eligible to transport HHG as specified in this section.

<table>
<thead>
<tr>
<th>Table 5-45. HHG Transportation Between PDSs OCONUS, from OCONUS to a Ship, or Between Ships</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If a Service member…</strong></td>
</tr>
<tr>
<td>1. is on a PCS order from a PDS OCONUS to a new PDS OCONUS to which HHG transportation is authorized and the HHG is at the PDS,</td>
</tr>
<tr>
<td>2. is ordered on a PCS from one PDS OCONUS to a new PDS OCONUS to which HHG transportation is authorized and had the HHG</td>
</tr>
<tr>
<td>transported to a location in the CONUS or NTS upon arrival at the first PDS OCONUS,</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>
| 3. is ordered on a PCS from a PDS OCONUS to another PDS OCONUS to which HHG transportation is prohibited or restricted by any of the following:  
  - Service regulations,  
  - the Service member serving a dependent-restricted tour,  
  - the Service member serving an unaccompanied tour at the new PDS, | the Service member is authorized HHG transportation from the last or any previous PDS or storage location to specified locations.  
  - The HHG can be transported to any combination of the following:  
    - The PDS OCONUS.  
    - NTS.  
    - A location in the CONUS specified by the Service member.  
    - Designated place authorized or approved under par. 050814, par. 050907, or through the Secretarial Process.  
    - A designated place OCONUS authorized or approved under Section 0509 or through the Secretarial Process.  
  - The Service member is also authorized HHG transportation from the locations above to the current PDS OCONUS when the restriction on HHG shipment is lifted or when:  
    - The Service member is ordered on a PCS OCONUS to which HHG transportation is authorized.  
    - The Service member is ordered on a PCS from a unit specified as unusually arduous sea duty.  
    - The ship or afloat staff or afloat unit is relieved from the assignment OCONUS.  
  - At least 12 months must remain on the Service member’s tour at the PDS OCONUS on the date the HHG is scheduled to arrive. Exceptions may be granted through the Secretarial Process. The weight of all HHG shipped or stored under the PCS order is limited to the Service member’s authorized PCS weight allowance. |
| 4. is ordered on a PCS from a PDS OCONUS to:  
  - A unit specified, in writing, through the Secretarial Process as unusually arduous sea duty as described in par. 050907,  
  - A ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the continuous period of 1 or more years begins on the date the ship or afloat staff is specified as operating OCONUS,  
  - a ship or afloat staff after it has been designated as operating OCONUS for 1 or more years. | the Service member is authorized HHG transportation to the new PDS, if HHG is permitted there, regardless of the time remaining in the Service member’s tour at the old PDS. Instead of transporting HHG, the Service member may place HHG in NTS. Upon PCS from the PDS OCONUS to which involuntarily transferred, HHG transportation is authorized regardless of the tour length served before the PCS. |
| 5. involuntarily transferred on a PCS from a PDS OCONUS to another PDS OCONUS due to base closure or similar action, | HHG transportation is not authorized except for cases under Items 2 and 3 in this table, and par. 050907. |
| 6. is ordered from sea duty to sea duty between afloat units with identical home ports, | HHG transportation or NTS is authorized in any of the below combinations except for cases under Items 2 and 3 in this table and par. 050907:  
  - From the old home port to the new home port.  
  - From a former PDS to the new home port.  
  - From a previously designated place to the new home port.  
  - From NTS to the new home port.  
  - NTS instead of transporting HHG to the new home port. |
C. **Tour Extensions OCONUS.** A Service member on a tour of less than the specified PDS tour length, who used the HHG transportation authority when originally assigned to that PDS is authorized HHG transportation from the location of the HHG to the current PDS. This is limited to the cost of moving HHG from the old PDS to the new PDS. This transportation is limited to the situation in which the Service member’s tour is extended due to:

1. Unusual circumstances and needs of the Service.
2. Failure to transport all HHG to the PDS initially due to the anticipated short assignment time to that PDS (B-208861, November 10, 1982).

D. **HHG Transportation When Performing an In-Place Consecutive Overseas Tour (IPCOT).** An IPCOT is not a tour extension, but is new full tour that is served at the same PDS OCONUS. A Service member stationed OCONUS who is selected to serve an IPCOT is authorized HHG transportation as specified in Table 5-46.

<table>
<thead>
<tr>
<th>Table 5-46. HHG Transportation Due to IPCOT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tour Change</strong></td>
</tr>
</tbody>
</table>
| Unaccompanied to Accompanied | • HHG may be transported from a designated place to the current PDS, where the IPCOT will be served, if a dependent is command-sponsored at the current PDS.  
  • A Service member who gains a dependent after the PCS order’s effective date, but before starting an IPCOT, is authorized HHG transportation to the current PDS, where the IPCOT is to be served, if the dependent is command-sponsored at the current PDS. HHG transportation in this case is from the HHG location to the current PDS.  
  • HHG acquired after a PCS order’s effective date, but before starting the IPCOT, may be shipped using this table as the authority. |
| Accompanied to Unaccompanied | • HHG may be transported to the same locations authorized for a dependent in par. 05080-D.  
  • A Service member who gains a dependent after a PCS order’s effective date, but before starting an IPCOT, is authorized HHG transportation to the same locations authorized for a dependent in par. 050806-D. |
| Accompanied to Accompanied | A Service member who gains a dependent after a PCS order’s effective date, but before starting an IPCOT, is authorized HHG transportation if the dependent is command-sponsored at the current PDS, where the IPCOT is to be served. HHG transportation in this case is from the location of the HHG to the current PDS.  
  • The HHG weight shipped on the original PCS order is not deducted from the weight allowance authorized for the IPCOT move.  
  • This table authorizes HHG to be shipped when the HHG is acquired after a PCS order’s effective date, but before starting the IPCOT.  
  • The applicable PCS HHG weight allowance applies to the PCS following the IPCOT. |

E. **HHG Transportation When Performing a PCS from a Location OCONUS or Sea Duty**

1. When a Service member performs a PCS from either a location OCONUS or regular sea duty to a location in the CONUS or to a non-foreign location OCONUS where transportation of HHG is authorized, HHG may be transported from the place last shipped at Government expense to the new PDS. Any weight allowance restrictions imposed by the Service for HHG shipment from the old PDS apply.
Chapter 5, Subchapter 1: PDT for Service Members

Part C: HHG Transportation

The total weight of HHG shipped plus HHG stored is limited to the Service member’s authorized PCS weight allowance. The total cost of HHG transportation is limited to what it would have cost the Government to transport the HHG in one lot from the old PDS to the new PDS.

2. A Service member on a PCS order from a ship, afloat staff, or afloat unit while the ship or unit is deployed away from the home port is authorized unaccompanied baggage transportation from the deployed unit without regard to distance.

3. HHG may be transported from the place last shipped at Government expense to the new PDS, under one of the following circumstances, when a Service member:
   a. Was assigned to a PDS to which Service regulations prohibited or restricted HHG transportation.
   b. Served an unaccompanied tour or a dependent-restricted tour.
   c. Was assigned to a unit specified in writing through the Secretarial Process as unusually arduous sea duty (see par. 050907 for a Service member with dependents).
   d. Was assigned to a ship or afloat staff that had been classified as unusually arduous sea duty.
   e. Was assigned aboard a ship or afloat staff specified through the Secretarial Process as operating OCONUS for an expected continuous period of 1 or more years, and the 1-year period started on the date the ship or afloat staff was specified as operating OCONUS.
   f. Consumable Goods. A Service member assigned to a PDS OCONUS listed on the DTMO Website is authorized transportation of consumable goods in addition to HHG. The number of pounds of consumable goods authorized for shipment is specified on the DTMO Website, and is in addition to the authorized HHG weight allowance. Consumable goods are transported using the same methods as HHG, with the same originating location. An alternate shipping origin for consumable goods in unusual circumstances may be authorized through the Secretarial Process, as well as consumable goods transportation for a tour extension or IPCOT at a PDS listed on the DTMO Website. The consumable goods must be for the Service member’s or a dependent’s personal use.

052003. HHG Transportation in Connection With a Unit Home Port Change

A. Unit Home Port Change Officially Announced. The home port change announcement is a PCS order modification until the PCS order is later amended, modified, canceled, or revoked.

   1. Eligibility. A Service member who has delayed HHG transportation to the old home port or one who has been issued a PCS order to a unit and the PCS order lists the unit’s location as the old home port after the home port change has been announced may be eligible for HHG transportation.

   2. Allowances. When an official announcement has been made designating a home port change, no further HHG transportation to the current home port—also called the old home port—can be made until a new order is issued. However, if the HHG is in transit or in an otherwise irreversible transportation status on the date the home port change announcement is made, the HHG transportation to the old home port may continue.
B. Unit Home Port Officially Changed. The provisions for a Service member specified in the last row of Table 5-27 do not apply to this subparagraph.

1. A Service member assigned to a unit that is not specified as unusually arduous sea duty is authorized HHG transportation or NTS on the effective date of the home port change. HHG transportation is authorized to the new home port from the old home port, a former PDS, a previously designated place, or from NTS.

2. A Service member assigned to a unit specified as unusually arduous sea duty (see par. 050907) is authorized HHG transportation to the destination authorized for dependents in Section 0509 or to NTS on the home port change effective date.

3. A Service member is not authorized HHG transportation to the new home port when both of the following apply. The Service member receives a PCS order:
   a. Directing detachment from the unit whose home port is being changed.
   b. Before HHG is transported to the new home port.

052004. HHG Transportation in Connection with an Alert Notice

A. Eligibility. A Service member whose unit has been officially alerted for movement to a dependent-restricted PDS OCONUS within 90 days after the alert notice is issued may be eligible for HHG transportation. This also applies to a Service member who is transferred or assigned to the unit after it was alerted.

B. Allowances

1. HHG transportation and NTS are authorized as though the Service member is assigned to a dependent-restricted tour as specified in Item 8 of Table 5-42.

2. When the HHG has been transported or stored under this paragraph, but the Service member is not transferred to the PDS OCONUS intended in the alert notice, HHG transportation is authorized from the location last transported at Government expense to the Service member’s PDS. This also applies to returning HHG to that PDS if the Service member continues on permanent duty at the location where the alert notice was officially announced.

052005. HHG Transportation Related to the Early Return of a Dependent

A. Eligibility. When a Service member’s dependent is at a PDS OCONUS, circumstances may result in the dependent returning to the CONUS before the Service member’s next PCS. When a dependent is transported due to these reasons, HHG transportation may also be authorized as specified in this paragraph. These circumstances are separated into three groups:

1. Departure due to official situations.

2. Reasons of national interest.

3. Departure due to personal situations.
B. Allowances. Authority for HHG transportation for a dependent and a former family member under this paragraph is in addition to, and has no effect on, the authority for HHG transportation based on dependency status and grade on the Service member’s next PCS order effective date. The Service member is authorized to transport up to the full HHG weight allowance under the next PCS order. See Computation Example.

1. HHG Transportation from a Foreign or Non-Foreign Location OCONUS Due to Official Situations

   a. When a dependent is transported to a designated place from a foreign or non-foreign location OCONUS for one of the official reasons in par. 050804, the order may also authorize HHG transportation. The HHG weight is limited to the authorized PCS weight allowance or an administrative weight limitation related to the foreign or non-foreign location OCONUS. The HHG may be transported from any location, including from NTS, to the designated place.

   b. If the official reason that caused the departure of the dependent is resolved or changed so that the dependent can return to the PDS OCONUS, and the AO determines that the return is in the Government’s best interest, the order authorizing the dependent return can also authorize HHG transportation. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

2. HHG Transportation from a Location OCONUS Due to Reasons of National Interest. When the Secretary concerned or a more senior official determines that a dependent must return from a location OCONUS for reasons of national interest before the Service member’s next PCS, the travel order authorizing the dependent transportation to a designated place may also authorize HHG transportation. If the dependent is foreign-born, the travel order may also authorize him or her to travel to a destination in the dependent’s native country. This applies whether the HHG is OCONUS or in NTS.

   a. Transportation of the HHG is authorized from any location, including NTS, to the designated place, or the dependent’s native country if that is where the dependent was relocated at Government expense.

   b. If national interests dictated that a dependent not be at the PDS, then the same travel order that authorizes the dependent’s transportation to the PDS OCONUS when the determining authority decides that national interest no longer requires the dependent to stay away from the PDS may authorize HHG transportation from the location where the Government relocated the dependent. The Service member must have 12 or more months remaining in the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS; although, the Secretarial Process may grant an exception when the HHG shipping time uses a portion of those 12 months.

3. HHG Transportation from a Location OCONUS due to a Personal Situation. An order authorizing dependent transportation under certain circumstances due to a personal situation may also authorize HHG transportation within the authorized PCS weight allowance or within the administrative weight limitation that may apply. When authorized, HHG can be transported from any location, including NTS, to a designated place or, when granted through the Secretarial Process, to a destination in the dependent’s native country if the dependent spouse is foreign born. Instead of shipping HHG, the Service member is also authorized NTS or continued NTS. HHG transportation due to personal situations must be authorized in advance of the shipment unless otherwise specified in this paragraph.
a. A Service member with a dependent, on a PCS order to a new PDS OCONUS, who transports HHG to the PDS in anticipation of the dependent moving to the PDS OCONUS, may be provided return transportation for HHG if, for reasons beyond the Service member’s control, the dependent does not join the Service member. The return transportation of the HHG may be authorized or approved through the Secretarial Process when in the best interest of the Service member or dependent and the Government. The cost of shipping the HHG is limited to the transportation cost from the PDS OCONUS to the dependent’s location.

b. A dependent who traveled without an order to an appropriate destination due to a personal situation may be authorized HHG transportation if an order is later issued approving dependent transportation and confirming HHG transportation. The confirmatory order must be supported by the Service member’s commanding officer’s determination that all of the following conditions apply:

(1) The dependent traveled to an appropriate location to live.

(2) The dependent travel meets the conditions for traveling due to a personal situation, except that a travel order for transportation was not issued.

(3) The dependent status as command-sponsored remains unchanged. This does not apply for a Service member’s former dependent whose transportation could have been authorized under par. 050805.

(4) It is in the Government’s best interest to issue an order approving dependent transportation to an appropriate destination for traveling due to a personal situation.

c. When a dependent who is authorized to reside in a location OCONUS dies, the Service member is authorized NTS of HHG that is at that location OCONUS, limited to the PCS weight limitation. The NTS ends on the next specific reporting date or the Service member’s reporting-not-later-than date on the next PCS order to the CONUS.

d. When a former family member is authorized transportation related to a divorce or annulment, the travel order may also authorize HHG transportation under the same conditions and circumstances, and using the same terminal points, as in par. 050805 for the personal travel.

(1) HHG transportation in this situation must be turned over to a Transportation Officer or to a carrier for transportation within 1 year after the final decree of divorce or annulment effective date, or within 6 months after the date the Service member completes personal travel from the PDS OCONUS due to a PCS, whichever occurs first.

(2) An extension of the 6-month time limit may be authorized or approved as specified for dependent travel in par. 050805. If the 6-month time limit is extended, the HHG must be turned over to a Transportation Officer or carrier for transportation within 1 year after the final decree of divorce or annulment effective date or the date the Service member completes personal travel due to a PCS, whichever occurs first.

e. When an order authorizes dependent transportation under par. 052009-B, HHG transportation may be authorized. The official authorizing the transportation determines the destination to which transportation is authorized and ensures that a reasonable relationship exists between the destination and the conditions and circumstances. The cost is limited to what the Government’s cost would have been to transport the HHG between authorized locations. The authorized locations for the
origin are the Service member’s last or former PDS OCONUS, or the place to which the HHG was last transported at Government expense. The authorized destinations are the Service member’s HOR, PLEAD, or the dependent’s designated place. An additional authorized destination may be the foreign-born dependent’s native country when granted through the Secretarial Process. NTS is not authorized.

(1) When dependent transportation is authorized due to a Service member being convicted of a court martial and placed on leave while awaiting appellate review, then HHG transportation is limited to the cost from the Service member’s last or former PDS OCONUS to the HOR or PLEAD.

(2) If HHG is transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG is located to the new PDS. The cost of HHG transportation is limited to the cost from the Service member’s HOR or PLEAD to the new PDS. The weight is based on the grade the Service member held on the PCS order’s effective date to the new PDS.

(3) If HHG is not transported under this paragraph, and the Service member returns to duty at a new PDS after being released from confinement, the Service member is authorized HHG transportation from the location where the HHG was last transported at Government expense to the new PDS. The HHG weight is based on the grade held on the PCS order’s effective date to the new PDS.

f. When a custody agreement changes, or other legal arrangements change and the Service member is authorized dependent travel to return to the same or another PDS OCONUS under par. 050805, return transportation for HHG may be authorized through the Secretarial Process. The transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.

g. When a dependent leaves the PDS OCONUS before the Service member on an Early Return of Dependent order and the Service member subsequently serves an IPCOT:

(1) HHG transportation is authorized to the IPCOT location under one of the following conditions:

(a) A dependent is returned to the PDS OCONUS at Government expense under par. 050804,

(b) A dependent is returned at personal expense, and then is later command-sponsored

(2) The cost of HHG transportation is limited to the cost from the place where the HHG was previously transported at Government expense to the PDS OCONUS. The Service member must have 12 or more months remaining on the tour at the PDS OCONUS on the day the HHG is scheduled to arrive at that PDS. Exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the PDS OCONUS.
052006. HHG Transportation and Storage When Ordered on a PCS to a PDS in the Vicinity of Storage

A. Authorization. A Service member is authorized NTS when ordered on a PCS to a PDS that is at or in the vicinity of a place where the Service member already has HHG in NTS. HHG transportation from NTS to the residence is also authorized. A Service member must take delivery of his or her HHG within the first 90 days.

B. Extensions. Due to conditions beyond the Service member’s control, if the HHG cannot be withdrawn from NTS during the first 90 days, then an additional 90 days of NTS may be authorized or approved as in par. 0518-A. An additional period of NTS beyond 180 days may be authorized or approved as in par. 0518-A.

052007. PCS with TDY en Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment

A. PCS with a TDY En Route or While on a TDY

1. Eligibility. A Service member on a PCS order with a TDY en route, or on a PCS order without return to the old PDS while on a TDY, is authorized HHG transportation to the new PDS.

2. Allowances

a. The Service member may choose to transport HHG up to the TDY weight allowance to the TDY location for personal use, or may choose to put the HHG in NTS for the TDY’s duration. The Service member retains the TDY HHG transportation allowance, regardless of the provisions of Section 0205. The Service member’s commanding officer, the AO, the destination Transportation Officer, or any other Service-designated official at the TDY location may authorize SIT for any portion of the TDY HHG at the TDY location. When the TDY is completed, the TDY HHG, including those in SIT at the TDY location, may be transported to the new locations authorized in the PCS order.

b. HHG placed in NTS may remain in NTS, when authorized in the PCS order, or it may be transported to the new PDS. The total weight of the HHG transported plus the weight of HHG stored is limited to the Service member’s authorized PCS weight allowance.

B. PCS Following TDY Pending Further Assignment

1. Eligibility. A Service member whose HHG was placed in NTS at Government expense when the Service member was ordered to a TDY pending further assignment is eligible for HHG transportation or storage.

2. Allowances

a. An eligible Service member is authorized NTS for the full TDY period. An additional 90 days of NTS may be authorized or approved under the same provisions as those specified for SIT in par. 0518 in one of the following circumstances:

   (1) The new PDS is OCONUS or at a location to which HHG transportation is prohibited or restricted.
(2) For reasons beyond the Service member’s control, the HHG cannot be withdrawn within 90 days following TDY completion or during the first 90 days after the arrival date at either the PDS OCONUS or PDS where HHG transportation is prohibited or restricted.

b. HHG transportation from storage to the residence is authorized under Table 5-35 when the new assignment is to one of the following:

1. Sea duty.
2. Duty OCONUS.
3. Duty at a PDS to which HHG transportation is prohibited and the designated place under par. 050907 is at or in the NTS location vicinity.

**052008. HHG in Connection with a Course of Instruction of 20 or More Weeks at Any One Location**

A. **Eligibility.** A Service member who is on active duty, or ordered to active duty, to attend a course of instruction where the scheduled cumulative duration at one location is 20 or more weeks is authorized HHG transportation. This includes courses taught at schools, military installations, and Foreign Service schools.

B. **Allowances**

1. HHG transportation may be authorized from the last, or any previous PDS or place of storage, or from the HOR or PLEAD, to the place where the course is conducted.

2. Upon approval by the Service concerned, all or part of the HHG already in NTS at the origin location may be converted to SIT at the Service member’s request if the travel order authorizes HHG transportation or NTS. The NTS is converted to SIT at Government expense. Once the storage is converted from NTS to SIT, any storage costs accruing after the 180th day are the Service member’s financial responsibility. Unless additional SIT days are authorized under par. 0518-A, no additional HHG storage is authorized until the next PCS order is issued.

3. If a Service member is permanently assigned when the course is completed to the location where the course was conducted, HHG transportation is authorized from NTS to the PDS. Any HHG not placed in storage in connection with a tour extension may be transported to the new PDS.

4. A Service member who is called or ordered to active duty for a course of instruction under this paragraph is authorized transportation of HHG from NTS to the HOR or PLEAD upon release from active duty, or to the new PDS if retained on active duty upon course completion.

**052009. HHG Transportation When a PCS is in Connection with Disciplinary Action**

A. **HHG Transportation when a Service Member is Reduced in Grade**

1. **Eligibility.** A Service member who is reduced in grade after HHG has been transported on a PCS order to a PDS, is authorized HHG transportation upon receipt of a PCS order from that PDS.
2. Allowances. A Service member is authorized HHG transportation of the weight allowance specified for the grade held at the time of the PCS from that PDS, or when ordered to that PDS, whichever is greater. When the Service member is serving in a grade lower than that held when ordered to the PDS, the PCS order from that PDS must cite this paragraph as authority and state the weight allowance specified for the Service member’s former grade. The transportation origins and destinations continue to be the same as they were before the reduction in grade. NTS authority continues regardless of the reduction in grade until the Service member’s next PCS order’s effective date.

B. HHG Transportation Located in the CONUS when Disciplinary Action Is Taken Against a Service Member Stationed OCONUS. Generally, HHG may be transported from any location and from NTS to a designated place. HHG may be transported to a destination in the dependent’s native country if the dependent is foreign-born. The Service member is also authorized NTS or continued NTS. However, certain limitations exist as specified below. An order may be issued providing HHG transportation before the Service member’s PCS if authorized or approved under par. 052005.

1. An order may be issued for HHG transportation before the Service member’s PCS if authorized or approved when disciplinary action is taken against a Service member who is stationed OCONUS, discharged under other than honorable conditions, or sentenced to confinement with or without discharge as follows:

   a. A Service member whose PDS is OCONUS who is not provided HHG transportation from the PDS OCONUS because the Service member has no dependents, or the dependents traveled at personal expense without an order, or other similar reason may be eligible for HHG transportation as indicated in Table 5-47.

<table>
<thead>
<tr>
<th>If the Service member is…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. serving OCONUS and is dropped from the rolls, sentenced to prison, or transferred as</td>
<td>1. The officer exercising special or general court-martial jurisdiction over</td>
</tr>
<tr>
<td>a prisoner to a place of detention,*</td>
<td>the Service member may authorize or approve HHG transportation when it is</td>
</tr>
<tr>
<td>2. serving OCONUS and is transferred to a different ship or location to await trial by</td>
<td>in the Government’s best interest.</td>
</tr>
<tr>
<td>court-martial as a Deserter or Straggler,*</td>
<td>2. HHG transportation is limited to the authorized weight allowance of the</td>
</tr>
<tr>
<td>3. sentenced by a court-martial to be confined or to receive a punitive discharge, including</td>
<td>grade held at the time the HHG is transported or when ordered to duty</td>
</tr>
<tr>
<td>a bad conduct discharge, dishonorable discharge, or dismissal,*</td>
<td>OCONUS, whichever is greater.</td>
</tr>
<tr>
<td>4. sentenced to confinement in a foreign or U.S. civil confinement facility,*</td>
<td>3. The AO must determine the destination to which transportation is</td>
</tr>
<tr>
<td>5. returned to the CONUS for discharge under other than honorable conditions,*</td>
<td>authorized and must ensure that a reasonable relationship exists between</td>
</tr>
<tr>
<td>6. returned to the CONUS to serve a sentence of confinement in civil or military</td>
<td>that destination and the conditions and circumstances.</td>
</tr>
<tr>
<td>confinement facilities,*</td>
<td></td>
</tr>
<tr>
<td>7. discharged OCONUS under other than honorable conditions,*</td>
<td></td>
</tr>
<tr>
<td>8. discharged under other than honorable conditions after surrendering to military</td>
<td></td>
</tr>
<tr>
<td>authorities in the CONUS following a period of absence without leave from the PDS</td>
<td></td>
</tr>
<tr>
<td>OCONUS,*</td>
<td></td>
</tr>
<tr>
<td>convicted by a court-martial and placed on leave involuntarily while awaiting completion</td>
<td></td>
</tr>
<tr>
<td>of appellate review,**</td>
<td></td>
</tr>
</tbody>
</table>

Table 5-47. Circumstances Allowing HHG Transportation When Disciplinary Action is Taken
*If the Service member has dependents, HHG transportation may be authorized limited to the Government’s cost from the Service member’s last or former PDS OCONUS or the place to which the HHG is last transported at Government expense, as applicable, to the Service member’s HOR, PLEAD, or the designated place. If the dependent is foreign-born, HHG transportation may be authorized to the destination in the dependent’s native country where the dependent is residing or will reside. If the Service member has no dependents, HHG transportation is authorized from the Service member’s PDS OCONUS to any location, limited to the cost from the PDS OCONUS to the Service member’s HOR or PLEAD, as the Service member selects.

**The Government’s cost for HHG transportation, whether the Service member has dependents or not, is limited to the cost of transportation from the Service member’s last or former PDS OCONUS to the HOR or PLEAD, as the Service member selects. When HHG is transported under this provision, it is the final separation of HHG transportation unless the Service member is restored to duty.

b. A Service member whose HHG was transported while he or she was awaiting completion of appellate review of a court-martial conviction and then is later restored to duty following the appellate review. HHG transportation is authorized from the location where HHG was transported when the Service member was placed on appellate leave to the new PDS.

c. A Service member separated from the Service. NTS of HHG is not authorized as an alternative to transporting HHG or if the HHG is moved from Government or Government-controlled quarters.

2. When the Service member is released from confinement and returns to duty at a new PDS:

a. If the HHG was transported at Government expense under one of the conditions in Table 5-47, the HHG may be transported from any location to the new PDS, limited to the cost from the Service member’s HOR or PLEAD to the new PDS. The Service member’s PCS weight allowance is based on the grade held on the new PCS order’s effective date.

b. If the HHG was not transported at Government expense under one of the conditions in Table 5-47, HHG transportation is authorized from the location where the HHG was last transported at Government expense to the Service member’s new PDS. The Service member’s PCS weight allowance is based on the grade held on the new PCS order’s effective date.

C. HHG Transportation Due to a Court-Martial Sentence or Administrative Discharge Under Other than Honorable Conditions for a Service Member with a Dependent Stationed in the CONUS.

1. Eligibility. A Service member with a dependent who is stationed in the CONUS may be eligible for HHG transportation. HHG transportation may be requested by the Service member, the Service member’s spouse, or another dependent if the Service member has no spouse or the spouse is not available. The HHG transportation is directly related to dependent transportation under par. 051005 when the Service member is sentenced by a court-martial to any of the following:

a. Confinement for more than 30 days.

b. Receive a dishonorable or bad-conduct discharge.

c. Dismissal from a Uniformed Service.
Chapter 5, Subchapter 1: PDT for Service Members

Part C: HHG Transportation

0513-0521

Chapter 5, Subchapter 1: PDT for Service Members

Part C: HHG Transportation

0513-0521

12/01/17

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d. Receive an administrative discharge under other than honorable conditions.

2. Allowances. A Service-designated authority determines the authorized destination of the HHG and ensures that a reasonable relationship exists between that destination and the conditions and circumstances on a case-by-case basis. The HHG transportation must be to a designated place. A foreign-born dependent may have HHG transported to a destination in his or her native country. The HHG must be turned over to a Transportation Officer or carrier within 180 days from the date the court-martial is completed or the date the Service member is given an administrative discharge. Additional time to turn over the HHG to the Transportation Officer or carrier may be granted through the Secretarial Process as specified in par. 051002. NTS is not authorized when HHG is moved out of Government or Government-controlled quarters or privatized housing, or as an alternative to transportation when the dependent is returned from OCONUS (see Table 5-47).

3. HHG transportation reimbursement may be paid to the Service member, or a dependent or ex-spouse when the Service member authorizes payment to either of those individuals.

052010. HHG Transportation Due to Medical Travel or the Death of a Service Member

A. Service Member Ordered to a Hospital in the CONUS

1. When a Service member on active duty is ordered to a hospital in the CONUS from either a PDS or another hospital in the CONUS, HHG transportation may be authorized. The receiving hospital’s commanding officer must issue a statement that the Service member’s case has been evaluated and the observation period or treatment in that hospital is expected to be prolonged.

   a. If the receiving hospital’s commanding officer does not issue a statement regarding prolonged hospitalization, the Service member is authorized transportation of unaccompanied baggage, limited to 225 pounds gross weight. If the unaccompanied baggage is improperly transported or is unavoidably separated from the Service member, the unaccompanied baggage should be forwarded to the correct hospital’s destination. The improperly transported unaccompanied baggage may be transported by an expedited mode when the origin’s commanding officer determines circumstances require the expedited mode.

   b. If the receiving hospital’s commanding officer issues the prolonged hospitalization statement, the HHG transportation is the same as that authorized for a PCS. The HHG transportation cost is limited to the cost to the hospital from any combination of: the last or any previous PDS, the place where the HHG was last transported at Government expense, or the place of storage. As an alternative to transporting HHG, the Service member may choose to place all or part of the HHG in NTS. Additionally, any HHG already in storage when the Service member is hospitalized may stay in storage.

2. When a Service member on active duty OCONUS transfers to a hospital in the CONUS for observation or treatment, the HHG may be transported from any authorized place to the hospital. All or part of the HHG may be transported and placed in NTS. Any HHG in storage when the Service member is hospitalized may stay in storage. For the initial movement involving return from OCONUS to the hospital in the CONUS, the receiving hospital’s commanding officer’s statement that observation or treatment is expected to be prolonged is not required.

3. When a Service member is transferred to a hospital in the CONUS, he or she is authorized HHG transportation to any place in the CONUS instead of to the hospital, limited to the cost of
transporting the HHG to the hospital. When the HHG is transported from OCONUS, the cost is limited from the port through which transportation was made to the hospital. If the HHG is transported overland from Canada or Mexico, the cost is limited to the cost of HHG transportation by the carrier and route ordinarily used for similar shipments from the origin to the hospital in the CONUS.

4. Release from Observation or Treatment.

a. HHG transportation is authorized when a Service member is released from observation or treatment and is any of the following:

   (1) Restored to duty.

   (2) Separated from the Service.

   (3) Relieved from active duty.

   (4) Placed on the TDRL.

   (5) Retired, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

b. HHG transportation is authorized from any combination of the last or any prior PDS or place where HHG was last transported at Government expense to a destination otherwise authorized in this part. HHG previously transported due to hospitalization can be moved from the place last transported at Government expense to the authorized destination, limited to the cost from the hospital to the authorized destination.

B. HHG Transportation When a Cadet or Midshipman Dies While Enrolled in a Service Academy. The personal items belonging to a cadet or midshipman who dies while enrolled in a Service academy may be transported at Government expense to the home of the person legally authorized to receive the items.

C. HHG Transportation When a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death. For a Service member who died after retirement or release from active duty, see Table 5-55. Table 5-48 specifies the HHG transportation for a Service member under one of the following statuses:

1. An active-duty Service member who is officially reported as dead, injured or ill, or absent for a period of 30 or more days in a missing status as specified in 37 USC, Section 484.

2. An active-duty Service member who dies while entitled to basic pay as specified in 37 USC, Section 476(f).
5-48. **HHG Transportation when a Service Member is Officially Reported as Injured or Ill, Absent for 30 or More Days in a Missing Status, or Upon Death**

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. official notice is received that a Service member is dead,</td>
<td>HHG transportation is authorized to any of the following:</td>
</tr>
<tr>
<td>2. official notice is received that a Service member is injured or ill and the anticipated period of hospitalization or treatment is expected to be for a prolonged duration as shown by a statement by the receiving hospital’s commanding officer,</td>
<td>● A Service member’s HOR.</td>
</tr>
<tr>
<td>3. official notice is received that a Service member is absent for a period of 30 or more days in a missing status,</td>
<td>● A dependent’s residence, including the residence of a Service member’s spouse in the case of a Service member married to another Service member.</td>
</tr>
<tr>
<td>4. an injured or ill Service member, or his or her dependent, next of kin, or another person authorized to receive custody of the HHG requests special routing and service,</td>
<td>● Next of kin.</td>
</tr>
<tr>
<td>5. a dependent resides OCONUS when a Service member on permanent duty OCONUS dies,</td>
<td>● Other person authorized to receive custody of the HHG.</td>
</tr>
<tr>
<td>6. the dependent requests HHG transportation to a final destination,</td>
<td>Section 0513 of this chapter authorizes special routing and service.</td>
</tr>
<tr>
<td>7. a dependent takes physical possession of the HHG at an interim location,</td>
<td>the HHG OCONUS may be transported to NTS, or part of the HHG may be transported to the interim location where the dependent will reside, pending the dependent’s decision on the destination of the final HHG move.</td>
</tr>
<tr>
<td>8. the dependent’s final destination is at the interim location to which the HHG will be transported,</td>
<td>the dependent is financially responsible for all costs in excess of the transportation cost of the 18,000-pound maximum HHG weight allowance in one lot from the origin OCONUS to the final destination via the interim location. In determining excess costs, the cost of authorized SIT while the HHG is in transit is part of the cost of one lot from the origin to final destination.</td>
</tr>
<tr>
<td>9. an official notice is received that the Service member has died after the HHG has been transported,</td>
<td>the HHG in NTS, at a designated place, or at a specific location may be transported to the interim location at Government expense for the dependent’s use.</td>
</tr>
<tr>
<td>10. an official notice is received that the Service member’s status has changed from one status to another,</td>
<td>the HHG transported under par. 052010-C3a may again be moved.</td>
</tr>
<tr>
<td>11. it is determined through the Secretarial Process that circumstances justify an additional move after the Service member has been officially reported as absent in a missing status for a period of more than 1 year,</td>
<td>the HHG may again be moved.*</td>
</tr>
</tbody>
</table>

*If a mobile home was previously moved under Part D, HHG may be transported under this paragraph.*
3. **Limitations**

   a. HHG transportation may be authorized or approved only if a reasonable relationship exists between the requested transportation destination and the circumstances of the Service member, the dependent, the next of kin, or another person authorized to receive custody of the HHG.

   b. The authorized PCS HHG weight allowance limits do not apply to the HHG transported under this paragraph. However, the Service member’s HHG weight allowance is subject to the 18,000 pounds net-weight limitation imposed by 37 USC, §476(b)(1)(D).

   c. HHG transportation authority terminates if HHG is not turned over to a Transportation Officer or carrier for transportation within the time limits specified in Table 5-49.

<table>
<thead>
<tr>
<th>Table 5-49. Time Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>If…</td>
</tr>
<tr>
<td>1. HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year from the date of the official status report,</td>
</tr>
<tr>
<td>2. HHG is not turned over to a Transportation Officer or carrier for transportation within 1 year after the Service member dies while entitled to basic pay,</td>
</tr>
<tr>
<td>3. HHG is not turned over to a Transportation Officer or carrier within the 1-year limit,</td>
</tr>
<tr>
<td>4. the decedent’s estate becomes the subject of litigation during the authorized 1-year period,</td>
</tr>
<tr>
<td>5. an active-duty Service member entitled to basic pay died on or after January 6, 2006,</td>
</tr>
<tr>
<td>6. a retiree died on or after January 6, 2006, and had not chosen an HOS at that time,</td>
</tr>
</tbody>
</table>

4. When the identity of the person authorized to receive the Service member’s HHG is not known, is subject to litigation, or is known but has not yet been located and notified to take custody of the HHG, the HHG may be stored or kept in storage until a proper disposition can be made.

   a. SIT of HHG turned over to transportation within the time limits in Table 5-49 may be authorized or approved. However, SIT of more than 180 days is the financial responsibility of the Service member, the dependent, the next of kin, or whomever is authorized to receive custody of the HHG.

   b. NTS of HHG belonging to a Service member is authorized when he or she is officially reported as absent for a period of 30 or more days in a missing status, is declared dead while in a missing status, or dies while entitled to basic pay and his or her dependent requests NTS.
(1) When a missing status is officially terminated and the Service member returns to active duty, HHG may stay in NTS at Government expense until the Service member’s specific reporting date or the reporting-not-later-than date and the next PCS order.

(2) If the Service member does not return to active duty, the transportation authority of the HHG placed in NTS is determined under Section 0510, or provisions in par. 052010-C upon death of a Service member, as applicable.

5. If an active-duty Service member is married to another Service member, the spouse may transport the deceased, injured, ill, or absent Service member’s HHG in connection with the spouse’s next immediate PCS under the circumstances authorized in par. 052010-C. Transportation of HHG in this situation replaces any other transportation authorized in par. 052010-C. The 1-year time limit and the requirement for additional time in Table 5-49 do not apply. For transportation purposes, the Service member’s and surviving spouse’s HHG may be combined. The total weight is limited to 18,000 pounds plus the HHG weight allowance of the surviving spouse.

052011. HHG Transportation When a Service Member is Ordered from a PDS to Await an Order, Detail, Assignment, or Separation

A. Ordered from a PDS in the CONUS. A Service member who is ordered from a PDS in the CONUS may place his or her HHG into NTS. Upon receipt of an order assigning the new PDS, HHG transportation from NTS is authorized from storage or the previous PDS to the new PDS.

B. Ordered from a PDS OCONUS. When a Service member is ordered to the CONUS from a PDS OCONUS, HHG transportation may be authorized from the PDS to the place in the CONUS where he or she is ordered to report even if it is not the new PDS, which is unknown. If an order to the new PDS is not available when the HHG arrives, the HHG may be placed in NTS. Upon receipt of the order naming the new PDS, the same HHG may be transported to that PDS. In these circumstances, the order that detaches the Service member from the PDS OCONUS and the order naming the new PDS are one PCS order. If the Service member takes physical possession of the HHG, the Government must not further transport the HHG because that is considered to be for the Service member’s convenience. Table 5-50 specifies HHG transportation allowances for a Service member ordered from a PDS OCONUS to the United States or to a non-foreign area OCONUS for separation processing when he or she is authorized to select an HOS.

| Table 5-50. Ordered from a PDS OCONUS to the United States or to a Non-foreign Area OCONUS for Separation Processing with HOS Authorized |
|---|---|
| If… | Then… |
| 1. a Service member is ordered from a PDS OCONUS to an area in the CONUS or non-foreign area OCONUS for separation processing with HOS authorized under par. 051003, | the HHG may be placed in NTS or may be transported from the PDS to the place to which ordered to report. Once the HOS is selected, this HHG may be later transported under par. 051003. |
| 2. the Service member takes possession of the HHG at the processing station, | transportation of the HHG to the HOS from the processing station is still authorized. The Service member must agree to bear all costs in excess of transporting the maximum authorized PCS HHG weight allowance in one lot directly from the PDS OCONUS to the HOS via the processing location. The costs of delivering, unpacking, re-packing, and re-shipping of the HHG to the Service member at the |
052012. HHG Transportation Due to Separation from the Service or Relief from Active Duty

A. HHG Transportation and NTS - General.

1. A Service member on active duty who is separated from the Service or relieved from active duty under par. 051002, is authorized HHG transportation, limited to the authorized PCS weight allowance, to the HOR or PLEAD, whichever the Service member selects.

   a. HHG transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. The Service member may transport the HHG between any locations other than those authorized. Any excess costs are the Service member’s financial responsibility.

   b. If the Service member transports his or her HHG between locations other than those authorized, the Transportation Officer or Finance Office computes the excess costs based on either the cost that the Government would have incurred for transporting the Service member’s maximum PCS HHG weight allowance in one lot from the last PDS or the cost of transporting the HHG from its actual location, whichever would result in a lower cost to the Government.

2. A Service member who is authorized HHG transportation under par. 051002 is authorized NTS. The authority begins on the date the order is issued and terminates on the end of the 180th day from the active-duty termination date.

3. SIT of the HHG transported from NTS under par. 051002 is authorized only when necessary due to conditions beyond the Service member’s control that arise after HHG transportation from NTS and the SIT is authorized or approved according to Service regulations. Any HHG not placed in NTS may be placed in SIT under par. 0518-A, in connection with transportation under par. 051002.

B. HHG Transportation and NTS - Other Circumstances

1. Table 5-51 specifies circumstances affecting the allowance for separation from the Service and release from active duty and the associated allowances.
### Table 5-51. Separation or Relief from Active Duty under Certain Circumstances

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a Service member is separated or relieved from active duty to continue on active duty in a Uniformed Service,</td>
<td>HHG transportation or NTS is authorized only if the Service member is transferred on a PCS order in connection with his or her continuance or reentry into a Service.</td>
</tr>
<tr>
<td>2. a Service member is separated or relieved from active duty because his or her enlistment or term of service expires and, on the following day, re-enters the Service at the location where he or she was separated or relieved with no change of PDS,</td>
<td>neither HHG transportation nor NTS is authorized.</td>
</tr>
<tr>
<td>3. a Service member serving in the CONUS has no dependents and is separated from the Service under other than honorable conditions,</td>
<td></td>
</tr>
</tbody>
</table>
| 4. an RC member is ordered to:  
  ● Initial active duty for training for 6 or fewer months,  
  ● Active duty, including active duty for training, for less than 20 weeks,  
  ● Active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any location, | HHG transportation, including SIT for 30 or fewer days, is authorized upon relief from such duty.  
  ● The weight allowance authorized is the TDY HHG weight allowance, not the PCS weight allowance.  
  ● HHG transportation is authorized from the last duty location or place where the HHG was last transported at Government expense to the HOR or PLEAD or active duty for training location.  
  ● NTS is not authorized. |
| 5. a Service member is separated to pursue an undergraduate degree through the ROTC scholarship program, | HHG transportation to that college, the HOR, or PLEAD, as the Service member chooses, is authorized. Transportation is authorized from the last or any previous PDS, a designated place, or an authorized storage location. If the Service member chooses HHG transportation between other places, he or she is financially responsible for all costs in excess of those that would have been incurred had the HHG been transported between authorized locations. Storage is authorized as specified in par. 0518. |
| 6. a Service member is separating from the Service or is being released from active duty and:  
  ● is authorized HHG transportation,  
  ● is required by appropriate authority to vacate Government quarters, Government-controlled quarters, or privatized housing before actual separation or release from active duty, | a short-distance move of HHG up to the Service member’s authorized PCS weight limit is authorized from the vacated quarters or privatized housing to a local temporary residence in the vacated quarters or privatized housing vicinity. |
| 7. a Service member actually separates or is released from active duty after moving from vacated quarters or privatized housing to a local temporary residence, under the circumstances specified in item 6 of this table, | HHG transportation within the time limits and within the Service member’s weight allowance is authorized from the local temporary residence to the Service member’s HOR or PLEAD, whichever the Service member selects. |

2. A Service member awaiting the results of physical disability proceedings is authorized HHG transportation to the home or specific location where he or she is awaiting those results. If
separated or relieved from active duty, the Service member is authorized HHG transportation to an authorized point. The cost of HHG transportation is limited to the cost of transporting the HHG from the Service member’s PDS when he or she received the order to proceed in an awaiting-orders status to the point authorized due to separation or relief from active duty, less any amount previously paid for HHG transportation to the point where he or she awaited the results. To be authorized HHG transportation:

a. He or she must be found unfit to perform the duties of his or her grade by a physical evaluation board.

b. He or she must not be authorized an HOS move under par. 051003.

c. He or she must have been ordered home or to a specific location to await the results of the disability proceedings for the Government’s convenience.

d. He or she must sign a written release agreeing not to contest the initial physical evaluation board results.

C. Time Limit. Authority for HHG transportation is limited to 180 days. Such authority ends on the 181st day following separation from the Service or relief from active duty, unless a written request for HHG transportation is submitted to a Transportation Officer or designated representative before the end of the 180th day.

1. When an HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The Transportation Officer or designated representative determines the reasonableness on a case-by-case basis.

2. A time limit extension for HHG transportation does not extend the Government’s obligation for storage costs for a period greater than what was authorized or approved under par. 051002 for NTS or par. 0518 for SIT. Following NTS expiration, the HHG must be transported as soon as possible to the final destination.

3. In hardship cases, a time-limit extension may be authorized or approved for a specific period of time through the Secretarial Process.

D. Service Member Recalled to Active Duty after Separation from the Service or Relief from Active Duty. A Service member who is recalled to active duty after being separated from the Service or relieved from active duty, and who was previously authorized HHG transportation and NTS, may be authorized either HHG transportation or NTS under the recall order.

1. If the Service member has his or her HHG in NTS when recalled to active duty, the HHG is authorized to remain in NTS if the Service member is otherwise authorized NTS. The authorization is valid from the active-duty recall date until the date he or she is again separated from the Service or relieved from active duty.

a. If the Service member is ordered on a TDY due to a recall, continued storage may be provided only if he or she qualifies for special storage under Chapter 2.

b. If the Service member is ordered on a PCS due to the recall, continued NTS under the PCS order may be authorized and provided to the Service member.
2. If the Service member had HHG in NTS when recalled to active duty, and he or she is again separated from the Service or relieved from active duty under honorable conditions, the Service member is authorized NTS under par. 051002 and HHG transportation to the HOR or PLEAD, whichever location the Service member selects. The HHG must be turned over to a carrier for transportation within 180 days after the date the Service member is separated or released from active duty following a recall.

052013. HHG Transportation in Connection with Retirement, Placement on the TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

A. HHG Transportation and Storage—General

1. A Service member on active duty is authorized HHG transportation from the last or any previous PDS; from a designated place in the CONUS, from a designated place in a non-foreign area OCONUS, or from anywhere the Service member selects, subject to par. 051306; from storage; or any combination of these locations to the Service member’s HOS when the Service member is:
   
   a. Retired for physical disability or placed on the TDRL, regardless of length of service.
   
   b. Retired with pay for any other reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.
   
   c. Separated with severance or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.
   
   d. Involuntarily released from active duty with readjustment or separation pay immediately following 8 or more years of continuous active duty with no single break in service of 91 or more days.

2. HHG transportation is authorized to a place other than the Service member’s HOS, or for a split shipment that sends part of the HHG to the HOS and part to some other place, provided the Service member bears all costs in excess of transportation of his or her maximum PCS HHG weight allowance in one lot to the HOS, HOR, or PLEAD, whichever provides the greatest cost savings to the Government.

3. Transportation to the Service member’s HOR or PLEAD under par. 052012, but not to a HOS, is authorized when a Service member:

   a. Is retired without pay.
   
   b. Has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability.
   
   c. Has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay.
Table 5-52. HHG Storage—Retirement, TDRL, Discharge with Severance or Separation Pay, or Involuntary Release from Active Duty with Readjustment or Separation Pay

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Authorization</th>
<th>Limitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHG to NTS</td>
<td>Service member or dependent is authorized HHG transportation under either par. 051003 or Table 5-33.</td>
<td>The authority begins on the date the order is issued and ends 1 year from the active-duty termination date, unless otherwise indicated in this paragraph. A Service member undergoing hospitalization or medical treatment on the date of active-duty termination, or for any period of time during the 1-year period following such date is authorized NTS as specified in Table 5-53.</td>
</tr>
<tr>
<td>HHG from NTS to SIT*</td>
<td>Only when necessary due to conditions beyond the Service member’s control that arise after transportation from NTS, and the SIT is authorized or approved according to Service regulations.</td>
<td></td>
</tr>
</tbody>
</table>

*Any portion of a Service member’s HHG not placed in NTS may be placed in SIT as part of the HHG transportation under the authorization.

B. Time Limits. HHG must be turned over for transportation within 1 year following active duty termination, except as specified in Table 5-53.

Table 5-53. Extensions of HHG Shipping Time Limits

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a Service member who is authorized HHG transportation to a HOS, is confined in or undergoing treatment at a hospital on the active-duty termination date,</td>
<td>HHG transportation and NTS are authorized, but authorization ends 1 year after either the date of discharge from the hospital or the termination of the medical treatment, whichever is later. This 1-year period may be extended through the Secretarial Process.</td>
</tr>
</tbody>
</table>
| 2. a Service member who is authorized HHG transportation to an HOS, is confined in or undergoing treatment at a hospital for any period of time during the 1-year period following active-duty termination, | HHG transportation and NTS are authorized until 1 year after the active-duty termination date plus a period equal to the Service member’s hospitalization or treatment period.  
  ● The time period for HHG transportation may be extended through the Secretarial Process.  
  ● The NTS time period cannot be extended.  
  ● Any NTS in excess of this total time is the Service member’s responsibility. |
| 3. a Service member is authorized HHG transportation under pars. 051003-A and 051003-B is undergoing education or training to qualify for transition into civilian employment on the active-duty termination date, | HHG transportation is authorized until 1 year after the education or training is completed, or 2 years after the active duty termination date, whichever is earlier. This time period may be extended through the Secretarial Process. There is no authority to extend NTS beyond the 1 year active-duty termination. |
| 4. a Service member begins education or training to qualify for transition into civilian employment during the 1-year period following the active-duty service termination date, or during a longer period authorized due to hospitalization or medical treatment, |                                                                                                                                 |

12/01/17
C. Other Deserving Cases

1. Time limit extensions may be authorized or approved through the Secretarial Process when:
   
a. An unexpected event beyond the Service member’s control occurs that prevents him or her from moving to the HOS within the specified time limit.

b. The extension is in the Service’s best interest or to the Service member’s benefit, and it is not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended due to hospitalization, medical treatment, education, or training.

2. Time limit extensions may be authorized or approved only for the specific period of time the Service member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the Service member may request an additional extension through the Secretarial Process, explaining the reasons for the extension. An additional authorized period for a specific time may then be authorized or approved through the Secretarial Process. Time-limit extensions are not authorized for any reason for more than 6 years from the date of separation, release from active duty, or retirement. Also see par. 051003-I for restrictions on time limit extensions.

3. Delays in HHG transportation under this subparagraph must be due to the Service member’s separation from the Service.

4. Extensions for HHG transportation do not change the Government’s obligation for storage costs for longer than a 1-year period from the active duty termination date, except when a longer period is authorized for hospitalization or medical treatment.

D. Service Member Required to Vacate Government or Government Controlled Quarters or Privatized Housing before Selecting a Home. When a proper authority requires a Service member to vacate Government or Government-controlled quarters, or privatized housing, before choosing an HOS, the Service member is authorized HHG transportation for a short-distance move from the vacated quarters or housing to a local temporary residence in the vacated housing vicinity. The Service member’s PCS weight allowance applies for this short-distance move. HHG transportation is authorized within the specified time limits and for the Service member’s PCS weight allowance from the local temporary residence to the HOS.

E. Recall to Active Duty. When a Service member is eligible to select a home under par. 051003, and is recalled to active duty, certain HHG transportation allowances are authorized. Table 5-54 identifies the situations and allowances when such a recall occurs.

<table>
<thead>
<tr>
<th>If a Service member is recalled to active duty…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. before selecting a home, and has HHG in NTS under par. 051003-A4 and 051003-A5,</td>
<td>NTS may continue from the date the Service member is recalled to active duty until he or she reverts to a retired status, provided he or she is otherwise authorized NTS storage.</td>
</tr>
<tr>
<td>2. before selecting a home and ordered on a TDY due to the recall,</td>
<td>continued NTS storage may be provided only if the Service member qualifies for special storage under par. 032903 and Section 0205.</td>
</tr>
</tbody>
</table>
Table 5-54. Recall to Active Duty

<table>
<thead>
<tr>
<th>If a Service member is recalled to active duty...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. before selecting a home and ordered on a PCS due to the recall,</td>
<td>NTS may continue if authorized on the PCS order.</td>
</tr>
<tr>
<td>4. before selecting a home and had his or her HHG in NTS at the time of recall,</td>
<td>when the Service member reverts to a retired status under honorable conditions, NTS and HHG transportation to an HOS are authorized. The HHG must be turned over to a carrier for transportation within 1 year after the date the Service member is released from active duty following the recall and reversion to the retired status.</td>
</tr>
<tr>
<td>5. after selecting and traveling to a HOS,</td>
<td>HHG transportation is authorized to the previous HOS or PLEAD, whichever the Service member chooses for travel allowances, upon termination of active duty under honorable conditions.</td>
</tr>
</tbody>
</table>

F. Service Member on the TDRL Who is Discharged or Retired. When a Service member on the TDRL is discharged with severance pay or retired for any reason, including transfer to the Fleet Reserve or Fleet Marine Corps Reserve, HHG transportation is not authorized. However, the Service member may be eligible for HHG transportation to the HOS, storage, or have his or her time-limit extensions granted due to hospitalization, medical treatment, education, training, or other deserving cases as specified in this section.

G. Service Member Ordered Home to Await Disability Retirement. A Service member is authorized HHG transportation when a physical evaluation board finds that he or she is unfit to perform the duties of his or her grade and the Service member is ordered home or to a specific location for the Government’s convenience to await another order in connection with disability retirement. HHG transportation is authorized to the home or a specific location. HHG transported under this paragraph may be re-transported when a retirement or other order is finally issued. However, the maximum HHG authorization is for the distance from the Service member’s PDS at the time he or she received the order to proceed in an awaiting-orders status, to the point to which the Service member is authorized due to retirement or release from active duty, less any amount previously paid for transportation of the HHG to the waiting point.

H. Service Member Dies after Retirement or Release from Active Duty. If a Service member, authorized HHG transportation to a HOS under pars. 051003-A and 051003-B, dies after retirement or release from active duty, certain HHG transportation allowances are authorized. Table 5-55 specifies the conditions and allowances associated with this event. The time limits in par. 051003-I apply to HHG transportation under this paragraph.

Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty

<table>
<thead>
<tr>
<th>If a Service member dies...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. after choosing a HOS specified in par. 051003 but before transporting HHG,</td>
<td>the HHG may be transported, at a dependent’s request, to the Service member’s HOS, other dependent selected place, or partially to each location.</td>
</tr>
</tbody>
</table>
Table 5-55. HHG Transportation when a Service Member Dies After Retirement or Release from Active Duty

<table>
<thead>
<tr>
<th>If a Service member dies...</th>
<th>Then...</th>
</tr>
</thead>
</table>
| 2. after choosing a HOS and traveling to that HOS but before HHG transportation, | ● The dependent is financially responsible for all costs in excess of the transportation cost in one lot to the Service member’s chosen HOS.  
● If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. That person is financially responsible for all costs in excess of the transportation of the Service member’s maximum PCS HHG weight allowance to the Service member’s chosen HOS. |
| 3. after choosing a home but has not traveled to the HOS, has not executed any travel allowance associated with the HOS, or transported his or her HHG, | The HHG may be transported at Government expense, at a dependent’s request, to the Service member’s HOS or the dependent-selected home that would have been authorized under par. 051003-B or partially to each location.  
● The dependent is financially responsible for all cost in excess of the transportation of the Service member’s maximum PCS HHG weight allowance in one lot to the dependent-selected home.  
● If there are no surviving dependents, the HHG may be transported to the home of the person legally authorized to receive them. |
| 4. before choosing a HOS under par. 051003, | |

052014. HHG Transportation for a Dependent Relocating for Personal Safety

See par. 051205.

0521 HHG and Mobile Home Allowances

When a Service member chooses to move a mobile home, ordinarily, HHG transportation is not authorized. The mobile home shipment is instead of the HHG shipment. However, there are a few instances when HHG transportation may be authorized when a mobile home is also being shipped.

052101. Transportation of HHG Removed from a Mobile Home to Meet Safety Requirements

The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense. Determine the cost limit on mobile home transportation under Part D by deducting the cost of transporting the removed HHG from the total Government-constructed cost to transport the Service member’s maximum authorized HHG PCS weight allowance. The remaining amount is the cost limit.

052102. HHG Transportation Authorized When a Mobile Home is Also Transported

A. PCS between a PDS in the CONUS to Alaska, a PDS in the CONUS to OCONUS, a PDS in Alaska to Alaska, or a PDS in Alaska to OCONUS. See Computation Example.

1. When concurrent dependent travel is authorized or is to be authorized within 20 weeks from the Service member’s port reporting month, but not all of the dependents can travel to the new PDS OCONUS, a Service member is authorized both of the following:
Chapter 5, Subchapter 1: PDT for Service Members

Part C: HHG Transportation

a. Unaccompanied baggage and other HHG transportation to the PDS OCONUS.

b. Mobile home allowances to a designated place in the CONUS or Alaska if the dependents who are not traveling to the PDS are to use the mobile home as a residence during the Service member’s tour OCONUS under one of the following conditions:

1. When a Service member married to a Service member can combine their PCS weight allowances to a new PDS and each of them is authorized to move a mobile home on a PCS order.

2. A dependent travels to or from a designated place or selected point in the CONUS or Alaska to a new PDS that is neither in CONUS nor Alaska.

2. If a Service member is assigned to duty OCONUS and concurrent travel of a dependent is denied or is delayed for an anticipated period of 20 or more weeks from a Service member’s port reporting month, then the Service member may choose mobile home allowances to a designated place in the CONUS or Alaska. If the Service member chooses to move a mobile home to a designated place, then the Service member is authorized unaccompanied baggage and other HHG transportation to the PDS OCONUS, subject to the following limitations:

a. The Government’s total liability for the cost of moving the mobile home, shipping the unaccompanied baggage and other HHG is limited to the total Government-constructed cost to transport the Service member’s maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

b. If the dependent is later authorized to travel to the PDS OCONUS at Government expense, the Service member may transport the HHG from the designated place to the PDS OCONUS. The Government’s cost liability for the HHG transportation allowance for moving the mobile home, any unaccompanied baggage and HHG already shipped to the PDS OCONUS, plus any HHG shipped from the designated place to the PDS OCONUS is limited to what it would have cost the Government to ship the Service member’s maximum authorized PCS HHG weight allowance between the old PDS and new PDS.

3. A Service member stationed OCONUS or outside Alaska who is returned to the CONUS or Alaska under a PCS order and who chooses mobile home allowances within the CONUS or Alaska, is also authorized HHG and unaccompanied baggage transportation from the PDS OCONUS or Alaska to the new PDS, HOR, PLEAD, or HOS, as applicable. The Government’s cost liability for the total of the mobile home move, the shipment of HHG, and the unaccompanied baggage transportation is limited to what it would have cost the Government to transport the Service member’s authorized maximum PCS HHG weight allowance between the old PDS and new PDS, HOR or PLEAD, or HOS, as applicable.

4. A Service member who chooses mobile home allowances between a PDS in Alaska and a PDS in the CONUS is not authorized HHG or unaccompanied baggage transportation, unless the HHG was removed from the mobile home to meet safety requirements.

B. Unusual or Emergency Circumstances

1. A Service member who is stationed in Alaska or OCONUS is authorized his or her HHG and unaccompanied baggage from the PDS to a designated place, but not for the HHG removed from the mobile home to meet safety requirements, when both of the following occur:
a. A dependent is returned to the CONUS or Alaska under the rules for an early return of the dependent or under Sections 0508 or 0512.

b. The Service member chooses mobile home allowances within or between the CONUS or Alaska under the rules for an early return of a dependent.

2. A Service member is not authorized HHG or unaccompanied baggage transportation, but is authorized transportation of the HHG removed from the mobile home to meet safety requirements when both of the following occur:

a. A dependent is returned from Alaska to the CONUS due to a personal situation OCONUS, including travel in the CONUS when disciplinary action is taken against a Service member who is stationed OCONUS.

b. The Service member chooses mobile home allowances from Alaska to the CONUS.

C. Mobile Home Delivery not Completed. When mobile home delivery at the authorized destination is prevented by circumstances beyond the Service member’s control, HHG transportation is authorized as specified below.

1. When the HHG has been turned over to the Government to transport, and the Government-procured transportation is unable to deliver the mobile home to the destination, compute the HHG transportation cost as specified in Table 5-56.

<table>
<thead>
<tr>
<th>Step</th>
<th>Computation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine what would have been payable to transport the mobile home to the destination.</td>
</tr>
<tr>
<td>2</td>
<td>Add the cost to transport any HHG removed from the mobile home to meet safety requirements.</td>
</tr>
<tr>
<td>3</td>
<td>Add any unaccompanied baggage and other HHG transported.</td>
</tr>
<tr>
<td>4</td>
<td>Subtract any cost to the Government for mobile home transportation to the location where the Government-procured transportation is unable to deliver the mobile home, also known as the breakdown point.</td>
</tr>
</tbody>
</table>

The remainder is the allowable cost to ship the HHG.

2. When a Service member personally arranges for HHG transportation, and the personally-procured commercial transportation is unable to complete the delivery of a mobile home to the destination, HHG transportation is authorized limited to:

a. What would have been payable if the mobile home had been transported by Government-procured transportation to the authorized destination, less any TDY HHG weight allowance transported, SIT, and dry storage that was provided for the mobile home transportation to the point of breakdown.

b. The Government’s total cost is limited to the cost to transport the PCS weight allowance of HHG from the old PDS to the new PDS not to exceed the GCC.
D. HHG Removed from a Mobile Home to Meet Safety Requirements. The HHG that must be removed from a mobile home to meet safety requirements may be transported at Government expense. HHG transportation cost must be deducted from the total cost of what it would have cost the Government to transport the Service member’s maximum authorized HHG weight to determine the Service member’s cost limit on mobile home transportation under Part D.

052103. HHG Transportation Not Authorized

HHG transportation is not authorized for a Service member who chooses mobile home allowances except:

A. Those HHG transportation allowances specified in this section.

B. For a Service member married to a Service member (see Part D).

C. When a mobile home is transported in connection with an alert notice.
CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART D: MOBILE HOME TRANSPORTATION FOR SERVICE MEMBERS

0522 Introduction

This Part identifies mobile home transportation allowances for a Service member ordered on a permanent change of station (PCS). A mobile home may be moved by commercial or Government means between the old permanent duty station (PDS) and new PDS, when the PDSs are located within specific geographic boundaries, or to or from authorized selected points when one of the PDSs is at a location outside the continental United States (OCONUS) other than in Alaska. A selected point is a location within the continental United States (CONUS) or Alaska where the mobile home is kept while a Service member, with or without dependents, is at a PDS OCONUS other than Alaska. Transportation in this Part includes packing, pickup, line-haul or drayage, delivery, and unpacking.

0523 Standard Allowances

052301. Transporting a Mobile Home Instead of Household Goods (HHG)

A. Eligibility. A Service member on a PCS order may be authorized mobile home transportation allowances instead of household goods (HHG) transportation at Government expense when traveling to a new PDS that is neither in the CONUS nor Alaska. The Service member either has no dependent or has a dependent who travels to the new PDS at the same time as the Service member. A dependent may also be eligible for mobile home allowances when he or she is authorized to travel to or from the designated place or selected point in the CONUS or Alaska to a new PDS OCONUS. A mobile home eligible for transportation must meet all of the following conditions:

1. The mobile home is acquired on or before the PCS order’s effective date to use as a residence by the Service member or a dependent at the location where it is being moved.

2. The mobile home’s condition is maintained (including body, chassis, tires, and tubes) to withstand the transportation rigors. Any necessary maintenance to prepare the mobile home for transportation is at either the Service member’s, dependent’s, or heir’s expense and to the Government’s satisfaction.

B. Allowances

<table>
<thead>
<tr>
<th>Table 5-57. Dependent Travel that Affects PCS Allowances for Moving a Mobile Home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If…</strong></td>
</tr>
<tr>
<td>1. two Service members are married to each other and both have PCS orders,</td>
</tr>
</tbody>
</table>
Table 5-57. Dependent Travel that Affects PCS Allowances for Moving a Mobile Home

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. a Service member is married to a civilian employee and both have PCS orders,</td>
<td>the Service member is authorized mobile home transportation and shipment of the HHG removed from the mobile home to the border crossing or appropriate port or designated place or selected point (see par. 052101).</td>
</tr>
</tbody>
</table>
| 3. a dependent is authorized to travel to or from the designated place or selected point in the CONUS or Alaska to a new PDS OCONUS, | • The Service member may transport unaccompanied baggage and HHG, which includes the cost of packing, pickup, line-haul or drayage, delivery and unpacking to the new PDS.  
• The Government’s maximum liability to transport the mobile home, any HHG removed from the mobile home, and any unaccompanied baggage or HHG transported to the new PDS for the Service member’s use, limited to the Government’s cost to transport the HHG at the Service member’s PCS weight allowance from the old PDS to the new PDS. |

C. **“Best Value” Transportation.** The “Best Value” Transportation methodology is used to determine the maximum cost authorization for Armed Forces and the National Oceanic and Atmospheric Administration (NOAA) for the channel times and for the maximum HHG weight for grade and dependency status. The constructed mobile home transportation is always the “Best Value” transportation cost of the Service member’s maximum PCS HHG weight allowance between the authorized points. For details on how “Best Value” costs are determined, see the DTR, Part IV, Chapter 403.

**Note:** U.S. Public Health Service (USPHS) computes the Government’s cost to transport the Service member’s maximum PCS weight allowance by using the method USPHS would have selected to transport the Service member’s HHG.

D. **Constructed Government Cost.** The constructed Government cost to transport the Service member’s mobile home, plus any HHG removed from the mobile home, and any unaccompanied baggage or HHG transported is limited to the Governments “Best Value” cost to transport HHG at the maximum PCS weight allowance from the old PDS to the new PDS.

E. **Delayed or Deferred Mobile Home Transportation.** The Service member may choose not to move a mobile home when authorized. Mobile home transportation is authorized on a subsequent PCS to the new PDS from either of the following, whichever distance is greater:

1. The former PDS where the mobile home was not moved.
2. The Service member’s most recent PDS.

F. **Limitations.** Mobile home transportation can be chosen instead of HHG transportation. This choice is available for PCS moves within the CONUS, within Alaska, or between the CONUS and Alaska. Selection of mobile home transportation does not allow unaccompanied baggage or HHG transportation unless the HHG was removed from the mobile home for safe transportation. The Service member may not request or accept payment for PCS HHG weight allowance transportation at Government expense when a mobile home has been moved in connection with the same PCS order.
G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. A Service member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must turn over his or her mobile home to a Transportation Officer for shipment in accordance with the same time limits as the HHG to be authorized mobile home allowances. See par. 052012-C for time limits.

H. Funds Advance. Advance payment for personally procured mobile home transportation is authorized, limited to the estimated amount allowable. An advance cannot be paid directly to a carrier.

052302. Geographic Limitations

A Service member, dependent, or heir may be authorized mobile home transportation allowances between the geographic locations specified in Table 5-58. The cost limitation for shipping a mobile home is what the cost to the Government would have been to transport the HHG at the PCS HHG weight allowance between the old PDS and new PDS.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Defined Areas</th>
</tr>
</thead>
</table>
| **Origin and Destination Points** | • Within the CONUS.  
• Within Alaska.  
• Between the CONUS and Alaska.  
• Through Canada en route between Alaska and the CONUS.  
• Through Canada en route between one point in the CONUS and another, such as traveling from Buffalo, New York to Detroit, Michigan.  
• From the old PDS in the CONUS or in Alaska to a border crossing point or appropriate port.  
• From a border crossing point or appropriate port in the CONUS to a new PDS in the CONUS or in Alaska or from a border crossing point or appropriate port in Alaska to a new PDS in Alaska. |
| **Appropriate Port** | A port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in the CONUS or Alaska and a PDS neither in the CONUS nor Alaska. |
| **Border Crossing Point** | A border crossing point ordinarily used for mobile home movement between the CONUS, or Alaska, and either Canada or Mexico. |

0524 Transportation

052401. Government-Procured Transportation for Short-Distance Moves

The Service member or dependent or heir must own the mobile home when it is moved. When the Installation Commander orders the Service member to vacate the premises (Government or local housing) he or she is authorized Government-procured transportation or reimbursement for expenses incurred, including storage in transit (SIT), to move the mobile home to another location in the PDS vicinity. Reimbursable expenses associated with moving a mobile home are listed in Table 5-59.
Table 5-59. Reimbursable Expenses for a Mobile Home Move

<table>
<thead>
<tr>
<th>Reimbursable Expenses Authorized</th>
<th>Reimbursable Expenses not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>• SIT.</td>
<td>• Excess preparation fees.</td>
</tr>
<tr>
<td>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403-B2.</td>
<td>• Excess transportation costs.</td>
</tr>
<tr>
<td>• Installing the mobile home at the new site.</td>
<td>• Special handling requested by the Service member.</td>
</tr>
<tr>
<td>• Actual transportation.</td>
<td>• Insurance or excess valuation over the carrier’s maximum liability.</td>
</tr>
<tr>
<td></td>
<td>• Connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.</td>
</tr>
<tr>
<td></td>
<td>• Costs associated with ensuring that the body, chassis, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage or repair charges.</td>
</tr>
<tr>
<td></td>
<td>• Repairs or maintenance performed en route, including structural repairs, brake repairs, and parts or tire replacement.</td>
</tr>
<tr>
<td></td>
<td>• Storage accruing at any location unless caused by conditions beyond the Service member’s control.</td>
</tr>
</tbody>
</table>

B. Cost Limitation. The transportation cost limitation specified in this part does not apply to short-distance moves. There is no cost constraint nor is the Service member limited to the cost of transporting 18,000 pounds of HHG.

052402. Government-Procured Transportation

The Service member may turn over their mobile home to the Government for transportation to the new PDS or authorized location. The Government pays all transportation costs up to what it would have cost the Government to transport the Service member’s PCS HHG weight allowance from the old PDS to the new PDS. These costs include pickup, transportation, and delivery of the mobile home to the destination ready for occupancy. Other reimbursable expenses are listed in Table 5-60.

Table 5-60. Reimbursable Expenses for Government-Procured Transportation

<table>
<thead>
<tr>
<th>Reimbursable Expenses Authorized</th>
<th>Reimbursable Expenses not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Actual transportation.</td>
<td>• Excess preparation fees.</td>
</tr>
<tr>
<td>• Ferry fares.</td>
<td>• Excess transportation costs.</td>
</tr>
<tr>
<td>• Bridge, road, and tunnel tolls.</td>
<td>• Special handling requested by the Service member.</td>
</tr>
<tr>
<td>• Taxes.</td>
<td>• Insurance or excess valuation over the carrier’s maximum liability.</td>
</tr>
<tr>
<td>• Charges or fees fixed by a municipal authority for permits to transport mobile homes in and through its jurisdiction and the carrier service charges for obtaining such permits.</td>
<td>• Connecting or disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities.</td>
</tr>
<tr>
<td>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403-B2.</td>
<td>• Costs associated with ensuring that the body, chassis, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage or repair charges.</td>
</tr>
</tbody>
</table>
A. Allowance Limitations. The Service member may not transport any HHG separately at Government expense or receive any other allowances for the transportation involved.

B. Routing. Expenses for transporting a mobile home at Government expense are limited to the usual highway routing in the CONUS and Alaska, and through Canada between origin and destination in the CONUS and Alaska.

### 052403. Personally Procured Transportation

The Service member is responsible for making personally procured transportation arrangements for the mobile home.

A. Commercial Transportation. A Service member or a deceased Service member’s heir, is authorized mobile home allowances and may transport a mobile home at personal expense.

1. Allowances. A Service member may be reimbursed for the transportation and SIT costs, and the cost to transport the TDY HHG weight allowance, if applicable, when TDY en route is involved while using commercial transportation to move a mobile home at personal expense. The reimbursement is limited to the constructed Government cost specified in par. 052301-D.

<table>
<thead>
<tr>
<th>Table 5-61. Reimbursable Expenses for Commercial Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable Expenses Authorized</td>
</tr>
<tr>
<td>• SIT.</td>
</tr>
<tr>
<td>• The carrier’s charges for the actual transportation, limited to charges approved by the Surface Transportation Board or a similar state regulatory body.</td>
</tr>
<tr>
<td>• Ferry fares.</td>
</tr>
<tr>
<td>• Bridge, road, and tunnel tolls.</td>
</tr>
<tr>
<td>• Taxes.</td>
</tr>
<tr>
<td>• Charges or fees fixed by a municipal authority for permits to transport mobile homes in and through its jurisdiction and the carrier’s service charges for obtaining such permits.</td>
</tr>
<tr>
<td>• Pilot or flag car, or escort services, if required by law.</td>
</tr>
<tr>
<td>• Preparing the mobile home for transportation, including the preparation costs specified in par. 052403.B2.</td>
</tr>
</tbody>
</table>

2. Paying the Carrier. When paying the carrier the Service member, dependent, or heir ensures that the carrier’s preparation responsibility is known.
a. The transporter’s bill or invoice includes specific cost itemization of charges.

b. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation.

c. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage or repair charges that would be the financial responsibility of the Service member, dependent, or heir.

B. Personally Procured Transportation not by a Commercial Transporter. A Service member, dependent, or heir may use transportation other than a commercial transporter. Reimbursement is for the actual transportation costs subject to the limitations in this paragraph.

1. Allowances. A reimbursable allowance includes costs generally associated with mobile home preparation at an origin inside Alaska or the CONUS for transportation and resettling at the destination inside Alaska or the CONUS.

Table 5-62. Distance Determination

<table>
<thead>
<tr>
<th>Origin or Destination</th>
<th>Allowable Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>within the CONUS</td>
<td>Compute the distance using the Defense Table of Official Distances (DTOD) for official worldwide PCS and TDY distance information. The statute distance to and from the usual place of arrival or departure on the mainland is allowed when the origin or destination is an island within the CONUS or Alaska.</td>
</tr>
<tr>
<td>Alaska</td>
<td>Compute the distance using the DTOD. The allowable distance is limited to the distance the mobile home is transported: • Within or between any points in the CONUS. • Within or between any points in Alaska. • Through Canada en route between Alaska and elsewhere in the CONUS.</td>
</tr>
<tr>
<td>OCONUS</td>
<td>Compute the distance using the DTOD. The allowable distance is limited to the distance the mobile home is transported: • Within or between any points in the CONUS. • Within or between any points in Alaska. • Through Canada en route between Alaska and elsewhere in the CONUS.</td>
</tr>
</tbody>
</table>

2. Preparation Costs Allowed. Reimbursement is for the following preparation costs:

a. Rental, installation, removal and transportation of hitches and extra axles with wheels and tires.

b. Blocking and unblocking, including anchoring and un-anchoring, labor costs at the origin and destination.

c. Blocks purchased instead of transporting blocks from old PDS and cost of replacement blocks broken while the mobile home was being transported.

d. The HHG packing and unpacking associated with the mobile home and dismantling and assembling costs for a portable room appended to a mobile home.

e. Disconnecting and connecting utilities and extension costs of existing water and sewer lines.

f. Skirting removal and installation labor costs and movement and reassembling costs of separating, preparing, and sealing each half of a double-wide mobile home.
Chapter 5, Subchapter 1: PDT for Service Members

Part D: Mobile Home Transportation

3. Non-Reimbursable Expenses. Costs are not reimbursable for preparation of mobile homes located outside Alaska or outside the CONUS for transportation or resettling outside Alaska or the CONUS.

4. Over-Water Transportation of a Boat Used as a Primary Residence (House Boat). Over-water mobile home transportation is authorized only for transportation from an origin in the CONUS or Alaska to a destination in the CONUS or Alaska. When a boat used as a primary residence is transported over water, transportation costs are subject to the limitations in this paragraph and authorized for:

   a. Fuel and oil used for propulsion of the boat.
   b. Harbor pilot charges.
   c. Pilots and navigators in open water.
   d. A crew.
   e. Docking fees incurred in transit.
   f. Harbor and port fees and charges relating to entry and navigation through ports.
   g. Towing, in-tow, or towing by pushing from behind.
   h. The automobile mileage rate per overland mile for the official distance between authorized points that a self-propelled mobile home is driven over water, which cannot exceed the Government’s constructed costs.
   i. SIT for a self-propelled mobile home driven over water.
   j. Similar expenses.

5. Self-propelled Mobile Home Driven over Water (House Boat). Reimbursement is at the automobile mileage rate per overland mile for the official distance between the authorized points subject to the limitations in this paragraph and must not exceed the Government’s constructed cost between official points. SIT is authorized for a self-propelled mobile home driven over water.
G. **Self-propelled Mobile Home Driven Overland.** Reimbursement is at the automobile mileage rate for the official distance between the points authorized or for actual transportation costs subject to the limitations in this paragraph and must not exceed the Government’s constructed cost between official points. SIT is authorized for a self-propelled mobile home driven overland.

I. **Mobile Home Moved by Overland Towing.** Reimbursement is authorized for the actual transportation costs subject to the limitations in this paragraph and limited to the Government’s constructed cost to move the mobile home between official points. SIT is authorized

**052404. Storage in Transit (SIT)**

SIT is authorized with mobile home transportation. It is cumulative with accrual from any combination of the origin, in transit, or at the destination. The law limits SIT to no more than 180 days. The Service member is financially responsible for all SIT costs when a mobile home is placed in storage under a PCS order but not transported, with limited exceptions. When storage facilities are unavailable at the origin or the destination, storage may be in the nearest available storage facility authorized or approved by the Transportation Officer.

A. **Costs**

1. In computing the storage periods, the SIT is based on actual storage dates, not on a monthly rate, regardless of billing practices.

2. When computing the authorized allowance, the SIT cost is excluded when comparing the mobile home transportation total cost with the Service member’s PCS weight allowance transportation total cost.

B. **Time Limits.** A Service member is authorized mobile home SIT at Government expense for 90 days with any authorized mobile home transportation. All accrued storage charges after expiration of the first 90-day period are the Service member’s financial responsibility unless additional storage is authorized or approved. After the first 90 days:

1. Requests for authorization or approval of additional storage must be submitted to the appropriate official or designated representative.

2. When conditions arise beyond the Service member’s control and a mobile home must remain in SIT after the first 90 days, the Transportation Officer or other officer designated by the Service concerned may authorize the Service member 90 days of additional storage.

C. **Order Amended or Modified.** A Service member whose PCS order is amended or modified before he or she arrives at the initially directed new PDS is authorized the storage type under the original PCS order. The authorization is valid from the date the mobile home was released to a transportation service provider or the Government for shipment or SIT until the amended or modified order’s effective date. On that effective date, the amended or modified PCS order establishes the storage allowance.

D. **Order Canceled or Revoked.** A Service member whose PCS order is canceled or revoked after the date a mobile home is released to a transportation service provider or the Government for shipment or SIT, is authorized the storage type under the original PCS order until the date of cancellation or revocation. After the PCS order is canceled or revoked, the Service member is authorized SIT with mobile home return shipment and delivery to an authorized place.
E. **Another PCS Order Is Issued after the Service Member Arrives at the New PDS.** A Service member who receives another PCS order after arriving at a new PDS while the mobile home is in SIT, is authorized continued SIT until either the new PCS order’s effective date or for 180 days, whichever occurs first. The new PCS order establishes the subsequent storage authorization.

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**0525 Mobile Home Transportation When An Active-Duty Service Member Is Ill, Injured, Or Reported Absent for 30 or More Days in A Missing Status, Or Upon Death**

A. **Authorization.** A dependent otherwise authorized to transport the HHG, is authorized mobile home transportation for use as a residence when official notice is received that the Service member:

1. Died while on active duty or while authorized basic pay.
2. Is injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the receiving hospital’s commanding officer.
3. Is absent for 30 or more days in a missing status.

B. **Transportation.** Transportation is authorized to a Service member’s official HOR or to another location authorized or approved through the Secretarial Process and by one or a combination of the following:

1. Government-arranged transportation.
2. Personally arranged transportation using a commercial transporter.
3. Transportation by a means other than Government-arranged or personally arranged.

C. **Reimbursement of Transportation and Incidental Costs.** Transportation and incidental costs incurred while transporting a mobile home under this subparagraph are at Government expense. The limits specified elsewhere in this Part do not apply.

D. **Additional Moves.** A mobile home transported under this paragraph may again be transported when the Service member has officially been reported as absent for more than 1 year in a missing status, when, through the Secretarial Process, it is determined the circumstances justify an additional move.

E. **Advance Payment.** An advance of mobile home allowances is authorized and paid in accordance with DoDFMR, Volume 9 (DoD Services or Agencies) and Service regulations (non-DoD Services).

F. **Death of a Service Member.** When a Service member with a mobile home dies on active duty, one dependent of the Service member is authorized mobile home transportation allowances from the mobile home location on the date of death to a place designated by that dependent, provided all of the following conditions are met:

1. The mobile home is used by the dependent as a residence at the destination.
2. Mobile home transportation is completed within 1 year after the Service member’s death unless an extension is authorized or approved through the Secretarial Process.

3. For Government-procured transportation, the mobile home is turned over to a Transportation Officer within 1 year after the Service member’s death unless an extension is authorized or approved through the Secretarial Process.

0526 Excess Mobile Home Transportation Costs for A Service Member Separated Or Deceased, Or Heirs of A Deceased Service Member

A. Financial Responsibility. The Government is obligated only for the total authorized cost to transport a mobile home. The Service member, a dependent, or heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges, and costs not allowed as listed in this paragraph.

B. Unique Circumstances. Transportation of a mobile home that involves excess costs may be paid initially by the Government. However, excess costs must be subsequently reimbursed by the Service member or heir when a Service member is:

1. Discharged, resigns, or separates from active duty resulting in a non-pay status.
2. Deceased.
3. Authorized by Service regulations.

0527 Mobile Home Transportation under Unusual or Emergency Circumstances

A. Dependent Travel before the Service Member’s PCS due to Official or Personal Situations. See Computation Example.

1. When disciplinary action is taken against a Service member stationed OCONUS, or when he or she is discharged under other than honorable conditions, or sentenced to confinement with or without discharge, the Service member is authorized mobile home transportation for one of the following moves:
   a. To a designated place in the CONUS or Alaska.
   b. From a point outside the CONUS and Alaska to a designated place in Alaska.

2. Authorized Transportation for Dependent Travel
   a. Mobile home transportation under this subparagraph is instead of transporting the HHG except as authorized when a Service member is stationed OCONUS or in Alaska and both of the following occur:
(1) Dependents are returned to CONUS or Alaska under Early Return of Dependents or categories in Part B.

(2) The Service member chooses mobile home allowances instead of HHG allowances within or between CONUS or Alaska under this paragraph or under Section 0528.

b. The Service member is also authorized HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place except for the HHG removed from the mobile home to meet safety requirements.

3. Dependent Travel before the New PDS

a. The order authorizing dependent transportation in Part B or in par. 052801, also may authorize mobile home transportation. The order should specify the authority that justifies the special circumstances for the transportation authorization.

b. After a mobile home is transported due to dependent travel and transportation before issuance of a PCS order, no further mobile home transportation is authorized before the Service member’s next PCS from the PDS OCONUS.

4. Service Member Assigned to Full PCS Weight Allowance Area. The Government’s financial responsibility for mobile home and HHG transportation to the designated place is limited to the Government’s cost to transport the Service member’s PCS HHG weight allowance from the PDS OCONUS to the designated place.

5. Service Member Assigned to Administratively Weight-Restricted Area

a. The mobile home may be transported from a point in the CONUS or Alaska to the designated place.

b. The Government’s financial responsibility for mobile home and HHG transportation is in accordance with the eligibility requirements specified in the beginning of this Section. The authorization to transport the Service member’s HHG is limited to the PCS HHG weight allowance, minus the weight of HHG transported from OCONUS, from either of the following:

   (1) The Service member’s last PDS in the CONUS or Alaska.

   (2) The port in the CONUS or Alaska through which the Service member’s HHG from OCONUS would be transported to the designated place, whichever is to the Service member’s advantage.

C. Mobile Home Transportation Due to Alert Notice

1. A Service member authorized HHG transportation due to an alert notice is authorized mobile home transportation to a designated place in the CONUS or Alaska, if the eligibility requirements specified in par. 052301 are met.

2. When a mobile home is transported after an alert notice, but the Service member’s movement to the dependent-restricted PDS OCONUS is canceled, subsequent mobile home transportation is authorized to the Service member’s PDS if the PDS is in the CONUS or Alaska.
3. When the PDS is in Canada, Mexico, or other parts of Central America, authorization is limited to the cost to the Government to transport the Service member’s HHG PCS weight allowance between the old PDS and new PDS.

D. Mobile Home Transportation Due to Tour Extension. A Service member on a tour at a PDS for less than the specified tour length, who used the mobile home authorization when assigned to that PDS, is authorized mobile home transportation at Government expense from the place where the mobile home is located to the PDS, limited to the authorization from the old PDS to the new PDS.

1. This authorization also applies if a Service member initially chooses not to move a mobile home to that PDS due to the anticipated short assignment.

2. The authorization is limited to that situation when the tour is extended due to unusual circumstances and the needs of the Service.

E. Breakdown, Damage, or Destruction of a Mobile Home en Route. When a mobile home delivery to the authorized destination is prevented by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the Service member’s control, mobile home allowances are authorized to the point where the mobile home was transported.

1. The Service member may then transport the HHG that was removed from the mobile home to meet safety requirements.

2. Total transportation cost is limited to the Government’s constructed cost, which is the total cost to transport the Service member’s PCS HHG weight allowance from the old PDS to the new PDS.

F. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the Service member, the mobile home may be transported from there to the proper destination upon authorization or approval from the appropriate Service’s Transportation Officer. The Service member is responsible for the excess costs that would have been incurred had the shipment been transported to the proper destination by the direct route.

G. Order Amended, Modified, Canceled, or Revoked. When the Service member personally procures mobile home transportation and the PCS order is amended, modified, canceled, or revoked, the Service member is responsible for modifying the mobile home transportation arrangements. The distance is computed in accordance with the DTOD from the origin or destination within the CONUS or Alaska. The Service member is authorized mobile home allowances for one of the following moves:

1. To the original destination as if the transportation was completed.

2. To the point the mobile home was intercepted en route and then to the ultimate new PDS.

3. To another place authorized in this Part.

4. For return to the old PDS, as appropriate.

H. Transportation before an Order Is Issued. When required by necessity, as determined by the appropriate official of the Service concerned, a Service member’s mobile home may be transported before a PCS order is issued when the Service member has personally procured transportation arrangements for
the mobile home in the same manner as his or her HHG. The request for transportation must be supported by all of the following:

1. A statement from the AO or designated representative that the Service member was previously advised that the order would be issued. The Service member should retain the AO’s or designated representative’s written certification that the Service member was advised before the mobile home was transported that this PCS order would be issued in case finance regulations require submission of that certification with the reimbursement voucher.

2. A signed agreement by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the order is different than that named in the AO’s statement.

3. A signed agreement by the applicant to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation. A Service member is authorized reimbursement only if a PCS order is later issued.

4. The length of time before the PCS order is issued, during which a Service member may be advised that an order will be issued, is limited to the relatively short period between the time when a determination is made to order the Service member perform a PCS and the date on which the order is actually issued.

5. General information furnished to the Service member concerning order issuance before the determination is made to actually issue the order (such as the time of eventual release from active duty, time when the service term expires, retirement eligibility date, expected rotation date from duty OCONUS) is not advice that the order will be issued.

I. Mobile Home Transportation from a Previous PDS. The Service member or dependent is responsible for notifying the AO of the mobile home’s location if it is not at the current PDS. If the mobile home was not moved from a prior PDS, then mobile home allowances from the last PDS may be authorized at any combination of the point of origin, in transit, or at the destination.

0528 Mobile Home Transportation Related to Early Return of Dependents (ERD)

The order granting the dependent’s transportation authorization may also authorize HHG or mobile home transportation and must specify the regulatory authority. When a mobile home is transported due to an authorized Early Return of Dependents (ERD), no further mobile home transportation is authorized before the Service member’s next PCS from the PDS OCONUS.

A. Mobile Home Transportation Instead of HHG Shipping. Mobile home transportation instead of shipping the HHG may be authorized to a designated place in the CONUS or from a point outside the CONUS to a designated place in Alaska.

B. Service Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG transportation to the designated place is limited to what it would have cost the Government to transport the Service member’s PCS weight allowance from the PDS OCONUS to the designated place.
C. Service Member Assigned to Administrative Weight-Restricted Area. The mobile home may be transported from a point in the CONUS or Alaska to the designated place.

1. The Government’s cost for transporting the mobile home is limited to what it would have cost the Government to transport the Service member’s PCS weight allowance from one of the following, minus the weight of the HHG transported from OCONUS:

   a. The Service member’s last PDS in the CONUS or Alaska.

   b. A port in the CONUS or Alaska through which the Service member’s HHG from OCONUS would be shipped to the designated place, whichever is to the Service member’s advantage.

2. If a Service member owned a mobile home and was authorized to move it to the last PDS in the CONUS while serving there, but chose not to do so, then the mobile home may be transported at Government expense from that location to the Service member’s last PDS in the CONUS or Alaska when the dependent returns early from an administrative weight-restricted area. The Government’s constructed cost for this mobile home transportation is based on the Service member’s PCS weight allowance on the order’s effective date from that location.
CHAPTER 5: PERMANENT DUTY TRAVEL (PDT)

SUBCHAPTER 1: SERVICE MEMBERS

PART E: PRIVATELY OWNED VEHICLE (POV) TRANSPORTATION AND STORAGE ON PDT

0529  Shipment of a POV in the CONUS

A. Eligibility. A Service member may be authorized to transport a privately owned vehicle (POV) or have the Government ship a POV for use by the Service member or his or her dependents. A Service member is not authorized POV transportation at Government expense if he or she has no dependents or has dependents who are either ineligible for transportation at Government expense or are not being relocated as a result of the Service member’s permanent change of station (PCS).

B. Allowances. Transportation for one POV may be authorized in the continental United States (CONUS) under the circumstances specified in Table 5-63. See Computation Examples.

<table>
<thead>
<tr>
<th>Table 5-63. Shipping a POV within the CONUS</th>
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</thead>
<tbody>
<tr>
<td><strong>POV Shipment</strong></td>
</tr>
<tr>
<td>Government Ships a POV</td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td>Service Member Ships a POV</td>
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</tbody>
</table>

1. Limitations for All POV Transportation in the CONUS

   a. A Service member who is authorized POV transportation is ineligible for any of the following allowances:

      (1) Commercial travel at Government expense for the Service member or dependent.
(2) Government-procured transportation.

(3) Reimbursement for TDY mileage or MALT to drop off or pick up the POV.

(4) POV storage instead of POV transportation.

(5) Transportation of a POV from the location in the CONUS where the POV was left while the Service member was stationed overseas to a new PDS in the CONUS unless it was stored at Government expense because it could not be transported to the PDS outside of the CONUS (OCONUS).

b. A Service member who drives one vehicle and ships his or her second vehicle must receive authorization or approval through the Secretarial Process to drive any additional vehicles.

0530 Shipment of a POV OCONUS

053001. Authorized Shipment of a POV at Government Expense

A. Eligibility. A Service member on a PCS order to or from a PDS OCONUS is authorized to ship one POV unless restricted by the AO or Service regulations.

B. Allowances. POV transportation allowances are discretionary. Transportation of a POV may be prohibited or suspended when the Secretary concerned or a higher authority determines it necessary for national interest, or as the other country’s government directs.

1. Location Points Authorized for POV Transportation. POV shipment may be authorized even if the POV can be driven between PDSs OCONUS. The Service member or a dependent may be authorized POV transportation for his or her use when either a change in a ship’s home port is authorized or the Service member is ordered on a PCS between any of the following locations:

a. From a PDS in the CONUS to a PDS OCONUS.

b. Between two PDSs OCONUS.

c. From a PDS OCONUS to a PDS in the CONUS.

<table>
<thead>
<tr>
<th>Authorized at Government Expense</th>
<th>Not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Government transportation.</td>
<td>● Transportation by air.</td>
</tr>
<tr>
<td>● Commercial transportation.</td>
<td>● Personally procured transportation unless the POV was shipped based on erroneous advice of a Government representative designated to provide POV shipment counseling, such as a Transportation Officer.</td>
</tr>
<tr>
<td>● Car ferry. See par. 050202-D.</td>
<td></td>
</tr>
<tr>
<td>● Personally procured transportation only when the Service member has not transported a POV at Government expense on the current PCS order and the POV was shipped based on erroneous advice of a Government representative. The reimbursement is limited to what the transportation would have cost had the POV been transported by the Government.</td>
<td></td>
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</tbody>
</table>
2. Excess POV Transportation Costs. An authorized POV shipment may not weigh more than 20 measurement tons.

a. A Service member whose POV exceeds the weight limit must sign an agreement to pay the excess transportation costs. When the excess POV weight is due to an oversized POV used for medical reasons, obtain authorization or approval for the extra cost through the Secretarial Process.

b. Two Service members married to each other who both receive PCS orders may ship two POVs or combine their 20-measurement-ton limitation and ship one large POV at Government expense, limited to the total cost the Government would have paid to ship two POVs.

3. Port or Vehicle-Processing Center (VPC) Used. The Service concerned designates the ports or VPCs used. In the absence of a designation, the port or VPC serving the origin point and the port or VPC serving the new PDS, Point of Debarkation (POD) and any port in between the old and new PDS are the authorized loading and unloading points for a POV.

a. From Old to New PDS. When POV transportation is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:

(1) POV unloading port/VPC serving the new PDS;

(2) POV unloading port/VPC serving another authorized place

(3) New PDS if authorized/approved by the Secretarial Process for locations requiring approval; or

b. The home of record (HOR) or place last entered active duty (PLEAD) is considered the old PDS for POV transportation to the first PDS, to the POV unloading port, or VPC serving the first PDS.

c. The HOR or PLEAD is considered the new PDS for POV transportation upon separation or retirement.

d. A POV may be shipped between ports or VPCs other than those designated by the Service concerned on the condition that the Service member reimburses the Government for all excess costs involved.

(1) Alternate ports or VPCs OCONUS should be in the same country as the designated port or VPC.

(2) Alternate ports or VPCs in a different country must be authorized or approved through the Secretarial Process. A Service member is not required to go through the Secretarial Process when he or she selects an alternate port in the CONUS even if the primary port or VPC is OCONUS.
e. A POV shipped from a port or VPC OCONUS to the designated port or VPC in the CONUS may be reshipped to another port or VPC in the CONUS if all of the following occur:

(1) The reshipment is authorized through the Secretarial Process.

(2) The PCS order is amended or modified before the Service member takes delivery of the POV at the designated unloading port or VPC.

(3) The Service member agrees to reimburse the Government for the reshipment cost.

(4) Direct ocean service is not available from the designated POV loading port or VPC to the designated POV unloading port or to the VPC in a reasonable amount of time after POV delivery.

4. Unit Moves. A Service member who is on a PCS order to, from, or between PDSs OCONUS due to a unit move may be provided POV transportation from the unit’s old PDS to the designated POV loading port or VPC and from the designated POV unloading port or VPC to the new PDS.

5. Travel Hazards. A Service member who is on a PCS order to, from, or between PDSs OCONUS may be provided POV transportation between the PDS OCONUS and the port OCONUS or VPC if authorized or approved through the Secretarial Process due to one of the following reasons:

(1) Travel hazards exist between the port or VPC and the PDS.

(2) The Service member is physically unable to drive between the port or VPC and the PDS.

(3) The conditions of the Service member’s assignment or PCS order justify overland travel as a prudent alternative.

6. Allowance for POV Delivery Pick up or Drop Off. A Service member who is authorized POV transportation when ordered on a PCS is also authorized reimbursement to deliver or pick up the POV from the designated loading and unloading ports or VPC.

a. A Service member whose POV pick-up or POV delivery is a separate trip from his or her en route PCS travel is authorized round-trip transportation at the automobile mileage rate from the old PDS to the designated loading port or VPC and from the unloading port or VPC to the new PDS. PCS travel time is allowed and computed for the round trips to deliver and pick up the POV as specified in par. 050205.

b. A Service member and his or her dependent who pick up or deliver a POV concurrently with PCS travel are authorized the following when the PCS does not involve a TDY en route:

(1) PCS allowances for direct travel from the old PDS to the designated POV loading port or VPC.
(2) Reimbursement for transportation from the POV loading port or VPC to the passenger port.

(3) PCS allowances for travel from the old PDS to the passenger port for the Service member and his or her dependent, from the location where the dependent is dropped off, and from the passenger port to the designated POV loading port or VPC for the Service member. Reimbursement for the Service member to return to the passenger port is not authorized.

(4) PCS allowances for direct travel from the passenger port to the designated POV unloading port or VPC and then to the new PDS.

c. A Service member who has a TDY en route with a PCS and who delivers a POV to a designated POV port or VPC is authorized all of the following:

(1) A MALT for the official distance from the old PDS to the TDY en route location plus per diem.

(2) A MALT for the official distance from the TDY location to the designated POV port or VPC plus per diem.

(3) PCS allowances for direct travel from the designated POV port or VPC to the passenger port.

d. A dependent who delivers the POV or accompanies a Service member who is delivering a POV is authorized the same allowances as when a dependent joins or accompanies the Service member during TDY en route.

e. When a dependent picks up the POV from the designated POV port or VPC without traveling to the TDY en route location, PCS allowances are authorized for direct travel from the passenger port to the designated POV unloading port or VPC, then to the new PDS.

7. Responsibility for POV after Delivery. The Government’s responsibility begins when the POV is accepted for transportation and continues until the POV is delivered either to the Service member at the destination or to a commercial warehouse. A POV that is not claimed within a reasonable time after notification of arrival is provided, as determined by the port commander, may be placed in commercial storage at the Service member’s expense.

8. Transporting a POV before a PCS Order Is Issued. An eligible Service member may transport a POV before a PCS order is issued when all of the following criteria are met:

a. The PCS AO or designated representative provides a supporting statement that he or she advised the Service member ahead of time that the PCS order would be issued.

(1) The time between when the Service member is advised that the PCS order will be issued and when the actual PCS order is issued must be a relatively short period.

(2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS order will be issued.
b. The Service member agrees in writing to reimburse the Government for the entire cost of transporting the POV if a PCS order is not issued or if the PCS order does not authorize transportation of a POV once it is issued.

c. The Service member agrees to pay any additional costs for reshipping the POV to another port due to a change in the PDS from the PDS named in the PCS AO’s supporting statement.

9. Transporting a POV and Dependent Does not Travel OCONUS. A Service member with a dependent who transports a POV to the PDS OCONUS anticipating that the dependent will join him or her may be authorized or approved the advance return transportation of the POV through the Secretarial Process when circumstances beyond the Service member’s control prevent the dependent’s transportation. It must be in the best interest of the Service member, the dependent, and the Government. If advance return of the POV is approved, the Service member has no further POV transportation authority on the PCS order from that PDS.

10. Disciplinary Action Taken Against Service Member OCONUS. A Service member stationed OCONUS who has disciplinary action taken against him or her, is discharged under other than honorable conditions, or sentenced to confinement with or without discharge when no dependent travel is involved is authorized POV transportation to the designated POV unloading port or VPC of the Service member’s HOR or PLEAD.

11. Reassignment from Accompanied PDS OCONUS to Unaccompanied PDS OCONUS before POV Is Transported. When a Service member is on a PCS order from a PDS in the CONUS to a PDS OCONUS where dependents and a POV are authorized, and is reassigned after arriving at the new PDS to a PDS OCONUS where dependents and a POV are not authorized, then the POV cannot be shipped to the newly assigned PDS. If the Service member delivered a POV to a loading port or VPC in the CONUS for shipment to a PDS OCONUS and the POV has not already shipped, then he or she may be authorized transportation to pick up the POV from the unloading port or VPC that ordinarily serves the CONUS designated place.

<table>
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<tr>
<th>If…</th>
<th>Then…</th>
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<tbody>
<tr>
<td>1. a POV is transported by the Government to the wrong place, the POV must be reshipped, or transferred from one ship (or other form of transportation) to another and transported, to the proper destination at Government expense.</td>
<td></td>
</tr>
<tr>
<td>2. a Service member authorized to transport his or her POV at Government expense chooses not to do so, he or she may select the greater of the following options upon assignment to a new PDS where a POV is authorized:</td>
<td>● Transportation of the POV from the PDS where the Service member chose to leave the POV to the POV unloading port or VPC of the newly assigned PDS. ● Transportation of a POV from the Service member’s current PDS to the POV unloading port or VPC of the newly assigned PDS.</td>
</tr>
<tr>
<td>3. an eligible Service member transports a POV due to a PCS order and that order is later amended, modified, canceled, or revoked, he or she may have the POV reshipped at Government expense. This includes having his or her POV returned to the old PDS.</td>
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Table 5-65. Factors Affecting POV Transportation OCONUS

<table>
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<th>If…</th>
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<tr>
<td>4. a Service member divorces or has his or her marriage annulled while stationed OCONUS,</td>
<td>the Service member or previously command-sponsored dependent may be authorized transportation allowances for a POV. See par. 053402.</td>
</tr>
<tr>
<td>5. an eligible Service member is separating from the Service or being relieved from active duty,</td>
<td>he or she must turn in his or her POV to the designated POV loading port for transportation before the 181st day from his or her separation or relief from active duty. An extension for a specific additional time period may be authorized or approved through the Secretarial Process if POV transportation within the initial time period would create a hardship for the Service member. See par. 051002 for restrictions to time limitations.</td>
</tr>
<tr>
<td>6. an eligible Service member retires or is placed on the Temporary Disability Retired List (TDRL), discharged with severance or separation pay, or involuntarily released from active duty with readjustment or separation pay,</td>
<td>he or she must turn in his or her POV to the designated POV loading port for transportation within 1 year following his or her active service termination. An extension for up to 1 year may be approved through the Secretarial Process when a Service member is undergoing hospitalization, medical treatment, education, training, or other justifiable situations. See par. 051003 for restrictions to time limitations.</td>
</tr>
<tr>
<td>7. an eligible Service member is authorized to transport a POV on a PCS order,</td>
<td>he or she may ship the POV any time while the PCS order remains in effect. The POV must be shipped before the receipt of another PCS order. The POV transportation must be related to the Service member’s PCS rather than for personal reasons.</td>
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053002. POV Transportation when Transportation to the PDS OCONUS is not Authorized

A. Reasons a POV is not Transported to the PDS OCONUS. A POV may not be transported to a PDS OCONUS under any of the following reasons:

1. POV transportation is not permitted to the new PDS.
2. The Service member serves a dependent-restricted or unaccompanied tour and he or she elects not to have a POV transported to the new PDS.
3. The Service member elects not to have a POV transported to the new PDS when concurrent travel of a dependent has been denied and the dependent has moved to a designated place.

B. Situation Authorizing Transportation of One POV. When a POV is not transported due to one of the reasons in 053002.A, but is required for the Service member’s or dependent’s use, the Service member is authorized transportation of one POV to a destination other than the new PDS. The transportation is from the designated POV loading port or VPC ordinarily serving the Service member’s old PDS to the designated POV unloading port or VPC ordinarily serving one of the following locations:

1. Any place in the CONUS that the Service member designates, if the old PDS is OCONUS.
2. Alaska, Hawaii, or any U.S. territory or possession where dependent transportation is authorized.
3. Any location OCONUS where dependent transportation is authorized when the Service member is on an accompanied tour immediately after completing the dependent-restricted tour or a tour under unusually arduous sea duty, and the Service member has sufficient time in service remaining to complete the dependent-restricted tour and the tour immediately thereafter.

4. A location OCONUS that has been justified under unusual conditions or circumstances and authorized or approved by the Secretary concerned. This authority may not be delegated below the Service headquarters that directs dependent travel and transportation policy and procedures. For the Armed Forces, the Secretary concerned may only authorize a location OCONUS to return a foreign-born dependent to the spouse’s native country in accordance with DoDI 1315.18. The Commandant of the Coast Guard (CG-13) may make an exception for a Coast Guard member.

C. Subsequent Transportation

1. When a Service member is on a dependent-restricted tour or an unaccompanied tour at a PDS OCONUS and receives command sponsorship of a dependent at the PDS, he or she is authorized transportation of one POV. Transportation is from the POV loading port, or VPC serving the location where a dependent was previously moved at Government expense, to the POV unloading port or VPC serving the Service member’s PDS.

2. Transportation of one POV is authorized when a Service member is ordered on a PCS to a PDS where a POV transportation is permitted, or where dependent transportation is authorized. The transportation is authorized from the POV loading port or VPC serving the place where a POV was shipped as specified in par. 053002-A to the POV unloading port or VPC serving the Service member’s new PDS.

053003. Replacement POV Shipment

A. Authorization. When the POV that was transported to an area OCONUS at Government expense is no longer adequate for the Service member’s transportation needs, a replacement POV may be authorized through the Secretarial Process. A POV may be replaced if authorized and only if one of the following conditions exists:

1. The POV has deteriorated due to severe climatic conditions.

2. The POV was lost through fire, theft, or similar cases.

3. The POV has worn out due to age and normal deterioration and the Service member is on consecutive tours of duty OCONUS (B-212338, December 27, 1983).

B. Limitation. A Service member may transport only one replacement POV during any 4-year period when the POV being transported replaces a POV that is worn out due to age and normal deterioration.

053004. POV Purchased in a Non-Foreign Area OCONUS

POV transportation is not authorized when a Service member purchases a POV in a non-foreign area OCONUS and is not permanently assigned in that non-foreign area OCONUS at the time of the purchase. A Service member may be authorized POV transportation when the POV is purchased in a non-foreign
OCONUS area if the POV is used by the Service member or his or her dependent at the PDS OCONUS or to an alternate transportation port and it is authorized through the Secretarial Process.

0531  POV Shipment and Storage when Service Member Reported as Ill, Injured, Absent for a Period of 30 or More Days in a Missing Status, or Dead

A.  Eligibility.  A Service member on active duty is authorized POV transportation when he or she is:

   1.  Injured or ill and the Service concerned accepts a statement by a medical authority that hospitalization or treatment is anticipated for 140 or more days.

   2.  Absent for a period of 30 or more days in a missing status.

   3.  Officially reported as dead.

B.  Allowances

   1.  Transportation.  The AO may authorize transportation for two POVs.  The destination must be one of the following:

      a.  The Service member’s HOR.

      b.  The dependent’s residence.

      c.  Location of the next of kin, or person authorized to receive custody of the Service member’s personal items.

      d.  A place or places as determined by Service regulations.

   2.  Limitations

      a.  The 20-measurement-ton restriction does not apply to this paragraph.

      b.  POVs may be driven by the dependent, next of kin, or any person authorized to receive custody of the Service member’s personal items.  Both POVs must be driven to the same destination.

      (1)  Reimbursement is authorized for road, bridge, and tunnel tolls; fuel; oil; parking fees; and ferry fares.

      (2)  A mileage reimbursement is not authorized.

      c.  Arranged transportation must be to the same authorized destination.

      d.  When POV transportation is personally procured, the total reimbursement is limited to what it would have cost the Government to transport and store the POVs.  Reimbursement is also limited
to the cost of over-water and overland transportation between the authorized points or between the actual locations where the POV is transported, whichever is less.

e. A rental car is authorized when POVs are transported at Government expense and do not arrive at the authorized destination by the designated delivery date. Reimbursement for a rental car is limited to $30 per day and a maximum of 7 days. If two POVs are transported at Government expense, then no rental car reimbursement is authorized unless both POVs do not arrive at the authorized destination by the designated delivery date.

3. Storage

a. POVs transported at Government expense for a Service member under this paragraph may be placed in non-temporary storage (NTS) at Government expense when the person authorized to receive custody of the POVs is unknown, subject to litigation, or known but not located or notified to take custody of the POVs. Storage is authorized until proper disposition can be made.

b. Storage in transit (SIT) may be authorized or approved for one or both of the POVs to the nearest available storage facility provided the POVs are turned over for transportation within the time limitations in Table 5-49. In this circumstance, the Service member’s POVs are not restricted to the maximum standard size usually allowed by the military Surface Deployment and Distribution Command (SDDC) storage contract. SIT of 181 or more days becomes the financial responsibility of the person to whom the POV shipment is being made.

4. Subsequent POV Transportation. One or both POVs, transported at Government expense when a Service member is reported dead, ill, injured, or absent for a period of 30 or more days in a missing status, may be transported again if either of the following occur:

a. The status of the Service member changes within these same categories.

b. The Service member is officially reported as absent for a period of more than 1 year in a missing status. The additional move must be approved through the Secretarial Process.

0532 POV Storage

A. Eligibility

1. Storage for one POV may be authorized if a Service member is:

a. Ordered to a foreign or non-foreign PDS OCONUS where POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions, or the extensive modification of the POV required as a condition of entry.

b. Sent on a TDY in support of a contingency operation for more than 30 days.

c. Sent on a TDY in support of humanitarian assistance or other emergency operations as declared by an Executive Order or by the administering Secretary. In this circumstance, POV storage must be authorized through the Secretarial Process.

d. Authorized POV transportation due to his or her ship’s home port change when 31 or more days are between the ship’s departure from the old home port and its arrival at the new home port.
e. Authorized a POV due to a unit PCS and the unit is deployed 31 days or more en route.

2. A Service member is eligible for POV storage if a PCS order, a contingency operation’s TDY order, or the start of an in-place consecutive overseas tour (IPCOT) has an effective date on or after April 1, 1997.

Note: POV storage when transportation is authorized is not allowed.

B. Allowances. POV storage is instead of POV shipment both to and from the foreign PDS OCONUS to which POV shipment is prohibited.

1. A Service member who is authorized POV storage:

a. Is not authorized POV shipment from his or her foreign location OCONUS when he or she performs a subsequent PCS.

b. Can ship the stored POV to a subsequent foreign PDS OCONUS if the Service member performs a consecutive overseas tour (COT) and POV transportation is permitted to the PDS OCONUS.

c. Cannot continue to store the POV at Government expense while shipping another POV to the subsequent PDS OCONUS.

d. Cannot ship a POV that is removed from storage before departing the PDS OCONUS on a PCS order or beginning an IPCOT.

e. Can be authorized shipment of a POV removed from storage upon a COT or IPCOT when performing a PCS after the COT or IPCOT is completed.

2. A POV that is eligible for storage must adhere to the maximum size restrictions of the SDDC storage contract. A Service member is financially responsible for all excess storage costs resulting from a vehicle’s excess size. These costs are collected in accordance with the Service regulations unless one of the criteria below is met:

a. An oversized POV may be authorized or approved through the Secretarial Process if it is required by the Service member or his or her dependents for medical reasons.

b. If a Service member is married to a Service member and both Service members are each authorized to store one POV, they may store one oversized vehicle instead of storing two POVs. The cost for the storage of one oversized POV is limited to what the Government would have paid for the storage of two standard size POVs.

3. The Services may designate, through the Secretarial Process, POV storage facilities.

a. If Government storage is available, then a Service member may personally arrange POV storage at either the Service-designated facility or a commercial storage facility other than the Service-designated facility. A Service member may be reimbursed for travel to and from a commercial
storage facility, limited to the cost of travel to a Service-designated storage facility. Reimbursement is for the actual storage cost and limited to what it would have cost the Government to store the POV.

b. Storage in a private residence, garage, or on a private lot does not constitute a commercial facility. Reimbursement is not authorized for any costs associated with storage in a non-commercial storage facility, which includes transportation costs to or from the storage facility.

c. The actual cost of storage is reimbursable if Government storage is neither available nor designated, or if the Transportation Officer instructed the Service member to store the POV at personal expense.

4. The Service may elect to transport the POV to and from the storage location.

a. If Government-procured transportation is available and the Service member chooses to personally arrange transportation, then he or she is limited to the Government’s constructed-transportation cost. The Government’s constructed-transportation cost is compared to the total of the following two costs:

(1) The Service member’s actual transportation cost to and from the storage facility.

(2) The automobile mileage rate for the official round-trip distance to and from the storage facility, if the POV is driven

b. If Government-procured transportation is not available or the Service member is instructed by the Transportation Officer to personally arrange POV transportation, then he or she is reimbursed the actual cost of transportation. If the POV is driven, reimbursement is at the automobile mileage rate for the official round-trip distance to and from the storage facility.

c. If the Service member is traveling to or from OCONUS, and drops off or picks up the POV at the storage facility en route to his or her destination, then he or she is reimbursed for one-way transportation at the automobile mileage rate between the designated storage facility and the authorized location (such as the PDS or VPC or port) limited to the Government’s constructed cost of transporting the POV.

5. An eligible Service member who delivers his or her POV to the storage facility concurrently with PCS travel (with no TDY en route) is authorized both of the following PCS allowances:

a. Direct travel from the old PDS to the designated storage facility and from the designated storage facility to the passenger port of embarkation.

b. Travel for the Service member and his or her dependents from the old PDS to the passenger port of embarkation to drop off dependents and for his or herself from the passenger port of embarkation to the designated storage facility. Reimbursement is not authorized for return travel to the port of embarkation from the designated storage facility.

6. An eligible Service member who picks up his or her POV from the designated storage facility concurrently with PCS travel (with no TDY en route) is authorized PCS allowances for both his or herself and dependents for direct travel from the passenger’s point of debarkation to the designated storage facility and then to the new PDS.
7. An eligible Service member who delivers his or her POV to the designated storage facility due to PCS travel to a foreign PDS or non-foreign PDS OCONUS and then performs a TDY en route is authorized all of the following:

   a. A MALT, plus per diem at the Standard CONUS per diem rate, for one authorized traveler for the official distance from the old PDS to the TDY location or locations en route.

   b. MALT for one authorized traveler for the official distance from the TDY location to the designated storage facility.

   c. PCS allowances for direct travel from the designated storage facility to the passenger port.

8. An eligible Service member who picks up his or her POV from the designated storage facility to travel on a PCS order and he or she has a TDY en route is authorized all of the following:

   a. PCS allowances, including per diem, for direct travel from the passenger port to the designated storage facility to pick up the POV.

   b. MALT plus per diem, at the Standard CONUS per diem rate, for one authorized passenger for the official distance from the designated storage facility to or from the TDY location.

   c. MALT plus per diem, at the Standard CONUS per diem rate, for the official distance to or from the TDY location to the new PDS.

9. A dependent who travels with the Service member or who delivers the POV to the designated storage facility is authorized travel and transportation allowances.

   a. The allowances are based on the travel actually performed using the MALT and per diem rates, limited to the greater of the following:

      (1) MALT for the official distance between authorized points as if the dependent had traveled separately, plus a per diem at the rate specified for dependents in par. 050303 for the constructed travel time between the authorized points.

      (2) What it would have cost if Government-procured transportation had been used for travel between authorized points, plus a per diem as specified in Chapter 2 for the time required for travel between authorized points.

   b. If Government-procured transportation is used, then subtract the cost of Government-procured transportation from the allowances.

10. A dependent who picks up the POV from the designated storage facility without traveling with the Service member to the TDY location en route is authorized dependent PCS allowances from the port of debarkation to the designated storage facility and then to the new PDS.

11. Storage of a POV may continue in the following circumstances:

   a. A POV may remain in storage at Government expense for up to 90 days after the Service member returns from a PDS OCONUS to which the POV could not be shipped or returns after a
TDY order for a contingency operation. All storage charges accrued after 90 days are the Service member’s financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

b. A Service member with an authorized POV in storage under this section who separates from the Service or is relieved from active duty is authorized continued storage up to 180 days after the date of the active-duty termination unless specifically prohibited in par. 051002. All storage charges accrued 181 days or later are the Service member’s financial responsibility unless additional storage is authorized or approved through the Secretarial Process.

c. A Service member with an authorized POV in storage who is retired, placed on the TDRL, discharged with severance or separation pay, involuntarily released from active duty with readjustment or separation pay, or dead is authorized continued POV storage for up to 1 year from the date of active-duty termination. All storage charges accrued after 365 days are the Service member’s financial responsibility unless additional storage is authorized or approved through the Secretarial Process. An extension may be granted for the circumstances described in par. 051003.

d. A Service member is authorized pick up or delivery of his or her POV at Government expense, regardless of the time in storage, as long as the Service member’s order is valid. This includes a POV that was stored at Government expense that was converted to storage at the Service member’s expense.

12. A Service member may be authorized a funds advance of POV storage costs in accordance with Service regulations.

13. A POV may be stored by the eligible Service member before a PCS or contingency order is issued when all of the following criteria are met:

   a. The AO for the PCS or contingency operation, or his or her designated representative, provides a supporting statement that he or she advised the Service member ahead of time that the PCS or contingency order would be issued.

   (1) The time between when the Service member is advised that the PCS or contingency order will be issued and when the actual PCS order is issued must be a relatively short time period.

   (2) General information provided to the Service member, such as the eventual release from active duty, retirement eligibility, or the expected rotation date from duty OCONUS, does not constitute advice that a PCS or contingency order will be issued.

   b. The Service member agrees in writing to reimburse the Government for the entire cost of storing the POV if a PCS order or contingency order is not issued or if the PCS order or contingency order does not authorize storage of a POV once it is issued.

   c. The Service member agrees to pay any additional costs for reshipment of the POV to another storage facility because the PDS named in the issued order is different from the PDS named in the PCS AO’s supporting statement, or because a return to the current PDS is necessary if the contingency order is not issued.
14. A POV that is stored after the Service member receives a PCS or contingency operation order that is later amended, modified, canceled, or revoked may be removed from storage and shipped or reshipped to the proper destination at Government expense. A POV may not be removed from storage and shipped if the Service member has fewer than 12 months remaining on his or her tour OCONUS. The exceptions for HHG transportation in par. 051305 also apply to this paragraph.

15. A Service member who is authorized POV storage may exercise this authority at any time as long as the PCS order remains in effect and the POV storage is due to the PCS and not for personal reasons.

0533 Separate Return of Current or Former Dependent from a PDS OCONUS

053301. POV Transportation for Early Return of Dependents (ERD)

A. Eligibility. A Service member who is authorized an Early Return of Dependents (ERD) due to official or personal situations (see par. 050804-F) may be authorized POV transportation for his or her dependents.

B. Allowances. A Service member is authorized transportation at Government expense for his or her dependents and household goods to a designated place in the CONUS, Alaska, Hawaii, a U.S. territory, a possession of the United States, or, if the dependents are foreign nationals, to a place in the country of their origin.

1. A dependent authorized travel from a PDS OCONUS under an Early Return of Dependents (ERD), as specified in Section 0508, may also be authorized transportation of one POV to the designated POV unloading port or VPC serving the location where the dependent is authorized to travel.

2. If a POV shipment is en route to the designated OCONUS unloading port or VPC, the authority exists to change the transporter or place of shipment on the effective date of the dependents travel.

3. A dependent who travels from the PDS OCONUS to the authorized destination without an authorized order but under circumstances that permit an order may be authorized or approved transportation for one POV from the designated POV loading port or VPC OCONUS. If the conditions of par. 050804 are met, then a travel order is issued authorizing dependent travel and POV transportation from the designated POV port or VPC serving the location that dependent travel would have been authorized. This order must be supported by the Service member’s commanding officer’s determination that:

   a. The dependent traveled to an appropriate destination to reside.

   b. The dependent meets all of the conditions in par. 050804, except that a travel order for transportation was not issued.

   c. The status of the dependent as command-sponsored OCONUS remains unchanged. This does not apply for a Service member’s former dependent whose transportation could have been authorized under par. 050805.
d. A travel order approving the dependent transportation to an appropriate destination under par. 050804 is in the Government’s best interest.

4. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.

5. The shipment of a POV under an ERD order, if authorized and approved, exhausts the Service member’s entitlement to ship a POV from the last or any previous PDS OCONUS to the CONUS.

053302. POV Transportation OCONUS after Divorce or Annulment

A. Eligibility. A Service member stationed OCONUS whose marriage is terminated by divorce or annulment may be authorized transportation allowances for a POV.

B. Allowances

1. A Service member authorized to transport a POV on a PCS order may have the POV transported one last time when his or her POV is legally awarded to the spouse through a divorce.

   a. The Service member must transport the POV in accordance with the procedures in Section 0530, and agree in writing to pay any excess costs involved.

   b. The POV shipment ends all authority for POV transportation under the Service member’s PCS order.

2. A Service member stationed OCONUS may be authorized POV transportation for a former family member who was a command-sponsored dependent and resided with the Service member.

   a. The POV must be turned over to the Transportation Officer for shipment within 1 year after the final decree’s effective date for the divorce or annulment.

   b. There is no authority for return transportation of a POV to a location OCONUS even if a dependent is permitted to return at Government expense.

0534 Rental Vehicle Reimbursement When a POV Transported At Government Expense Arrives Late

A. Eligibility. A Service member or dependent that is authorized POV transportation may be eligible for reimbursement for a rental vehicle when the POV arrives late. The POV must be transported at Government expense for the Service member’s or a dependent’s use under any of the following:

1. PCS orders.

2. An unusual or an emergency circumstance.

3. Various other situations that may not be directly related to a PCS.

B. Allowances. A POV has not arrived at the authorized destination if it is not available for delivery to the Service member on or before the designated delivery date. If the Service member’s POV
does not arrive at the authorized destination by the designated delivery date, then the Service or Agency
must reimburse the Service member for the cost of a rental vehicle for his or her use or a dependent’s use.
Reimbursement for a rental vehicle, by law, is limited to $30 per day with a maximum reimbursement of
$210. The Service member or dependent may rent a vehicle as early as the day after the POV’s scheduled
delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner. See
Computation Examples.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 1: GENERAL

5500 SCOPE

A. General (FTR §302-1.1). Ch 5 covers all permanent duty changes. Permanent duty changes include transfer of:

1. New appointee from actual residence to the first PDS to begin work.
2. Employee on PCS travel transferring in the Gov’t’s interest from one PDS to another without a break in service (see App A definition).
3. Employee on RAT, between serving consecutive tours of duty without a break in service, from an OCONUS PDS to the actual residence for leave purposes and return to OCONUS (return can be to any CONUS PDS).
4. Employee separating from an OCONUS PDS and returning to the actual residence.
5. Former employee (separated because of a reduction in force/transfer of function) who is re-employed within 1 year of separation under non-temporary appointments at a PDS other than the one at which separated.
6. An employee who qualifies for "last move home" travel and transportation allowances upon separation from Gov’t service.
7. Career SES appointee (including a prior SES appointee who elected to retain SES retirement travel and transportation allowances) upon retirement and return to the appointee’s elected residence.
8. Employee who, without a break in service of more than 3 days, transfers from a DoD non-appropriated fund position to an appropriated fund position.
9. U.S. Postal Service employee transferred under 39 USC §1006 to a DoD Component (FTR §302-1.2(a)(2) & 5 USC §5734). For a DoD employee transferring to the U.S. Postal Service, see par. 5560.

B. Two or More Family Members Employed (FTR §302-3.200)

1. Travel and Transportation Allowance Alternatives. When two or more employees, who are members of the same immediate family, are transferred in the Gov’t’s interest, they may elect to receive the travel and transportation allowances authorized under Ch 5 as one of the following:

   a. Each as an Employee Separately. Each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee’s dependent.
   b. Only One as an Employee. One employee is eligible for travel and transportation allowances on behalf of the others, as dependents.

2. Non-employee Dependent. When an employee elects separate travel and transportation allowances under par. 5500-B1a, duplicate benefits must not be paid to both employees on behalf of a non-employee dependent.

3. Procedures
   a. An election under par. 5500-B1 must be in writing and signed by all affected employees.
b. When employees elect separate benefits under par. 5500-B1a, the election must specify to which employee allowances will be paid for non-employee dependents.

C. Employee Married to Member

1. An employee is authorized PCS allowances when transferred in the Gov’t’s interest, even if the employee's member spouse is also transferred at the same time to the same place.

2. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

3. For duplicate payments, see pars. 5818-E10 and 5780.

D. Travel Orders. Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See App I for travel order issuance.

5502 ELIGIBILITY

A. PCS Travel in the Gov’t’s Interest

1. General

   a. Travel and transportation allowances are payable when it is in the Gov’t’s interest to fill a position by moving an employee from one PDS to another.

   b. PCS movement authority extends between Gov’t agencies.

   c. There must be no break in Gov’t service when making the PCS unless the employee was separated from Gov’t service because of RIF/transfer of function.

2. DoD Component Responsibility

   a. It is each DoD Component’s responsibility to make decisions that balance an employee’s rights and the prudent use of appropriated funds.

   b. An activity may determine that well qualified candidates exist within a particular geographical area and restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered.

   c. Travel and transportation allowances are not automatically tied to a vacancy announcement issued pursuant to a Merit Promotion Program (61 Comp. Gen. 156 (1981)).

B. PCS Allowance Eligibility

1. When a PCS is authorized IAW App I, par. A1, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov’t’s interest.

2. Guidelines for making a determination of “Gov’t’s interest” are:

   a. Management Directed. If a DoD Component recruits/requests an employee to transfer. This is limited to:

      (1) RIF,
(2) Transfer of function,

(3) DoD Component career development program,

(4) DoD Component directed placement), or

(5) The transfer is in the Gov’t’s interest.

b. PCS Moves Not in the Gov’t’s Interest

(1) If an employee pursues, solicits or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee’s convenience and benefit.

(2) The gaining activity must formally advise the employee, at the time an offer is extended, that the transfer is in the employee’s interest, not in the Gov’t’s interest, and that the Gov’t does not pay the PCS expenses.

c. PCS Allowances Payment/Nonpayment Notification

(1) PCS Allowances Determination

(a) When a DoD Component recruits for a vacancy, the appropriate official should determine, prior to advertising the vacancy, whether or not it is in the Gov’t’s interest to pay PCS allowances.

(b) This information should be provided during the advertisement period.

(c) The determination regarding payment/nonpayment of PCS allowances may be made after applicants have been referred to the selecting official.

(2) Determination Factors. PCS allowance determination is based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints do not justify PCS allowances denial.

(3) Payment/Nonpayment Determination.

(a) If a decision is made to not pay PCS allowances, the reason for this decision must be documented, in writing, by the appropriate official.

(b) All applicants selected for interview must be notified, in writing, of the organization's decision to pay or not pay PCS allowances.

(c) If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be paid.

C. PCS Limitation Policy

1. General. It is neither cost effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

2. Exceptions

   a. Moves Exempt from the Limitation. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

      (1) Or re-employed former employee affected by RIF/transfer of functions (par. 5560),

      (2) Or transfer of function,

      (3) DoD Component career development program,

      (4) DoD Component directed placement), or

      (5) The transfer is in the Gov’t’s interest.
(2) ICW a DoD Component directed placement,

(3) From actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement, provided the employee was not furnished PCS allowances ICW the return to actual residence.

NOTE: An employee who signed a new service agreement ICW return to actual residence and was reimbursed TQSE and/or MEA has been furnished PCS allowances.

b. **AO Certification.** A transfer within the DoD, at Gov’t expense, is not authorized within 12 months of the employee's most recent PCS unless the AO certifies that:

(1) The proposed transfer is in the Gov’t’s interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing activity agrees to the transfer. This policy does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

### 5504 ELIGIBILITY AND ALLOWANCE TABLES

A. **Table 1:- Eligibility Table.** This table:

1. Summarizes travel, transportation, and other related DoD civilian employee expenses.

2. Does not include eligibility for:

   a. Emergency evacuation, or

   b. A former employee separated by RIF or function transfer and restored to duty, and

3. May be used as a guide in determining eligibility for travel and transportation allowances for a civilian employee when travel is in the Gov’t’s interest.

B. **Tables 2 -11: Allowances**

1. Tables 2 -11 list the allowances applicable to indicated assignments/transfers/moves and provide references to regulations that prescribe the applicable allowances.

2. FTR refers to the Federal Travel Regulation.

3. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees.

4. References to the FTR are included for research purposes.
### Table 1: Eligibility Table

**TABLE 1: ELIGIBILITY TABLE**

Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.

<table>
<thead>
<tr>
<th>Movement Situation</th>
<th>Agreement Required</th>
<th>Employee &amp; Dependent Transp</th>
<th>Employee Per Diem</th>
<th>Dependent Per Diem</th>
<th>HHT Per Diem &amp; Transp</th>
<th>TQSE</th>
<th>MEA</th>
<th>Sell &amp; Buy Residence Termination</th>
<th>HHG SIT</th>
<th>NTS of HHG</th>
</tr>
</thead>
<tbody>
<tr>
<td>First PDS Travel Appointees &amp; Student Trainees in CONUS</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes 4 Advance</td>
<td>5, 7</td>
<td></td>
</tr>
<tr>
<td>First PDS Travel to OCONUS PDS</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes 4 Advance</td>
<td>Yes 7</td>
<td></td>
</tr>
<tr>
<td>PCS Between CONUS PDSs</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>Yes Advance</td>
<td>Yes Advance Per Diem &amp; PCS MALT</td>
<td>Yes Advance</td>
<td>Yes No Advance</td>
<td>Yes No Advance</td>
<td>Yes 4 Advance</td>
<td>5, 7</td>
</tr>
<tr>
<td>PCS From OCONUS PDS to CONUS PDS</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>Yes Advance</td>
<td>No 11</td>
<td>Yes Advance</td>
<td>Yes No Advance</td>
<td>No 3 No Advance</td>
<td>Yes 4 Advance</td>
<td>5, 7</td>
</tr>
<tr>
<td>PCS From CONUS PDS to OCONUS PDSs</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>Yes Advance</td>
<td>No 11</td>
<td>No 2 Advance</td>
<td>Yes No Advance</td>
<td>No 3 No Advance</td>
<td>Yes 4 Advance</td>
<td>Yes 7</td>
</tr>
<tr>
<td>PCS Between OCONUS PDSs</td>
<td>Yes</td>
<td>Yes Advance PCS MALT only</td>
<td>Yes Advance</td>
<td>Yes Advance</td>
<td>No</td>
<td>No 2 Advance</td>
<td>Yes No Advance</td>
<td>No 3 No Advance</td>
<td>Yes 4 Advance</td>
<td>Yes 7</td>
</tr>
</tbody>
</table>

---

1. Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 032602 instead of per diem or an AEA for the employee while at the training site.
2. Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
3. Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Allowed when, instead of being returned to the former non-foreign OCONUS area PDS, employee is transferred, in the Gov’t’s interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).
4. Advance allowed if not shipped via a Gov’t-arranged move.
5. Allowed only when PCS is to a designated isolated CONUS PDS.
6. Reserved.
7. The Gov’t must arrange the NTS.
8. FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.
9. FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 5819.
10. FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 5819.
11. HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or non-foreign OCONUS.
D. Table 2: New Appointee (New Employee) Assigned From Anywhere To First Official Station In The CONUS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee’s first PDS. ¹</td>
<td>Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee’s first PDS.</td>
</tr>
<tr>
<td>1. Transportation of employee &amp; immediate family member(s) (par. 5558) (FTR, Part 302–4). ¹² ²</td>
<td>1. POV shipment (Ch 5, Part B) (FTR, Part 302–9) ³.</td>
</tr>
<tr>
<td>2. Per diem for employee only (par. 5592) (FTR, Part 302–4). ²</td>
<td></td>
</tr>
<tr>
<td>3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). ³</td>
<td></td>
</tr>
<tr>
<td>4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (Ch 5 Part D) (FTR, Part 302–8). ³</td>
<td></td>
</tr>
<tr>
<td>5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, §302–10.2). ²</td>
<td></td>
</tr>
</tbody>
</table>

¹ A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are not payable incident to relocation to the first PDS.
² Transportation of a mobile home is allowed only within CONUS, within Alaska and through Canada en route between Alaska and CONUS.
³ POV shipment may not be authorized for an employee hired at an OCONUS location for duty at the employee’s first PDS located within CONUS.

E. Table 3: New Appointee (New Employee) Assigned To First Official Station OCONUS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee’s first PDS. ¹</td>
<td>Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee’s first PDS.</td>
</tr>
<tr>
<td>1. Transportation of employee &amp; immediate family member(s) (par. 5558) (FTR, Part 302–4). ¹² ²</td>
<td>1. POV shipment (Ch 5, Part B) (FTR, Part 302–9). ²</td>
</tr>
<tr>
<td>2. Per diem for employee only (par. 5592) (FTR, Part 302–4). ²</td>
<td>2. TQSA may be authorized for temporary lodging occupied at the foreign PDS under the DSSR (Gov’t Civilians - Foreign Areas, Sec. 120). ³</td>
</tr>
<tr>
<td>3. Transportation &amp; SIT of HHG (Ch 5, Part B) (FTR, Part 302–7). ³</td>
<td>3. FTA (Subsistence Expense), (DSSR Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign OCONUS area.</td>
</tr>
<tr>
<td>4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8). ³</td>
<td></td>
</tr>
<tr>
<td>5. The MEA portion of the FTA is authorized for a new appointee assigned to first foreign PDS (DSSR, Sec. 241.2). ²</td>
<td></td>
</tr>
</tbody>
</table>

¹ a. TQSE in Ch 5, Part B is not authorized for new appointee movement to the first PDS.
   b. The MEA in Ch 5, Part B is not authorized for a new appointee to the first PDS.
c. Use of a Relocation Service Company, Property Management Service and Home Marketing Incentive Payment are not authorized for a new appointee assigned to the first PDS (Ch 5, Part B) (FTR, Part 302–12).
d. The RIT allowance is not authorized for a new appointee assigned to first PDS (Ch 5, Part B) (FTR, Part 302–17).

F. Table 4: Transfer between Official Stations in the CONUS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.</td>
<td>Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component authorizes PCS allowances.</td>
</tr>
<tr>
<td>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4).</td>
<td>1. HHT - per diem, &amp; transportation, employee &amp; spouse only (Ch 5, Part B) (FTR, Part 302–5).</td>
</tr>
<tr>
<td>2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16).</td>
<td>2. TQSE (Ch 5, Part B) (FTR, Part 302–6).</td>
</tr>
<tr>
<td>5. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8).</td>
<td>5. Property management service use (Ch 5, Part B) (FTR, Part 302–15).</td>
</tr>
<tr>
<td>6. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).</td>
<td>6. Home marketing incentive (Ch 5, Part B) (FTR, Part 302–14).</td>
</tr>
</tbody>
</table>

1 Only when assigned to a designated CONUS isolated official station.

G. Table 5: Transfer from CONUS to an Official Station OCONUS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that a DoD Component must pay or reimburse when the DoD Component authorizes PCS allowances.</td>
<td>Relocation allowances that a DoD Component has discretionary authority to pay or not pay when the DoD Component authorizes PCS allowances.</td>
</tr>
<tr>
<td>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4).</td>
<td>1. TQSE under Ch 5, Part B may be authorized for a PCS to a PDS in a non-foreign area outside CONUS but may not be authorized for a PCS to a PDS in a foreign area.</td>
</tr>
<tr>
<td>2. MEA when moving a household (Ch 5, Part B) (FTR, Part 302–16).</td>
<td>2. The FTA, Pre-Departure Subsistence Expense Portion (DSSR, Sec. 242.3) may be authorized for lodging occupied temporarily before departure from CONUS or from a non-foreign OCONUS location for a PDS in a foreign area.</td>
</tr>
<tr>
<td>3. Transportation including SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).</td>
<td>3. TQSA (DSSR, Sec. 120) may be authorized for temporary lodging occupied at the foreign PDS upon arrival.</td>
</tr>
<tr>
<td>4. NTS (extended storage) of HHG (Ch 5, Part B) (FTR, Part 302–8).</td>
<td>4. POV shipment (Ch 5, Part B) (FTR, Part 302–9).</td>
</tr>
<tr>
<td>6. Relocation service company use may be authorized when transfer is to non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–12).</td>
<td>6. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).</td>
</tr>
<tr>
<td>7. Home marketing incentive may be authorized when transfer is to a non-foreign OCONUS PDS (Ch 5, Part B) (FTR, Part 302–14).</td>
<td></td>
</tr>
</tbody>
</table>
### H. Table 6: Transfer from OCONUS Official Station to an Official Station in CONUS

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that DoD Component must pay or reimburse</td>
<td>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</td>
</tr>
<tr>
<td>1. Transportation &amp; per diem for employee &amp; immediate family member(s) (Ch 5, Part B) <em>(FTR, Part 302–4)</em>.</td>
<td>1. POV shipment (Ch 5, Part B) <em>(FTR, Part 302–9)</em>.</td>
</tr>
<tr>
<td>2. MEA when moving a household (Ch 5, Part B) <em>(FTR, Part 302–16)</em>.</td>
<td>2. TQSE (Ch 5, Part B) <em>(FTR, Part 302–6)</em> may be authorized for temporary lodging occupied at the old PDS and new PDS. However, a TQSA under <em>DSSR Sec. 120</em> may be authorized for temporary lodging occupied at a foreign OCONUS PDS before departure from that PDS while TQSE may be authorized for temporary lodging occupied in CONUS.</td>
</tr>
<tr>
<td>3. Sell &amp; buy residence transaction expenses or lease termination expenses (Ch 5, Part B) <em>(FTR, Part 302–11)</em>.</td>
<td>4. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) <em>(FTR, Part 302–8)</em>.</td>
</tr>
<tr>
<td>4. Transportation including SIT of HHG (Ch 5, Part B) <em>(FTR, Part 302–7)</em>.</td>
<td>5. RIT Allowance (Ch 5, Part B) <em>(FTR, Part 302–17)</em>.</td>
</tr>
<tr>
<td>5. NTS (extended storage) of HHG only when assigned to a designated CONUS isolated official station in CONUS (par. 5312) <em>(FTR, Part 302–8)</em>.</td>
<td></td>
</tr>
<tr>
<td>6. RIT Allowance (Ch 5, Part B) <em>(FTR, Part 302–17)</em>.</td>
<td></td>
</tr>
</tbody>
</table>

1 Allowed when:
- The old and new official stations are located in CONUS and/or in a non-foreign OCONUS area.
- When instead of being returned to the former non-foreign OCONUS area official station, an employee is transferred in the Gov’t’s interest to a different non-foreign OCONUS area official station than from the official station from which transferred when assigned to the foreign OCONUS official station.

### I. Table 7: Transfer between OCONUS Official Stations

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that DoD Component must pay or reimburse</td>
<td>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</td>
</tr>
<tr>
<td>1. Transportation &amp; per diem for employee and immediate family member(s) (Ch 5, Part B) <em>(FTR, Part 302–4)</em>.</td>
<td>1. POV shipment (Ch 5, Part B) <em>(FTR, Part 302–9)</em>.</td>
</tr>
<tr>
<td>2. Transportation and SIT of HHG (Ch 5, Part B) <em>(FTR, Part 302–7)</em>.</td>
<td>2. Property management services (Ch 5, Part B) <em>(FTR, Part 302–15)</em>. TQSE if new PDS is in the U.S. (Ch 5, Part B) <em>(FTR, Part 302–6)</em>.</td>
</tr>
<tr>
<td>3. MEA (Ch 5, Part B) <em>(FTR, Part 302–16)</em>.</td>
<td></td>
</tr>
<tr>
<td>4. NTS (extended storage) of HHG (par. 5312) <em>(FTR, Part 302–8)</em>.</td>
<td></td>
</tr>
<tr>
<td>5. RIT (Ch 5, Part B) <em>(FTR, Part 302–17)</em>.</td>
<td></td>
</tr>
</tbody>
</table>

1 TQSA may be authorized under the *DSSR, Sec. 124* if transfer involves a foreign OCONUS PDS.

### J. Table 8: Return from OCONUS Official Station to Place of Actual Residence For Separation

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation allowances that DoD Component must pay or reimburse</td>
<td>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</td>
</tr>
<tr>
<td>1. Transportation for employee &amp; immediate family member(s) (Ch 5, Part B) <em>(FTR, Part 302–4)</em>.</td>
<td>1. POV shipment (Ch 5, Part B) <em>(FTR, Part 302–9)</em>.</td>
</tr>
<tr>
<td>2. Per diem for employee only (par. 5108) <em>(FTR, Part 302–4)</em>.</td>
<td></td>
</tr>
</tbody>
</table>
Ch 5: Permanent Duty Travel

Part B: Employees Only/Sec 1: General

3. Transportation & SIT of HHG (Ch 5, Part B) (FTR, Part 302–7).

K. Table 9: Last Move Home for SES Career Appointees upon Separation

<table>
<thead>
<tr>
<th></th>
<th>Relocation allowances that DoD Component must pay or reimburse</th>
<th>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation for employee &amp; immediate family member(s) (Ch 5, Part B) (FTR, Part 302–4).</td>
<td>1. POV shipment (Ch 5, Part B) (FTR, Part 302–9).</td>
<td></td>
</tr>
<tr>
<td>2. Per diem for the employee only (Ch 5, Part B) (FTR, Part 302–4).</td>
<td>2. MEA (Ch 5, Part B (FTR, Part 302–16).</td>
<td></td>
</tr>
<tr>
<td>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).</td>
<td>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).</td>
<td></td>
</tr>
</tbody>
</table>

L. Table 10: Temporary Change of Station (TCS)

<table>
<thead>
<tr>
<th></th>
<th>Relocation allowances that DoD Component must pay or reimburse</th>
<th>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transportation &amp; per diem for employee &amp; dependent(s) (Ch 5, Part B) (FTR, Part 302–4).</td>
<td>1. HHT expenses (Ch 5, Part B) (FTR, Part 302–5).</td>
<td></td>
</tr>
<tr>
<td>2. MEA (Ch 5, Part B (FTR, Part 302–16).</td>
<td>2. TQSE (Ch 5, Part B) (FTR, Part 302–6).</td>
<td></td>
</tr>
<tr>
<td>4. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (Ch 5, Part B) (FTR, Part 302–10).</td>
<td>5. POV shipment (Ch 5, Part B) (FTR, Part 302–9).</td>
<td></td>
</tr>
</tbody>
</table>

M. Table 11: Assignment under the Gov’t Employees Training Act

<table>
<thead>
<tr>
<th></th>
<th>Relocation allowances that DoD Component must pay or reimburse</th>
<th>Relocation allowances that DoD Component has discretionary authority to pay or reimburse</th>
</tr>
</thead>
</table>

1 The allowances listed in Table 11 may be authorized in lieu of per diem or actual expense allowances. This is not a PCS.

5506 PCS ORDER (FTR §302-2.102, §302-2.103, §302-2.104)

When Gov’t-funded PCS is authorized:

1. A written order must be issued to a new appointee/employee prior to reporting to the first/new official station.
2. Separate eligible dependent(s) PDT to the new PDS is authorized and effective when the employee’s order is issued IAW Service/DoD Component regulations (par. 5578-A),

3. An appointee/employee should not incur PCS expenses until the written order has been received,

4. The order must indicate the specific allowances authorized in these regulations and provide instructions about procedures for travel and transportation services procurement.

5. See par. 5558 for procedural requirements applicable to new appointees.

5508 FUNDS ADVANCE

A. HHG Transportation and SIT Using the Commuted Rate Method (FTR §302-7.105/106)

1. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

2. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
   a. Origin and destination;
   b. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and
   c. Anticipated SIT period (NTE 90 days) at Gov’t expense.

B. HHG Non-Temporary Storage (NTS) (FTR §302-8.4). An advance is not authorized for HHG NTS.

C. Temporary Quarters Subsistence Expenses (TQSE) (FTR §302-6.15)

1. An advance may be paid to cover the estimated TQSE expenses for up to 30 days.

2. The DoD Component may subsequently pay additional travel advances for periods up to 30 days.

3. The maximum TQSE period is:
   a. 120 days for TQSE(AE), and
   b. 30 days for TQSE(LS).

D. Real Estate Transaction and Unexpired Lease Expense Allowance (FTR §302-11.450). An advance is not paid for expenses incurred ICW residence transactions.

E. POV Transportation and Emergency Storage (FTR §302–9.11). An advance for POV transportation and emergency storage may be paid NTE the estimated amount authorized.

5510 PCS COUNSELING

A. Effective Date of Transfer. This par. applies to employees with an effective date of transfer of 1 August 2011 or later.

B. PDT Counseling. Each DoD Component must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:
   1. Should be offered as early as possible during the PCS process;
2. May be offered to a selected candidate contemplating acceptance of a job that would require relocation;

3. Assists an employee in making more informed decisions;

4. Allows an employee to play a more active role in the PCS;

5. Educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and

6. May be provided by the DoD Component or contractors.

5512 REASSIGNMENT/TRANSFER ADVANCE NOTICE

A. General. The permanent duty reassignment/transfer of any employee from one PDS/DoD Component to another, which is outside an employee's commuting area, is effective after the employee has been given reasonable advance notice to prepare.

B. Short Distance Moves. See par. 5678.

C. Advance Notice Period

1. Emergency circumstances are taken into account in determining whether the advance notice period is reasonable.

2. A reasonable advance notice period should not be less than 30 days except when:

   a. The employee and both the losing/gaining agencies agree on a shorter period;

   b. Other statutory authority and implementing regulations stipulate a shorter period (OPM regulations for specified time frames); or

   c. There are emergency circumstances.

5514 PCS REIMBURSEMENT PROVISIONS

A. General. The reimbursement maximums/limitations that apply to certain allowances are not the same for every employee even though claims may be filed within the same time frame because of:

1. Successive changes to these regulations governing PCS allowances, and

2. The extended period of time that an employee retains eligibility for certain allowances. See par. 5518.

B. Effective Date. The regulations in effect on the appointee’s/employee’s appointment/transfer effective date (App A) apply for payment/reimbursement purposes.

C. TDY Mileage, MALT, TQSE, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TQSE, and per diem computation.

5516 TRAVEL AND TRANSPORTATION FUNDING

A. General

1. An employee's pay and leave status during official travel are subject to the separate departments’ regulations about hours of duty, pay, and leave.
2. A new appointee is in a duty status while traveling to the first PDS.

3. For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoDI 1400.25, Vol. 630, Para 6.d.(3), Permanent Change of Duty Station (PCS).

4. See App A for definitions of Different (or Separate) Departments and Agencies, DoD Component, Foreign OCONUS Area/Country, and OCONUS.

B. Movement between Different Departments and Agencies or DoD Components (FTR §302-2.105)

1. Application. This par. applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DoD Components, to or from non-DoD agencies.

2. General. Except as in pars. 5516-B3 and 5516-B4, costs associated with a PCS may be paid by the gaining department/agency/DoD Component IAW par. 5502.

3. Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105)
   a. Transfer costs, between different DoD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity.
   b. A losing DoD activity must try to have the non-DoD gaining activity pay or share the costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DoD.
   c. If a non-DoD gaining activity refuses to assume/share the expense, the cost must be paid by the losing activity.

4. Movement under the DoD Priority Placement Program (PPP)
   a. PCS costs for movement under the PPP to a different DoD Component, due to a RIF/transfer of function, are funded IAW par. 5516-B3.
   b. When a RIF/transfer of function is not involved, and an employee returns to the U.S. through the PPP from a foreign area assignment, the gaining activity pays TQSE and MEA.
   c. Other PCS costs are paid by the losing activity.

C. Movement within the Same DoD Component

1. General
   a. Except as in pars. 5516-C2 through 5516-C5, the gaining activity may pay PCS movement costs if the move meets the criteria in par. 5502-C.
   b. When the gaining activity elects to pay movement costs, see par. 5520 for mandatory allowances, and allowances that may be authorized (at the gaining activity’s discretion).

2. Reduction in Force/Transfer of Function. The losing activity must pay movement costs.

3. BRAC. Ordinarily the gaining activity pays PCS movement costs. However, the losing activity may, at its discretion, pay PCS movement costs from a BRAC action.

4. From an OCONUS Activity to a CONUS Activity
   a. When an employee transfers from an OCONUS to a CONUS PDS activity, the losing activity must pay employee and dependent transportation allowances IAW par. 5573-B1.
b. Transportation allowances include per diem and HHG/POV transportation to the employee’s:

   (1) Actual residence, or

   (2) CONUS activity, NTE the cost to the employee’s actual residence.

c. If the gaining activity authorizes PCS allowances, it is responsible for additional employee and dependent transportation costs, including per diem and transportation of:

   (1) HHG/POV to the new PDS,

   (2) MEA, and

   (3) Real estate allowances (if the employee is eligible),

d. At the gaining activity’s discretion, a HHT (if the employee is eligible) and TQSE may be paid for an:

   (1) Employee who completes the prescribed tour of duty under the current service agreement;

   (2) Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DoD Component;

   (3) Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional 12 month tour; and

   (4) Employee with/without a service agreement moved under the PPP. If a RIF/transfer of function is involved, par. 5516-C2 applies.

5. From an OCONUS Activity to an Activity of the Same DoD Component in Hawaii. Pars. 5516-C2 through 5516-C4 apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DoD Component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay transfer costs when an employee fails to satisfactorily complete a probationary period.

7. Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)

   a. Losing Activity Costs. When a RIF/TOF is not involved, costs for an employee returning through the PPP from foreign area assignment in the same DoD Component must be paid by the losing activity.

   b. Gaining Activity Costs. TQSE and MEA must be paid by the gaining activity.

D. Separation from OCONUS Employment

1. Separation after Travel Begins. The losing activity must pay the en route travel/transportation cost for an employee, eligible for transportation under a service agreement, who returns to the actual residence/alternate destination NTE the travel/transportation cost to the actual residence, for separation from the losing OCONUS PDS.

2. Separation before Travel Begins. When an employee:

   a. Eligible for travel/transportation to the actual residence resigns OCONUS before beginning travel from the OCONUS PDS, the eligibility continues and the OCONUS losing activity must pay the movement expenses to the actual residence.
b. Under the same conditions above expects to continue in Gov’t service in a different department/agency in the actual residence locality, provided the employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

3. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

a. When an employee under an agreement:

(1) Returns to the actual residence/allowable alternate destination in the U.S. for separation, and

(2) After arrival at the destination is employed by another DoD Component without a break in service, The losing OCONUS activity must pay for the allowable separation NTE travel/transportation costs to the actual residence.

b. For the conditions and limitations regarding payment by the gaining DoD Component when additional travel/transportation to the new PDS is necessary and circumstances under which PCS allowances may be authorized and paid, see par. 5572-F (46 Comp. Gen. 628 (1967); 47 id 763 (1968); B-163113, 27 June 1968; B-163364, 27 June 1968).

4. Responsibility for Separation Travel Costs when an Employee is Transferred between OCONUS Activities. When an employee, under an agreement at an OCONUS activity, is transferred to a different OCONUS activity at the same or a different PDS, the gaining activity is responsible for the employee’s separation travel cost if the employee is/becomes eligible for separation travel and transportation allowances.

5518 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION (FTR §302-2.110)

A. General

1. All travel between authorized points (PDSs, etc.) in the travel order (including dependent(s)), and transportation (including HHG allowed) should be accomplished as soon as possible.

2. The employee may request a travel and transportation allowance extension.

3. The DoD Component may grant the extension if in the Gov’t’s interest, IAW par. 5518-C.

4. This authority cannot be used ICW a future order and has a finite limit (see par. 5518-C) for total time.

B. Employee Married to Employee/Member

1. Upon request an extension may be authorized/approved by the DoD Component when in the Gov’t’s interest, by an employee:

   a. Married to an employee, or

   b. Married to a member, or

   c. Whose domestic partner is an employee/member when each is traveling under a separate order between PDSs,

2. See par. 010302 for restrictions.

C. Time Limits. Travel and transportation must be completed within 1 year from the employee's
transfer/appointment effective date, except that the 1 year period:

1. Is exclusive of furlough time spent by an employee who begins active military service before the expiration of such period and who is furloughed for the military assignment duration to the PDS for which transportation and travel expenses are allowed; and

2. Does not include any time during which travel and transportation is not feasible due to shipping restrictions for an employee who is transferred/appointed to or from an OCONUS PDS; and

3. Is extended (when in the Gov’t’s interest by the DoD Component) for up to an additional 1 year when the original 1 year time limitation for residence transaction completion is extended under par. 5908-C. Even when an extension is authorized/approved, PCS allowances must be calculated by using the allowances in effect on the employee’s transfer effective date.

D. Restrictions

1. The employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized/approved by the DoD Component as being in the Gov’t’s interest.

2. Reasons that do not justify authorizing/approving an extension include (but are not limited to):
   a. Delaying dependents/HHG relocation in anticipation of a future PCS order not yet issued, and
   b. Residence construction/renovation delays at the new PDS.

5520 TRAVEL AND TRANSPORTATION REIMBURSEMENT

A. Authorized PCS Allowances. An employee who relocates and meets the eligibility conditions in par. 5502 is authorized the following if the hiring process includes PCS allowances:

1. Employee and dependents’ transportation, including MALT for POV travel, (par. 5156),

2. Per diem for the employee and dependents (par. 5592-F for travel by ship),

3. HHG shipment, including SIT,

4. HHG NTS (NTS is not authorized for CONUS to CONUS transfers unless it is to a designated isolated CONUS PDS),

5. Reimbursable expenses, and

6. Expenses incurred in the selling and/or buying of a residence, or lease termination. See Ch 5, Part B.

B. Allowance Restrictions. PCS allowances in par. 5520-A:

1. Are not subject to negotiation between the employing activity and the employee.

2. May not be reduced/changed by the employing activity (55 Comp. Gen. 613 (1976)).

C. Discretionary PCS Allowances. The employing activity may, at its discretion, also authorize:

1. A HHT and/or TQSE (Ch 5, Part B), and/or

2. POV shipment (Ch 5, Part B).
5522 PCS MOVEMENTS (FTR Part 302–3)

A. General. This covers worldwide PCS movements.

B. Travel and Transportation Allowances. Under par. 5502, travel and transportation allowances are authorized incident to PCS movements in par. 5522.

C. Agreements/Service Requirements/Violation Agreements. See Ch 5, Part B. An employee who relocates and meets the eligibility conditions for travel and transportation allowances in par. 5502 and retires after completing the required service period, but before using all travel and transportation allowances, is authorized those allowances for the standard time period after reporting for duty and is eligible for the allowances even after retirement (GSBCA 16494-Relo, 4 November 2004).

D. Alternate Origin and/or Destination Limitation. Travel and transportation allowances are limited to those between the old and new PDSs.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5524 TRAVEL AND TRANSPORTATION OPTIONS

A. General. An employee may elect to:

1. Travel by POV,
2. Procure common carrier transportation, or
3. Be provided transportation in kind.

Effective 1 May 2017

Note: A rental vehicle may only be authorized (in advance) for PCS transportation when other transportation modes are not advantageous. Otherwise reimbursement is as if a POV is used.

B. Mandatory Gov’t Transportation Use. See par. 020208.

5526 TRAVEL TIME

A. General. For per diem purposes, travel time is IAW par. 5605.

B. Elapsed Time Is Less than Authorized

1. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

2. Example: Official distance travel is 1,500 miles. The employee is detached from the activity at the old PDS 1 June and checks in to the new activity at the new PDS 4 June. Travel is performed by POV. The maximum allowable travel time is 5 days; however, elapsed time is 4 days. The employee is authorized 4 days as travel time.

C. Additional Travel Time

1. Additional travel time may be authorized/approved when actual travel time exceeds authorized travel time for reasons beyond the employee's control, such as:

   a. Acts of God,
   b. Restrictions by Gov’t authorities,
   c. Difficulties in obtaining POV fuel, or
   d. Other satisfactory reasons.

2. The additional travel time authorized may be the actual delay period or a shorter period as determined appropriate.

3. Per diem is payable for any days additional travel time is authorized.
4. Financial regulations may require that an explanation of the circumstances that necessitated the delay, and the commanding officer's action, be attached to the voucher.

5528 REIMBURSEMENT FOR COMMON CARRIER TRANSPORTATION PLUS PER DIEM

A. Mandatory DoD Policy

1. It is mandatory policy for all employees to use an available TMC for all official transportation requirements.

2. See par. 020208 for available Gov’t transportation use policy.

B. Reimbursement

1. An employee who, despite violating DoD policy on TMC use, procures common carrier transportation at personal expense for official travel, is authorized reimbursement NTE the amount authorized in pars. 020206, 020207, and 020208.

2. Reimbursement must not exceed the cost for the authorized transportation and accommodations over a usually traveled direct route IAW a schedule that meets the order requirements.

3. Reimbursement under this subpar. is based on the policy constructed airfare.

4. If the policy constructed airfare is a city pair airfare, the non-capacity controlled city pair airfare is used, if Gov’t procured transportation is available under par. 010201 (B-163758, 14 Aug 1975).

C. Per Diem. Per diem is computed under Ch 5, Part B2.

D. Transportation in Kind Plus Per Diem. When the Gov’t provides transportation in kind at no cost, the employee is authorized per diem under Ch 5, Part B2.

5530 MIXED MODE TRAVEL

A. General

1. Reimbursement. Total reimbursement is NTE the MALT rate plus per diem for the authorized travel.

2. Authorization. When POV use is authorized/approved for all PDT travel, and the employee modifies transportation using POV and common carrier (par. 020210-G), the employee is authorized:

a. The MALT rate for the distance traveled by POV;

b. The common carrier cost; and

c. Per diem for actual travel time.
3. PCS Mixed Modes Example

**Date** | **Departure/Arrival** | **Location** | **Transportation**
--- | --- | --- | ---
01 Jul | Depart: | Old PDS | CP
01 Jul | Arrive: | LV address | 
20 Jul | Depart: | LV address | POV
30 Jul | Arrive: | New PDS | 

DTOD distance from the old PDS to the new PDS is 2,984 miles. DTOD distance from the leave address to the new PDS is 838 miles. MALT rate per authorized POV is $0.23/mile.

MALT Plus per diem rate is $129/day. Leave address M&IE is $51/day. New PDS M&IE is $71/day.

**COST FOR ACTUAL TRAVEL:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jul</td>
<td>Commercial air cost from old PDS to leave address (non-city pair airfare)</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>Taxi to airport</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>Per diem: 75% x $51</td>
<td>$38.25</td>
</tr>
<tr>
<td>20 to 30 Jul</td>
<td>MALT: 838 miles x $0.23/mile</td>
<td>$192.74</td>
</tr>
<tr>
<td></td>
<td>MALT Plus per diem: $129/day x 3 days</td>
<td>$387.00</td>
</tr>
<tr>
<td></td>
<td>Total Actual Cost</td>
<td>$892.99</td>
</tr>
</tbody>
</table>

**COST FOR POV TRAVEL FOR THE ORDERED DISTANCE:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 9 Jul</td>
<td>MALT rate: 2,984 miles x $0.23/mile</td>
<td>$686.32</td>
</tr>
<tr>
<td></td>
<td>MALT Plus per diem: $129/day x 9 days</td>
<td>$1,161.00</td>
</tr>
<tr>
<td></td>
<td>Total Constructed Cost</td>
<td>$1,847.32</td>
</tr>
<tr>
<td></td>
<td>Reimburse to the employee the actual cost ($892.99) NTE the constructed cost ($1,847.32).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The employee is due:</td>
<td>$892.99</td>
</tr>
</tbody>
</table>

B. Mixed Modes Travel Time

1. **General**

   a. Authorized travel time, for travel by common carrier at personal expense or by mixed modes is:

   (1) Travel time authorized for the total distance traveled by POV in whole days IAW par. 5605-A, NTE the travel time authorized for the official distance between origin and destination, and

   (2) 1 day for commercial transportation other than transoceanic. See par. 5532-C3.

   b. Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in par. 5605-A as if POV were used for the entire travel (unless additional travel time is authorized under par. 5012-C).

2. **Computation when Travel Is by Mixed Modes.** Compute authorized mixed mode travel time as follows:

   a. **Steps**

   (1) **Step 1.** Determine the official distance between authorized travel points as prescribed in par. 020204;

   (2) **Step 2.** Determine the total number of miles traveled by POV, NTE the distance in Step 1, and compute travel time IAW par. 5605-A;

   (3) **Step 3.** Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

   (4) **Step 4.** Compare the number of days in Step 3 to the number of days had POV been used for the
entire distance and allow the lesser.

b. Examples

(1) Example 1. Official distance 1,500 miles; employee travels 800 miles by POV, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POV travel (3 days) plus one day for travel by commercial carrier, for 4 day total.

(2) Example 2. Official distance 1,000 miles; employee travels 800 miles by POV, and 700 miles by air. Travel time for 800 miles by POV (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POV used for entire distance) results in 3 days of authorized travel time.

(3) Example 3. Official distance 385 miles; employee travels 200 miles by POV, and 500 miles by air. Travel time is allowed for 200 miles by POV (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

c. Travel not Considered

(1) For mixed mode travel, the distance traveled to leave points is considered when computing travel time. The following are not considered:

(a) Travel at a leave point;

(b) Travel at the old/new PDS or TDY station; and

(c) Travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

(2) Example


If the employee travels by POV the entire trip, travel time is computed using 2,627 miles. If the employee travels by POV from Ft. Belvoir to Miami and then travels by commercial plane from Miami to Chicago to Ft. Irwin, then 1,063 miles (which is less than old to new PDS distance) is used to compute travel time plus 1 day for the commercial plane.

If the employee travels by POV from Ft. Belvoir to Miami and then travels from Chicago to Ft. Irwin by commercial plane, travel time is computed using the distance from Ft. Belvoir to Chicago (715 miles – which is less than old to new PDS distance) plus 1 day for the commercial plane.

If the employee travels by air from Ft Belvoir to Miami, then by POV from Miami to Chicago and from Chicago to Ft Irwin by air, use the distance 1, 392 miles for POV travel Miami to Chicago (which is less than old to new PDS distance) plus 1 day for the commercial plane (even though two were used on separate days).

5532 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. An employee traveling on a PCS order to, from or between OCONUS points, is authorized:

1. The applicable allowances in Ch 5, Part B2 for the official distance between the old PDS and the appropriate
aerial/water POE serving the old PDS; and

2. Transportation by available Gov’t aircraft/ship, otherwise Gov’t procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see pars. 020208 and 5532-C4) plus applicable per diem; and

3. The applicable allowances in Ch 5, Part B2 for the official distance between the appropriate aerial/water POD serving the new PDS, and the new PDS; and

4. Travel to and from VPCs, when accomplished concurrently with travel performed under par. 5532-A1 or 5532-A3, IAW par. 5726.

B. When only Land Travel Is Involved. Except as in par. 5032-C, an employee on a PCS order not involving transoceanic travel (see App A) is authorized the applicable allowances in Ch 5, Part B2 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of travel is air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

   a. Personal travel under par. 5532-A, and

   b. Dependent travel under par. 5588, and

   c. POV delivery to the loading port/VPC for transportation under par. 5726

2. POV Travel. See par. 5612.

3. Transoceanic Travel Time

   a. Transoceanic travel time by aircraft/ship is the actual time required by the usual direct routing.

   b. The embarkation/debarkation day at the port, while awaiting transportation, is included in actual time for ocean/transoceanic travel regardless of the embarkation/debarkation hour.

   c. When transoceanic travel is performed by POV, see par. 5612.

4. Transoceanic Transportation Reimbursement Costs

   a. Gov’t Procured Transportation Available. If Gov’t procured transportation is directed, reasonably available, and not used, the employee is NOT authorized reimbursement for transportation costs.

   b. Gov’t Procured Transportation Not Available

      (1) Gov’t Procured Transportation Not Available. When Gov’t procured transportation is not available, the employee is authorized transportation reimbursement NTE the policy constructed airfare (see App A) over the direct route between origin and destination.

      (2) Air Travel Medically Inadvisable. If air travel is medically inadvisable for the employee and/or an accompanying dependent, reimbursement is limited to the least costly available first class passenger accommodations on a commercial ship.

   c. Travel by Foreign Flag Air Carrier/Ship. See par. 020206 for circumstances when reimbursement is authorized for travel, at personal expense, on a foreign flag air carrier/ship.
D. **Indirect/Circuitous Travel Reimbursement**

1. **General.** When an employee, at personal expense and convenience, performs PCS travel over an indirect/circuitous route, the employee is authorized:

   a. Lodging Plus per diem for land travel performed from the time the employee departs the old PDS until the employee reports to the new PDS;

   b. Reimbursement for the cost of transoceanic U.S. flag transportation used and per diem; and

   c. Reimbursement for transoceanic non U.S. flag transportation used and per diem NTE the cost the Gov’t would have incurred for the employee’s transportation on the direct route if travel by non U.S. flag carrier on the circuitous route is supported by the documentation required in par. 020206, stating that a U.S. flag carrier was not available on the direct route and documentation stating that a U.S. flag carrier was not available on the circuitous route

2. **Reimbursement Limitation.** Total reimbursement must not exceed the amount the employee would have been authorized via the direct route between the old and new PDSs.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5534 GENERAL (FTR §302-4.200)

A. Travel of 12 or fewer hours (12 Hour Rule). A per diem allowance must not be paid when the official travel period is 12 or fewer hours (FTR §302-11.2).

B. PCS Travel Delayed for Reasons Beyond the Employee’s Control

1. An exception may be made by the travel approving/directing official when travel en route is delayed for reasons beyond the employee’s control, such as acts of God, restrictions by governmental authorities, or other reasons acceptable to the employing DoD Component (e.g., an employee with disabilities).

2. In these cases, per diem may be allowed for the full delay period or for a shorter delay period as determined by the DoD Component.

3. The employee should be prepared to provide a statement on the reimbursement voucher fully explaining the circumstances that necessitated the en route travel delay if required by finance regulations.

C. Per Diem Rates for PDT

1. CONUS Travel. The Standard CONUS per diem rate:

   a. Applies for any CONUS city/county location not identified in the CONUS per diem rates.

   b. Is used for all CONUS locations when PDT is involved with:

      (1) Travel to a first duty station for a newly recruited employee or appointee;

      (2) Travel incident to a PCS;

      (3) RAT;

      (4) Separation travel;

      (5) Occupying temporary lodging (except when TQSE(LS) is authorized under Ch 5, Part B9); and

      (6) HHT (except when lump sum payment is authorized under par. 5800).

2. OCONUS Travel

   a. The applicable maximum per diem rate applies to OCONUS travel.

   b. Unspecified OCONUS locations in the OCONUS per diem rates use the ‘Other’ rate for the applicable country.

   c. OCONUS per diem ICW PDT travel is authorized for:

      (1) Travel to a first duty station for a newly recruited employee/appointee;
(2) Travel incident to a PCS;

(3) RAT;

(4) Separation travel;

(5) HHT (lump sum method only); and

(6) Temporary lodging occupation at an OCONUS location.

5536 PER DIEM WHEN GOV’T OR COMMERCIAL TRANSPORTATION IS USED

A. General. The ‘new PDS’ per diem rate and the computation in pars. 020303 and 020304 are used for PCS travel when transportation is personally procured, or furnished as transportation-in-kind, for separate legs of a journey (par. 020205).

B. Overnight Stop/TDY Site. If there is an overnight stop/TDY en route, the per diem rate for the arrival day at the overnight stop/TDY site is the stopover/TDY location rate, as appropriate.

C. New PDS Rate

1. The new PDS rate does not override the destination rate logic in par. 020310.

2. M&IE for the new PDS arrival day is the new PDS rate whether or not there is a stopover.

5538 PARTIAL TRAVEL DAYS

The 75% rate in par. 020310 applies to:

1. Departure and arrival days at PDSs,

2. Designated places/alternate destination point, or

3. Safe haven (when PCS travel is from a safe haven location).

4. RAT leave locations when Lodgings Plus per diem is paid.

5540 SAME DAY TRAVEL

If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. 020309) when travel is more than 12 hours.

5542 PER DIEM FOR POV TRAVEL INVOLVING A CAR FERRY

See par. 5613.

5544 TRAVEL BY COMMERCIAL SHIP

Per diem is not authorized for an employee and/or dependent when traveling aboard a commercial ship when meals are furnished without charge, or are part of the accommodations cost, except on embarkation and debarkation days.

5546 PER DIEM WHEN CROSSING THE INTERNATIONAL DATELINE (IDL)

The following are examples of per diem computation, when crossing the international date line (IDL).
### A. Example 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure/Arrival</th>
<th>Location</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Feb</td>
<td>Depart: Old PDS</td>
<td></td>
<td>GB</td>
</tr>
<tr>
<td></td>
<td>Arrive: POE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Feb</td>
<td>Depart: POE</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: POD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Feb</td>
<td>Depart: POD</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: New PDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee spends $150 for lodging on 17 February. POE per diem rate is $291 ($193/ $98). POE is not the local terminal for the old PDS. Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.

#### REIMBURSEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Costs</th>
<th>M&amp;IE Costs</th>
<th>Total Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 Feb</td>
<td>75% x $98 = $73.50 + $150 ($150 is less than $193) =</td>
<td></td>
<td>223.50</td>
</tr>
<tr>
<td>18 Feb</td>
<td>$51 (destination M&amp;IE rate) =</td>
<td>51.00</td>
<td></td>
</tr>
<tr>
<td>18 Feb</td>
<td>$51 + $100 ($100 is less than $110) =</td>
<td>151.00</td>
<td></td>
</tr>
<tr>
<td>19 Feb</td>
<td>75% x $39 (new PDS rate) =</td>
<td>29.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$454.75</td>
</tr>
</tbody>
</table>

### B. Example 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure/Arrival</th>
<th>Location</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Feb</td>
<td>Depart: Old PDS</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: POD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Feb</td>
<td>Depart: POD</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: New PDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employee spends $100 for lodging on the second 18 February. POD per diem rate is $161 ($110/ $51). M&IE for new PDS is $39.

#### REIMBURSEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Costs</th>
<th>M&amp;IE Costs</th>
<th>Total Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 Feb</td>
<td>75% x $51 (destination M&amp;IE rate) =</td>
<td>38.25</td>
<td></td>
</tr>
<tr>
<td>18 Feb</td>
<td>$51 (destination M&amp;IE rate) plus $100 ($100 less than $110) =</td>
<td>151.00</td>
<td></td>
</tr>
<tr>
<td>19 Feb</td>
<td>75% x $39 (new PDS rate) =</td>
<td>29.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$218.50</td>
</tr>
</tbody>
</table>

### C. Example 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure/Arrival</th>
<th>Location</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Mar</td>
<td>Depart: Old PDS</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: POD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Mar</td>
<td>Depart: POD</td>
<td></td>
<td>TP</td>
</tr>
<tr>
<td></td>
<td>Arrive: New PDS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

POD per diem rate is $177 ($126/ $51). M&IE for new PDS is $39.

#### REIMBURSEMENT

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Costs</th>
<th>M&amp;IE Costs</th>
<th>Total Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Mar</td>
<td>75% x $39 (new PDS rate) =</td>
<td>29.25</td>
<td></td>
</tr>
<tr>
<td>5 Mar</td>
<td>75% x $39 (new PDS rate) =</td>
<td>29.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$58.50</td>
</tr>
</tbody>
</table>
5548 PER DIEM ALLOWANCE ELEMENTS

A. Maximum Lodging Expense. A per diem rate includes a maximum lodging expense reimbursement amount. Reimbursement is limited to the lesser of the actual lodging cost or the applicable maximum amount. Lodging receipts are required IAW DoD FMR 7000.14-R, Volume 9. See par. 010301.

B. Lodging Tax

1. CONUS and Non-foreign OCONUS Areas
   a. The locality per diem lodging ceiling in CONUS and in a non-foreign OCONUS area does not include lodging tax.
   b. Lodging tax in CONUS and in a non-foreign OCONUS area is a reimbursable expense.

2. Foreign OCONUS Areas
   a. The locality per diem lodging ceiling in a foreign OCONUS area includes lodging tax.
   b. Lodging tax in a foreign OCONUS area is not a reimbursable expense.

C. M&IE. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or portion thereof, is payable to an employee without itemization of expenses or receipts.

5550 LODGING PLUS PER DIEM COMPUTATION METHOD

A. General. Compute per diem for all PCS travel using the Lodging Plus method. Each travel day’s per diem is the actual amount the employee pays for lodging plus an allowance for M&IE; the total is NTE the Standard CONUS per diem rate for CONUS or the maximum OCONUS locality per diem rate(s) for OCONUS.

B. Per Diem Computations. When PCS travel is more than 12 hours, per diem must be calculated using the following rules:

NOTE: This is the departure day from the PDS, home, or other authorized point.

1. Day Travel Begins
   a. Lodging Required. Per diem is the actual lodging cost incurred by the employee, NTE the applicable lodging rate (Standard CONUS rate or maximum OCONUS locality rate), plus 75% of the applicable M&IE rate (Standard CONUS or OCONUS).
   b. Lodging Not Required. Per diem is 75% of the applicable M&IE rate (Standard CONUS or OCONUS new PDS) for one day.

2. Full Calendar Days
   a. Lodging Required. When lodging is required, and the employee is still en route, the applicable per diem rate (Standard CONUS or OCONUS locality rate) is the maximum rate for a stopover point at which lodging is obtained, plus the applicable M&IE rate (Standard CONUS or destination OCONUS).
   b. Lodging Not Required. For each full calendar day an employee is en route and lodging is not required, the per diem is the applicable M&IE rate (Standard CONUS or OCONUS).

3. Day Travel Ends
5552 PER DIEM COMPUTATION

A. General. The per diem rates, prescribed for PDT in par. 5534-C, apply when computing per diem for HHT (Standard CONUS rate for the Lodging Plus method, and locality rate for the lump sum method), en route travel to the new PDS, RAT, and separation travel.

B. HHT. See Ch 5, Part B12.

C. En Route Travel to the New PDS

1. Except for determining the applicable rate (see subpar. A above), this par. applies when computing en route travel per diem to a new PDS.

2. The Standard CONUS M&IE rate or OCONUS M&IE locality rate applies to the arrival day at the new PDS.

3. When travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

D. Separation Travel

1. Except for determining the applicable rate (see subpar. A above), pars. 5500-B2a and G1b(2) apply when computing per diem for all en route travel to the actual residence incident to separation.

2. The Standard CONUS M&IE rate is applicable on the arrival day at that location.

3. When travel begins and ends on the same day, the rules in pars. 5500-B1 and 5500-B3 apply.

4. See the DTMO website for the current Standard CONUS per diem rate.

E. Per Diem Computation Examples. See Standard CONUS per diem rate for current rate.

1. Example 1

<table>
<thead>
<tr>
<th>PCS Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee performed PCS travel from Location A, to Location B, in 10 days. The employee elected to travel by POV, accompanied by spouse and 2-year old child. They departed their residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem for NTE 8 days based on 350 miles/travel day (par. 5605). The standard CONUS per diem rate is $142 ($91/ $51). Lodging was occupied for 9 nights, two of which were spent at friends’ homes at no cost. The employee certified the single rates applicable to the rooms occupied with the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Diem for Actual Travel Under the Lodging Plus Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) = $1136.00</td>
</tr>
<tr>
<td>Day 1 (departure day) $58 (lodging) + ($51 x 75%) = $96.25</td>
</tr>
<tr>
<td>Day 2 $51 = $51.00</td>
</tr>
<tr>
<td>Days 3 to 8 Lodging $346 ($57, $59, $58, $57, $56, and $59 ) + M&amp;IE $306 ($51/day x 8) = $652.00</td>
</tr>
</tbody>
</table>

07/01/17
6 days) = $ 51.00
Day 10 (arrival day) $51 x 75% (M&IE) = $ 38.25
Employee’s Per Diem = $888.50
Per diem for accompanying spouse at 75% of the amount due the employee ($888.50) = $666.38
Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) = $444.25
Total Amount Payable To Employee = $1,999.13

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 miles ÷ 350 miles/travel day = 8 travel days with a remaining distance of 26 miles (2,826 – 2,800)). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. 5605.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/$51), par. 5605.

Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.

Day 2, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.

Days 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91 x 6 days ($546) + the M&IE rate ($51) x 6 days for a total of $652.

Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.

Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.

The per diem for actual travel by the employee is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and per diem for dependents is 75% and 50% respectively of the $888.50 due the employee.

Per Diem for Actual Travel Under the Lodging Plus Method

<table>
<thead>
<tr>
<th>Day</th>
<th>Lodging Cost</th>
<th>M&amp;IE Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>$0</td>
<td>$51 x 75%</td>
<td>$38.25</td>
</tr>
<tr>
<td>Day 2</td>
<td>$0</td>
<td>$51</td>
<td>$110.00</td>
</tr>
<tr>
<td>Day 3</td>
<td>$0</td>
<td>$51</td>
<td>$51.00</td>
</tr>
<tr>
<td>Day 4</td>
<td>$0</td>
<td>$51</td>
<td>$104.00</td>
</tr>
<tr>
<td>Day 5</td>
<td>$0</td>
<td>$51</td>
<td>$51.00</td>
</tr>
<tr>
<td>Day 6</td>
<td>75% x $51</td>
<td></td>
<td>$38.25</td>
</tr>
<tr>
<td>Employee’s Per Diem</td>
<td></td>
<td></td>
<td>$392.50</td>
</tr>
<tr>
<td>Per diem for accompanying spouse at 75% of the amount due the employee ($392.50)</td>
<td>$294.38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($392.50)</td>
<td>$196.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Amount Payable To Employee</td>
<td></td>
<td></td>
<td>$883.13</td>
</tr>
</tbody>
</table>

Determine the maximum number of days for which per diem is allowed by dividing the official distance in miles by 350 (1,443 miles ÷ 350 miles/travel day = 4 travel days with a remaining distance of 43 miles (1,443 – 1,400)). No additional time is allowed for the 43 miles since it is less than the minimum 51 miles set in par. 5605.

The maximum allowable per diem for PCS travel within CONUS is the Standard CONUS per diem rate of $142 ($91/$51), par. 5605.

Day 1 (departure day), the applicable per diem rate is 75% of the M&IE rate ($51) for a total of $38.25.

Days 2 and 4 - the applicable per diem rate is the lodging cost ($59 and $53) NTE $91 for each day plus the M&IE...
Ch 5: Permanent Duty Travel

Part B: Employees Only/Sec 2b: Employee Travel and Transportation (Per Diem)

| Days 3 and 5 | the applicable per diem rate is the M&IE rate ($51) for each day for a total of $102. |
| Day 6 (arrival day at new PDS) | the applicable per diem rate is 75% ($38.25) of the Standard CONUS M&IE rate ($51). |
| The per diem for actual travel time ($392.50) did not exceed the maximum allowable ($568), therefore the employee is authorized the lesser amount and the per diem for dependents is 75% and 50% respectively of the $392.50 due the employee. |

3. Example 3

PCS Travel, Actual Costs Exceed the Gov’t Cost

An employee performed PCS travel from Location A, to Location B, in 15 days. The employee elected to travel by POV. They departed the residence on Day 1 and arrived at the new PDS on Day 15. The employee may be paid per diem NTE 8 days based the official distance of 2,615 miles. The standard CONUS per diem rate is $142 ($91/$51).

Lodging was occupied for 14 nights, 4 of which were spent at friends’ homes at no cost. The employee certified the single rates applicable to the rooms occupied with the spouse, were 10 nights at $70 a night, and 4 nights at no cost. Per diem is computed as follows:

<table>
<thead>
<tr>
<th>Per Diem for Actual Travel Under the Lodging Plus Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum allowable per diem for 8 days @ $142/day (Standard CONUS per diem rate) =</td>
</tr>
<tr>
<td>Day 1</td>
</tr>
<tr>
<td>Days 2 to 10</td>
</tr>
<tr>
<td>Days 11 to 14</td>
</tr>
<tr>
<td>Day 15</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Per diem for accompanying spouse at 75% of the amount due the employee ($1,439.50) =</td>
</tr>
<tr>
<td>Total travel costs</td>
</tr>
<tr>
<td>($1,439.50 + $1,079.63) =</td>
</tr>
<tr>
<td>Total amount payable to employee: ($1136 + dependent per diem $852, 75% of $1136) =</td>
</tr>
</tbody>
</table>

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,615 ÷ 350 = 7 days with a remaining distance of 165 miles (2,615 – 2,450). One additional day is allowed for the 165 miles since it exceeds the minimum 51 miles set in par. 5605 for a total of 8 days.

4. Example 4

PCS Travel OCONUS to OCONUS

An employee performed PCS travel from Location G to Location I in 2 days. The employee elected to travel by POV accompanied by spouse and 12 year old child. They departed the residence at 0700 on day 1 and arrived at the new PDS at 1800 on day 2. The official distance traveled was 771 miles. The employee may be paid per diem NTE 3 days based on 350 miles per calendar day (par. 5605). Lodging was occupied for 1 night. The employee certified the single rate applicable to the room occupied with dependents, for 1 night was $127. Per diem is computed as follows:

<table>
<thead>
<tr>
<th>Per Diem for Actual Travel using the Lodging Plus Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum allowable per diem for 3 days @ (OCONUS locality rates) = $500 =</td>
</tr>
<tr>
<td>Day 1 (departure day)</td>
</tr>
<tr>
<td>Day 2</td>
</tr>
<tr>
<td>Day 3 (arrival day)</td>
</tr>
<tr>
<td>Employee’s Per Diem =</td>
</tr>
<tr>
<td>Per diem for accompanying spouse at ¾ of the amount due the employee =</td>
</tr>
<tr>
<td>Per diem for accompanying child (age 12) at ¾ of the amount due the employee =</td>
</tr>
<tr>
<td>Total amount payable to employee: ($492 + 2 dependents per diem ($738 = 75% of $492 x 2) =</td>
</tr>
</tbody>
</table>

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (771
5605 for a total of 3 days.

The maximum allowable per diem rate for PCS travel in OCONUS is the maximum OCONUS locality per diem rate.

Day 1 (departure day), the applicable per diem rate is $127 lodging cost plus 75% of the OCONUS locality M&IE rate ($156) for a total of $244.

Day 2, the applicable per diem rate is the lodging cost ($125) plus the OCONUS M&IE rate ($72) for a total of $197.

Day 3 (arrival day at new PDS), the applicable per diem rate is 75% of the OCONUS locality M&IE ($68) for a total of $51.

The per diem for actual travel by the employee is $492. Since the per diem for actual travel does not exceed the maximum allowable ($500) for 3 days travel time, the employee is authorized the full amount ($492.00) for the actual travel time and per diem for dependents is ¾ each of the $492 due the employee.

5. Example 5. PCS/Separation Travel

1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours (par. 5550).
4. Since travel begins and ends on the same day, pars. 5550-B1 and 5550-B3 apply. Also par. 5552-D.
5. The max per diem rate at the time of travel was $142 ($91/ $51). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is $38.25 ($51 x 75%).
7. Spouse’s per diem is 75% of $38.25 due to employee if the spouse accompanied the employee on PCS travel.

6. Example 6

<table>
<thead>
<tr>
<th>Depart Old PDS (CONUS)</th>
<th>1 May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive New PDS (OCONUS)</td>
<td>1 May</td>
</tr>
<tr>
<td>Actual travel time is 16 hours. The M&amp;IE rate applicable to the new PDS location = $78 at the time of travel.</td>
<td></td>
</tr>
</tbody>
</table>

Reimbursement

NOTE: PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. 5554-E for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.

$78 (M&IE) rate x 75% for new PDS location = $58.50

Total Reimbursement = $58.50

Per diem for the accompanying spouse is ¾ of the amount due the employee ($58.50) = $43.88

Per diem for the accompanying child age 12 or older is ¾ of the amount due the employee ($58.50) = $43.88

Per diem for the accompanying child under age 12 is ½ of the amount due the employee ($58.50) = $29.25

5554 EFFECT OF ABSENCE ON PER DIEM PAYMENT

An employee is not authorized per diem while on a full day of leave during permanent duty travel.

5555 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for/restricted in these regulations, the prescribed per diem applies for all TDY periods, and related travel, including, but not limited to, the following:

1. Periods of necessary delay awaiting further transportation,

2. Periods of delay at POEs and PODs ICW a PCS,

3. TDY periods directed in a PCS order.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 2: EMPLOYEE TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5556 FIRST DUTY STATION TRAVEL ELIGIBILITY

A. General

1. Travel and transportation expenses may be allowed to first duty station only for the following persons:
   a. A new appointee to any position;
   b. A student trainee assigned to any position upon completion of college work; or
   c. Presidential Transition Team personnel newly appointed to Gov’t service who have performed transition
      activities under section 3 of the Presidential Transition Act of 1963 (3 USC §102, NOTE) and are
      appointed to Gov’t service in the same fiscal year as the Presidential inauguration that immediately follows
      their transition activities.

2. The provisions of this Part apply to relocation to the first PDS from the actual residence at the time:
   a. Of appointment, for new appointees, as defined in par. 5558-B, or,
   b. Following the most recent Presidential election, but before selection/appointment, in the case of an
      individual described in par. 5556-A1c.

3. The restrictions in par. 5566 (Short Distance Transfers) do not apply to first duty station travel. When first
   duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve
   payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to
   the distance between the employee’s actual residence and the first PDS.

B. Requirements and Allowances for a New Employee Assigned to an OCONUS PDS


2. Service Requirements. See par. 5840.

3. Travel and Transportation Allowances. Travel and transportation allowances:
   a. Are measured from the actual residence, at the time of appointment, to the OCONUS PDS.
   b. For Presidential Transition Team appointees are limited to expenses incurred from the actual residence,
      from which the employee was relocated to perform Presidential transition activities, to the assigned PDS.

4. Foreign OCONUS Area PDS Assignment Allowances. See par. 5812 and Ch 5, Section 10.
5558 NEW APPOINTEE AND STUDENT TRAINEE APPOINTMENTS AND ASSIGNMENTS TO FIRST PDS

A. General

1. Travel and transportation allowances may be authorized for appointees/student trainees assigned to a first PDS. Once reimbursement is authorized for travel and transportation allowances, all mandatory allowances must be reimbursed.

2. The appointee/student assigned to a first PDS may be reimbursed allowable travel and transportation expenses once a service agreement to remain in Gov’t service for a 12 month minimum (beginning the date the appointee/student trainee reports for duty at the first/new PDS) is signed, unless separated for reasons beyond the employee's control that are acceptable to the DoD Component concerned.

3. If the written service agreement is violated, including failure to report for duty at the first/new PDS, any Gov’t funds spent for travel, transportation, moving and/or HHG storage, and all other allowances authorized under this Part are the individual's financial responsibility to repay to the Gov’t.

4. See par. 5820-E regarding service agreement requirements for appointments to an OCONUS position.

5. See par. 5840-C and Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS) for information concerning OCONUS PDS location tours.

B. Coverage. A new appointee:

1. May be authorized payment of only expenses listed in par. 5558-E when relocating to the first PDS.

2. Includes:
   a. An individual who is employed with the Federal Gov’t for the first time,
   b. Presidential Transition Team personnel (par. 5556-A1c), and
   c. An employee returning to the Gov’t after a break in service (except an employee separated as a result of reduction in force/transfer of function and is re-employed within one year after such action (par. 5560)); or
   d. A student trainee assigned to the Gov’t upon completion of college.

3. Is not an employee separated as a result of a RIF/transfer of function. Such an employee is treated as a transferee under pars. 5516 and 5560.

C. DoD Component Responsibility. Each DoD Component must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. 5510.

D. Procedural Requirements

1. Agreement. Payment for otherwise allowable expenses/advance of funds cannot be made unless the appointee/student trainee has signed the appropriate service agreement.

2. Travel before Appointment
   a. Authorized expenses may be paid even though the individual concerned has not been appointed at the time travel to the first PDS is performed.
   b. Travel and transportation for Presidential Transition Team personnel (par. 5556-A1c), may take place at any time following the most recent Presidential election, but expense reimbursement cannot occur until the
individual's actual appointment.

c. Ch 5, Part B2 does not limit the provisions in par. 0306 allowing the payment of pre-employment interview travel.

3. Prior Payment. A student trainee may not receive payments at the time of assignment if travel and transportation expenses were paid when the trainee was appointed as a student trainee.

E. Allowable Expenses. The following expenses are payable when travel to the first PDS at Gov’t expense is authorized/approved by the hiring DoD Component. Not all of the listed items are applicable in each situation covered by this Part.

1. Travel and transportation, including per diem, for the appointee/student trainee. See par. 5534-C1b. NOTE: AEA in par. 020307., is not authorized/approved for first duty station travel.

2. Transportation for the appointee's/student trainee's dependent. See Ch 5, Part B3.

3. MALT if a POV is used.

4. HHG transportation and SIT. See Ch 5, Part B4.

5. NTS (extended storage) of HHG if appointed to an isolated location or assigned to an OCONUS PDS. See Ch 5, Part B4.


7. POV shipment when authorized by the DoD Component. See Ch 5, Part B6.

F. Expenses Not Allowable. The following expenses are not allowable to appointees and student trainees.

1. Per diem for dependents;

2. A HHT (Ch 5, Part B12);

3. TQSE (Ch 5, Part B9);

4. MEA (Ch 5, Part B10);

Note: Ch 5, Part B7 does not authorize MEA for first duty station travel. The authority in DSSR, §241.2 may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.

5. Residence sale and purchase expense (Ch 5, Part B14);

6. Lease breaking expense (except as in par. 5819-D); and

7. Relocation service (Ch 5, Part B15).

G. Alternate Origin and/or Destination

1. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.

2. For Presidential Transition Team personnel (par. 5556-A1c), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.

3. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible
for any excess cost involved.

H. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under par. 010204.

5560 MOVEMENT OF AN EMPLOYEE OR REEMPLOYED FORMER EMPLOYEE AFFECTED BY REDUCTION IN FORCE (RIF)/TRANSFER OF FUNCTION (FTR §302–3.206)

A. General. An involuntary transfer due to a RIF/transfer of function is in the Gov’t’s interest (FTR §302-3.205). PCS allowances are authorized.

B. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.

C. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:

1. In the Federal Gov’t,
2. Within 1 year of the separation date,
3. Under a non-temporary appointment, and
4. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. 5566 for a short distance transfer.

D. Agreement Requirement

1. PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Gov’t service for 12 months (beginning the date the employee reports for duty at the new PDS) IAW this par.
2. If the employee violates the written agreement, including failure to report for duty at the new PDS, any Gov’t funds spent for allowances authorized under this par. are the employee’s personal financial responsibility.
3. See par. 5820-E for agreement requirements when a transfer is to an OCONUS position.

E. Employee Transferring to the U.S. Postal Service. PCS allowances IAW Ch 5, Part B2 may also be authorized for a DoD employee (5 USC §5735) who:

1. Is scheduled for separation from DoD, other than for cause;
2. Is selected for appointment to a continuing position with the U.S. Postal Service; and
3. Accepts the appointment.

F. Order Issuance. Order issuance is covered in App I.

G. Funding. See par. 5516 for funding of allowances authorized under Ch 5, Part B2.

H. Employee Separated due to Function Transfer Example. An employee in CA declined to relocate with a function transfer and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, DC, in a POA, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS order that authorized
the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

5562 RETURN FROM MILITARY DUTY

A. Mandatory Restoration. An employee:

1. Authorized mandatory restoration under FPM 353,

2. Returning from military duty, and

3. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

B. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Gov’t’s interest from the restoration place to a place where a suitable DoD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

C. Real Estate Expense

1. Ch 5, Part B16, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:
   a. Sale (or unexpired lease settlement) at the former civilian PDS; and
   b. Purchase at the new PDS (the criteria in par. 5566 concerning short distance transfers applies).

2. Reimbursement is prohibited for any:
   a. Sale,
   b. Settlement of an unexpired lease, or
   c. Purchase transaction

that occurs prior to the employee being officially notified that the employee would be assigned to a different PDS than the one at which the employee resigned to enter the Armed Forces.

D. Travel and Transportation Allowances

1. An employee returning from the location at which released from duty in the Armed Forces directly to the new civilian PDS (other than the one from which the employee resigned or entered LWOP-US to enter the Armed Forces) has separate and distinct travel and transportation allowances.

2. Based on the employee's status the employee is authorized the below travel and transportation allowances:
   a. Member Being Discharged. The employee is authorized travel and transportation allowances under the JTR from the place released from the Armed Forces to the HOR, or PLEAD.
   b. Employee. The employee is authorized travel and transportation allowances for self, dependents, and HHG from the civilian PDS at which the employee resigned to enter the Armed Forces to the new civilian
3. The employee is authorized:
   a. MEA (Ch 5, Part B10),
   b. Reimbursement of expenses incurred ICW the sale/purchase of a residence or an unexpired lease (Ch 5, Part B14),
   c. A HHT, but only if authorized in the order, under Ch 5, Part B12, and
   d. TQSE, but only if authorized in the order under Ch 5, Part B9.

4. **Alternate PDS (GSBCA 15754-RELO, 17 May 2002)**
   a. The employee’s home, used as a residence while serving on active military duty, may be the employee’s PDS instead of the former civilian PDS.
   b. Real estate expenses are allowed for the sale of the home occupied as a residence while serving on active military duty instead of a home at the former civilian PDS.
   c. PCS allowances are authorized from the location of the employee’s home used as a residence while serving on active military duty to the employee’s new PDS.

E. **Moving Costs.** If the entire cost for moving the employee, dependents and HHG from the place of release from the Armed Forces to the new civilian PDS is provided under the employee's travel and transportation allowances as a member being discharged, no additional payment is allowed.

F. **Travel and Transportation Costs.** If the entire cost for travel and transportation is not covered by the authority in par. 5562-D2a, the travel and transportation allowances in par. 5562-D2a are paid for the allowable expenses not covered (B-173758, 8 October 1971).

G. **Called/Ordered to Active Duty.** See Ch 3 for travel and transportation allowances when an RC member (including a dual status technician) or retired member is called/ordered to active duty.

5564 **SUCCESSIVE PCS ASSIGNMENTS AND DELAYED MOVEMENT OF DEPENDENTS AND/OR HHG TO THE LAST PDS**

A. **Limitation**

   1. When an employee makes successive PCS moves and dependent and/or HHG movement is delayed until transfer to the last PDS, movement is allowed by the direct route between the first and last PDSs, provided the 1 year time limitation under the authority for the first transfer has not expired.

   2. If the 1 year time limitation has expired with regard to the transfer from the first PDS, travel and transportation allowances are limited to that from a subsequent PDS, where the 1 year time limitation has not expired, to the last PDS.

B. **Funding Responsibility.** See par. 5516.

5565 **MISSING PERSONS**

A. **General**

   1. **Authorized Transportation.** Provided the requirements in par. 5571 are met, transportation at Gov’t expense is authorized for dependents, HHG, and personal effects of an employee who is officially reported as:
a. Dead,

b. Injured/missing for a period of 30 or more days,

c. Interned in a foreign country, or

d. Captured by a hostile force.

2. Transportation Requirements. Transportation, IAW par. 5571, is authorized provided the employee:

a. Is a U.S. citizen/national or an alien who has been admitted to the U.S. for permanent residence;

b. Is not part time/intermittently employed;

c. Is not native labor hired on an hourly/per diem basis; and

b. Has residence at/in the vicinity of the place of U.S. employment or in a foreign country and is not living there solely as a result of the employment (5 USC §5564).

3. Dependent. For this Part, a dependent includes a/an:

a. Lawful spouse;

b. Unmarried child under age 21 years;

c. Dependent stepchild;

d. Adopted child under 21;

e. Dependent that has been designated as such in official records; or

f. Individual determined to be a dependent by the DoD Component head/designated representative.

B. Conditions

1. HHG and Personal Effects Transportation. HHG and personal effects may be transported, within allowable weight limits. See Ch 5, Part B.

2. POV Transportation. One POV may be transported if the vehicle is located OCONUS. See Ch 5, Part B.

3. Travel and Transportation Allowed. Travel and transportation is allowed to an employee's actual residence or other place authorized/approved by the DoD Component.

4. Employee in an Injured Status. When an employee is in an "injured" status, transportation of dependents, HHG and personal effects may be authorized only if the hospitalization/treatment period is expected to be of long duration.

C. Responsibility. The DoD Component commander is responsible for:

1. Administrative determinations;

2. Obtaining authorizations/approvals required; and

3. Issuing travel orders.
5566  SHORT DISTANCE TRANSFERS (FTR §302-2.6)

A. First Duty Station Travel

1. Restrictions in this par. do not apply to first duty station travel.

2. When first duty station travel is involved, the hiring DoD Component may or may not, at its discretion, authorize/approve payment of applicable first duty station travel and transportation allowances in par. 5558-E without regard to the distance between the employee’s actual residence and the first PDS.

B. Authorization/Approval. Travel and transportation allowances may be authorized/approved incident to a PCS when the PCS is:

1. In the Gov’t’s interest (responding to a vacancy announcement is not ‘at the employee’s request’), and

2. To a new PDS that meets the 50 mile distance test in par. 5566-C below, and

3. Results in a residence relocation. In determining that the residence relocation is incident to the PCS, the AO must consider commuting time and distance between the:

   a. Residence at the time of PCS notification and the old and new PDSs, and

   b. The proposed new residence and the new PDS.

Ordinarily, a residence relocation is not incident to a PCS unless the employee's proposed new residence is closer to the new PDS than the employee's old residence (i.e., the residence from which the employee commuted daily to the old PDS). See par. 5566-D for exceptions.

C. Distance Test. The distance test is met when the new PDS is at least 50 miles further from the employee’s current residence than the old PDS is from the same residence. For example, if the old PDS is 3 miles from the current residence, then the new PDS must be at least 53 miles from that same residence. The distance between the PDS and residence is the shortest of the commonly traveled routes between them.

D. Exceptions. On a case by case basis the AO may authorize PCS expense reimbursement for PCS moves of less than 50 miles when the move is in the Gov’t’s interest. In addition, a specified exception (e.g., BRAC) may be authorized by the Secretarial Process. However, all reimbursed expenses are taxable income.

E. PCS Claims Must Satisfy Conditions

1. PCS claims for allowances authorized in an order must satisfy the conditions in par. 5566-B or 5566-D before reimbursement is allowed.

2. If the employee changes the proposed new residence location, the AO must review the change for compliance with the criteria in pars. 5566-B and 5566-C, as applicable.

3. Non-compliance of the new residence location is grounds for denial of the various allowances.

4. See Ch 5, Part B16 for reimbursement of additional tax incurred by an employee on PCS allowance reimbursement.

5568  WAIVER OF LIMITATIONS FOR AN EMPLOYEE RELOCATING TO/FROM A REMOTE OR ISOLATED LOCATION (FTR §302-2.106)

A. General. PCS allowance limitations (Travel and Transportation Expenses, New Appointees, Student Trainees, and Transferred Employee) authorized in 5 USC Chapter 57, Subchapter II and in these regulations may be waived by the Secretarial Process for any employee relocating to/from a remote or isolated location when the following
conditions are met:

1. The employee would suffer a hardship if the limitation was not waived; and

2. The official waiving PCS limitations certifies, in writing, both the waiver and the reason(s) for the waiver.

B. Remote/Isolated Locations. The following locations have been designated as remote or isolated Locations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Effective Date</th>
<th>Biennial Re-certification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. None Yet Designated</td>
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C. Designating a PDS as a Remote/Isolated Location. A request to designate a PDS as a remote/isolated location should be submitted, with justification, to the PDTATAC through the appropriate Army, Navy, Marine Corps, Air Force or OSD address listed under “Feedback Reporting” in the Introduction. Justification for continuing a PDS designation as an isolated/remote location must reach the PDTATAC by the biennial recertification date in the table in par. 5568-B or the designation may be deleted.

D. Criteria for Designating a PDS as a Remote/Isolated Location

1. Criteria. In the circumstances described in par. 5568-D2 or 5568-D3, any PDS is a remote/isolated location (for the purpose of this Part) if listed in par. 5568-B. See par. 5658 for NTS of HHG at an isolated PDS.

2. Daily Commuting Impractical. Daily commuting is impractical because the PDS location and available transportation are such that DoD Component management requires the employee to remain at the PDS for the workweek as a normal and continuing part of the employment conditions.

3. Extraordinary Conditions. Boat, aircraft, or unusual conveyance is the only transportation means to the PDS, and then only under extraordinary conditions, and the distance, time, and commuting conditions result in expense, inconvenience, and/or hardship significantly greater than that encountered in metropolitan area commuting.

5569 TDY STATION BECOMES PDS

See par. 020315-Q.

5570 PCS EXPENSES ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S) (FTR Ch 303, Part 303-70)

A. PCS Payment to the Employee’s Dependent(s)/Immediate Family. A DoD Component must continue payment of PCS expenses for an employee’s dependent(s)/immediate family if the dependent(s)/immediate family chooses to continue the PCS and are included on the employee’s PCS order when an employee dies:

1. While in transit to a new CONUS PDS.

2. After reporting to a new CONUS PDS, and the dependent(s)/family was in transit to the new PDS or had not begun en route travel.

B. Authorized Expenses. When the dependent(s)/immediate family chooses to continue the PCS IAW par. 5570-A, the following expenses must be authorized:

1. Travel to the new PDS;

2. Travel to an alternate destination, selected by the dependent(s)/immediate family, NTE the remaining constructed travel cost to the new PDS;

3. TQSE(A) for NTE 60 days, to be based on the per diem rate for an unaccompanied spouse/domestic partner
and other dependent(s)/immediate family;

4. HHG transportation and POV shipment to:
   a. The new PDS,
   b. The old PDS, or
   c. An alternate destination selected by the immediate family, NTE the GCC between the old and new
      PDSs;

5. HHG SIT for NTE 90 days; and

6. Reimbursement of real estate expenses incident to the PCS.

C. Payment of Expenses

1. General
   a. Allowable expenses may be paid:
      (1) Directly to the person performing the services, or
      (2) By reimbursement to any person making the original payment.
   b. Claims for reimbursement must be supported by required receipts.
   c. Payment should be made IAW financial management procedures.

2. Payment Prohibition when Other Laws Apply
   a. Payment of allowances provided in this Part is prohibited if any other law of the U.S. authorizes
      payment.
   b. The allowances provided by this Part may not be denied because the deceased employee is eligible for
      burial benefits as a veteran of the Armed Forces of the U.S.

3. Expenses Incident to Death of an Employee Serving in a Contingency Operation. In addition to the
   allowances in this Part for the preparation and transportation of an employee's remains, the DoD Component
   concerned may pay the following expenses incident to the death of an employee who dies while serving with an
   Armed Force in a contingency operation (App A1):
      a. Round trip transportation and associated per diem for one person to escort the employee’s remains to the
         place authorized in par. 5571;
      b. Presentation of a U.S. flag to the employee’s next of kin;
      c. Presentation of a flag equal to the flag presented in par. 5570-C3b to the employee’s parents(s), if the
         person to be presented a flag under par. 5570-C3b is other than the employee’s parent.

5571 TRANSPORTATION ICW THE DEATH OF AN EMPLOYEE OR DEPENDENT(S)

A. Remains of Employee. When an employee dies while performing official TDY anywhere or while assigned at
   an OCONUS PDS (or CONUS in the case of an employee reassigned away from the actual residence under a
   mandatory mobility agreement), payment is authorized for the cost of transporting the remains to the employee's
   actual residence, PDS, or interment place. The transportation cost is NTE the cost to the actual residence or PDS,
whichever is more distant.

B. Remains of Employee’s Dependent

1. When an employee’s dependent dies while residing with the employee stationed OCONUS or while in transit to the PDS, if requested by the employee, the DoD Component must pay the cost for transportation of the dependent's remains to the dependent's actual residence.

2. If the employee elects an alternate destination, and it is approved by the commander/designee, expenses paid are NTE the cost of transportation to the dependent’s actual residence.

3. Burial expenses may not be paid when an immediate family member, residing with the employee, dies while the employee is stationed OCONUS.

C. Dependent(s), Baggage and HHG -- Employee TDY, OCONUS PDS, or Away from HOR on Mandatory Mobility

1. While Performing Duties OCONUS

   a. General. The cost of return transportation of a deceased employee’s dependent(s), baggage, and HHG (and that of the decedent) must be paid when an employee dies ICW par.032007. Transportation costs are NTE the cost of returning the dependent(s), baggage, and HHG from the place at which official duties were performed (or were to be performed) by the most direct route to the decedent's actual residence or to any other place designated by the commander/designee. The Gov’t’s cost is NTE the transportation cost to the deceased employee's actual residence.

   b. Time Limitation. Dependent(s) travel and HHG transportation must begin within 1 year from the employee's date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.

   c. Dependent and HHG Transportation. Except for the limitation in par. 5571-C1b, dependent and HHG transportation under this par. is provided as in par. 5572, for the dependent of an employee eligible for separation travel and transportation from OCONUS duty. HHG SIT (NTE 60 days with an additional 90 days extension) may be authorized if approved by the agency, NTE a total of 150 days.

2. While Stationed in CONUS. When an employee, stationed in CONUS dies while on TDY, transportation expenses may not be authorized for a dependent or HHG except under par. 5571-D. The deceased employee's baggage, at the TDY point, must be transported to the employee’s PDS or actual residence as determined by the employee’s dependent(s).

3. Baggage

   a. The DoD Component must pay transportation costs to return Gov’t property and the deceased employee’s personal baggage to the employee’s PDS or actual residence.

   b. Expenses for POV baggage transportation, that would not have been incurred if the baggage had been transported by common carrier, are not reimbursable.

   c. Reimbursement for loss or damage to baggage during transit and charges for insurance are not allowed.

4. POV

   a. OCONUS. Transportation of a POV may be authorized:

      (1) When an employee dies while stationed at an OCONUS PDS or while in transit to/from the PDS, and
(2) At Gov’t expense, NTE the cost, including overland transportation, from the employee's OCONUS PDS to the employee's actual residence, and

(3) When it is established that having the POV at the OCONUS PDS was in the Gov’t’s best interest.

b. CONUS. When an employee dies while on TDY in the U.S., the employee's commander/designee may authorize return shipment expenses for the POV when it is established that the POV was authorized and was in the Gov’t’s best interest (66 Comp. Gen. 677 (1987)).

D. Dependent(s), Baggage, and HHG for Employee on Contingency or Emergency Travel or Performing Law Enforcement Duties

1. Contingency. Transportation costs for a deceased employee’s dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or alternate residence, as approved when an employee dies on or after 28 January 2008:

a. While performing official duties at an OCONUS location;

b. Within the AOR of the CDR of USCENTCOM; and

c. In direct support of (or directly related to) a military operation, including a Contingency Operation (App A) or an operation in response to an emergency declared by the President.

2. Law Enforcement. Transportation costs for a deceased employee’s dependent(s), baggage, and HHG must be paid if the dependent(s) chooses to relocate to the former actual residence or approved alternate residence when a law enforcement officer as defined in 5 USC §554 dies on or after 9 June 2010:

a. As a result of personal injury sustained while performing law enforcement duties; and

b. Is either on TDY or at the current PDS.

3. Authorized Expenses. When the dependent(s) chooses to relocate to the former actual residence or alternate residence as approved by the commander/designee, the following expenses must be authorized:

a. Dependent(s) transportations;

b. HHG transportation (NTE 18,000 lbs.);

c. HHG SIT NTE 60 days, with an additional 90 days extension, if approved by the agency, NTE a total of 150 days; and

d. POV transportation costs associated with returning a POV from the:

   (1) TDY location to the employee’s PDS, if the agency authorized the use of the employee’s POV at the TDY location as advantageous to the Gov’t; or

   (2) OCONUS PDS to the employee’s former actual residence or alternate destination, as approved by the agency, if the employee’s POV was authorized at the OCONUS PDS.

4. Time Limitations. Dependent(s) travel, and POV and HHG transportation must begin within 1 year from the employee’s date of death. The commander/designee may grant one, and only one, 1-year extension if requested by the family before the end of the initial 1-year limit.
5572 SEPARATION TRAVEL FROM OCONUS DUTY (FTR Part 302-3, Subpart D)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon separation from Federal service if the employee has:

1. A service agreement providing for return travel and transportation allowances; and

2. Served the period required in the current service agreement or that service period requirement has been waived because separation is for reasons beyond the employee's control that are acceptable to the employee’s activity; and

3. Resigned or been separated involuntarily. A resignation must be executed before the employee leaves the OCONUS activity.

Note: See par. 5575 for a separating SES employee.

B. Separation Travel and Transportation Allowances. An employee is:

1. Authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

2. Authorized travel and transportation allowances for travel to an alternate destination NTE the constructed cost for travel from the OCONUS PDS to the actual residence (CBCA 1707-TRAV, 12 January 2010).

3. Personally financially responsible for any excess costs (63 Comp. Gen. 281 (1984)).

4. Not authorized travel and transportation allowances if separated from a PDS in the same locality as the actual residence/alternate location.

5. Not authorized per diem for dependents, TQSE, MEA, residence sale and/or purchase expenses, lease breaking expenses, NTS of HHG, RIT allowance, and relocation services upon separation as are authorized for reimbursement for a transferred employee. (GSBCA 16107-RELO, 26 September 2003)

C. Separation Travel and Transportation Allowances Loss

1. Election to Separate OCONUS for Personal Reasons. An employee's OCONUS separation election must be in writing and include a statement that the employee understands the travel and transportation allowances loss.

2. Refusal to Accept/Use Return Travel and Transportation Allowances within a Reasonable Time after Release from Duty (FTR §302-3.500(c) and GSBCA 16235-RELO, 16 October 2003)

   a. A separating employee loses return travel and transportation allowances when the employee refuses to accept/use them after release from work status in the OCONUS position.

   b. An OCONUS activity commanding officer may authorize a delay for a reasonable period upon receipt of an employee's written request. Ordinarily, a delay of 90 or fewer calendar days is reasonable. Under unusual extenuating circumstances that, in the OCONUS activity commanding officer’s opinion, warrant a longer delay, return travel may be delayed up to 1 year from the separation date.

   c. Requests for delays from an employee separating OCONUS to accept private OCONUS employment/retire locally to establish an OCONUS retirement residence must not be approved.

   d. If a request for delay is not received by the OCONUS activity commanding officer, or if the employee refuses to accept/use travel and transportation allowances at the expiration of the authorized/approved delay period, the employee loses the allowances.
D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time.

2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be in writing.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally hired OCONUS employee who is not eligible to sign an agreement, and

2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously earned travel and transportation allowances.

F. Employment in Another DoD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (par. 5516-D3), even though the employee is employed, without a break in service, by a different DoD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

   a. General.

      (1) If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DoD Component, when PCS allowances are authorized by the gaining DoD Component.

      (2) Payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

   b. PCS Allowances Related to the New PDS

      (1) See par. 5520 for mandatory and discretionary allowances that are the acquiring DoD Component’s responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

      (2) The employee’s actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

      (3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. 5596.

      (4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

         (a) Example 1. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Dayton, OH. The gaining DoD Component, at its expense, may authorize:
The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in Dayton by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) Example 2. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DoD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) Example 3. The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Denver, CO. The gaining DoD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DoD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) Example 4. The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DoD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DoD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. Prohibition. If:

(1) A break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. 5558.

(2) There is no break in service and the movement to the new PDS is not in the Gov’t’s interest, there is no authority for other than separation travel and transportation allowances.

5573 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO THE ACTUAL RESIDENCE (§302-3.207)

A. Eligible Employee. An employee is authorized travel and transportation allowances to the actual residence upon reassignment if the employee has:

1. A service agreement providing for return travel and transportation allowances, and
2. Served the period required in the current service agreement or the service period requirement has been waived for reasons beyond the employee's control that are acceptable to the employee's activity.

B. Travel and Transportation Allowances. An employee is authorized travel and transportation allowances for travel from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

1. Travel and transportation allowances paid by the losing OCONUS activity include:
   a. Employee and dependent(s) transportation;
   b. Employee per diem;
   c. HHG transportation;
   d. SIT; and
   e. POV transportation, if it was authorized in the Gov’t’s interest for the employee to have a POV at the OCONUS PDS.

2. Travel and transportation allowances paid by the gaining/previous CONUS PDS include:
   a. Dependent per diem;
   b. HHG NTS (if assigned to an isolated CONUS location);
   c. MEA; and
   d. TQSE (if authorized).

5574 REASSIGNMENT TRAVEL FROM OCONUS DUTY TO A NEW/DIFFERENT CONUS PDS NOT LOCATED AT THE ACTUAL RESIDENCE

If the gaining activity authorizes PCS allowances, and the employee signs an agreement, the new PDS pays the additional PCS allowances in par. 5573-B1 for travel from the OCONUS PDS to the new PDS, and:

1. Dependent per die;
2. HHG NTS (if assigned to an isolated CONUS location);
3. MEA;
4. Real estate (if applicable);
5. TQSE (if authorized); and
6. HHT (if authorized).

5575 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT

A. Applicability
   1. Employees Covered. This par. applies to:
      a. SES positions; and
b. Non-SES appointees if the appointee:
   
   (1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

   (2) Was previously an SES career appointee; and

   (3) Elected, under 5 USC §3392(c), to retain SES retirement travel and transportation allowances.

2. Exclusions. This par. does not apply to an SES employee who is a:
   
   a. Limited Term Appointee. An employee appointed under a nonrenewable appointment for a term of 3 or fewer years to an SES position, the duties of which expire at the end of that term;

   b. Limited Emergency Appointee. An employee appointed under a nonrenewable appointment, NTE 18 months, to an SES position established to meet a bona fide, unanticipated, urgent need; or

   c. Non Career Appointee. An employee in an SES position who is not a career appointee, a limited term appointee, or a limited emergency appointee.

3. Dependents of a Deceased Covered Employee. The last move home provisions of this par. also apply to the dependents of an eligible employee, as defined in par. 5575-A1, provided the employee:
   
   a. Satisfied the eligibility criteria in par. 5575-B; and

   b. Dies in Gov’t service;

   c. Died after separating from Gov’t service, but before travel and/or transportation to home were completed.

B. Eligibility Criteria

1. General
   
   a. An SES career appointee (or a deceased covered employee's dependents), as defined in par. 5575-A, is eligible, upon separation from Federal Service, for the travel and transportation allowances in pars. 5575-A and 5068, but only after the employee has actually separated from Federal service.

   b. Any expenses incurred prior to actual separation are not reimbursable. GSBCA 16328-RELO, 12 April 2004.

2. Employee Requirements
   
   a. Employee was geographically transferred/reassigned in the Gov’t’s interest and at Gov’t expense from one PDS to another as an SES career appointee, including a transfer/reassignment from:

      (1) One SES career appointment to another; or

      (2) An SES career appointment to an appointment outside the SES at a pay rate equal to/higher than Executive Schedule Level V, and the employee elects to retain SES retirement travel and transportation allowances under 5 USC §3392; or

      (3) Other than an SES career appointment, including an appointment in a civil service position outside the SES, to an SES career appointment.
b. At transfer/reassignment time the employee was:

1. Eligible to receive an annuity for optional retirement under 5 USC §8336 (a), (b), (c), (d), (e), (f), or (j), Ch 83, Subchapter III (Civil Service Retirement System); or under 5 USC §8412, Ch 84, Subchapter II (Federal Employees Retirement System); or

2. Within 5 years of eligibility to receive an annuity for optional retirement under one of the authorities in par. 5575-B2b(1); or

3. Eligible to receive an annuity based on discontinued service retirement, or early voluntary retirement under OPM authority, under 5 USC §8336 (d), Ch 83, Subchapter III; or 5 USC §8414 (b); or 5 USC Ch 84, Subchapter II;

c. The employee is eligible to receive an annuity upon separation (or, in the case of death in Gov’t service, met the requirements for being eligible to receive an annuity as of the date of death) under 5 USC Ch 83, Subchapter III (Civil Service Retirement System), or 5 USC Ch 84 (Federal Employees Retirement System), including an annuity based on optional retirement, discontinued service retirement, early voluntary retirement under OPM authority, or disability retirement; and

d. The employee has not previously received "last move home" travel and transportation allowances upon separation from Federal service for retirement.

C. Authorization/Approval

1. Covered Employees. An employee who is eligible for relocation expenses may submit a request to the official designated by the concerned DoD for expense authorization/approval. This request ordinarily should be submitted, in writing, at least 90 days before the anticipated retirement date and must include the following information:

   a. Name, grade, and SSN;

   b. Name of spouse/domestic partner;

   c. Name(s) and age(s) of dependent children;

   d. Move origin and destination;

   e. Anticipated move dates.

2. Dependents of a Deceased Covered Employee. The family of a deceased employee should submit a request as in par. 5575-C1 as soon as practicable after the employee's death.

D. Allowable Expenses

1. When authorized/approved by the DoD Component head, travel and transportation expenses are paid for an eligible employee. See par. 5575-A.

2. Allowable expenses and provisions of these regulations that apply are as follows:

   a. Travel and transportation expenses, including per diem, under par. 5500 for the employee;

   b. Transportation expenses under par. 5578, but not per diem, for the employee’s dependent;

   c. MALT if travel is performed by POV; and

   d. HHG transportation and SIT (Ch 5, Part B5) NTE 18,000 lbs. net weight of HHG.
E. Expenses Not Allowable. The following expenses are not authorized for the last move home by an SES employee:

1. Per diem for the employee’s family,
2. TQSE,
3. MEA,
4. Residence sale and purchase expenses,
5. Lease-breaking expenses,
6. NTS of HHG,
7. RIT allowance, and
8. Relocation services.

F. Origin and Destination

1. General
   a. The expenses listed in par. 5575-D may be reimbursed from the employee's PDS at separation to the place the employee elects to reside in a CONUS/non foreign OCONUS location.
   b. If the employee dies before separating, or after separating but before the move is completed, expenses may be reimbursed to the place within these areas at which the dependents elect to reside even if different than the employee’s elected place.
2. Alternate/More than One Origin. Travel and transportation expenses may be paid from an alternate origin/more than one origin provided the cost does not exceed what the Gov’t would have paid if all travel and transportation had originated at the PDS from which the employee was separated to the place where the employee/dependents are to reside.
3. Same General or Metropolitan Area
   a. These provisions contemplate a move to a different geographical area.
   b. If the place the employee elects to reside is within the same general local or metropolitan area that the PDS/residence was located at the time of the employee’s separation, the expenses authorized by this par. may not be paid unless the distance criteria in par. 5566 is met for a short distance transfer.

G. Time Limits for Beginning Travel and Transportation

1. All travel and transportation must be accomplished within 6 months following the separation date (or date of death if the employee died before separating).
2. If authorized/approved by the Secretarial Process under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period.
3. In no case may the Secretarial Process permit a period longer than 2 years from the effective date of the employee’s separation from service (or date of death if the employee died before separating). (GSBCA 16328-RELO, 12 April 2004)
H. Funds Use

1. Travel advances must not be issued to cover any of the expenses authorized by this par.

2. Travel and transportation arrangements should be made through Gov’t procured travel and transportation to the maximum extent possible to minimize travel and transportation costs and the need to use personal funds.

3. In rare instances reimbursement for actual transportation expenses may be authorized/approved for self-procured travel arrangements (par. 020207).

4. Reimbursement is NTE the:
   
   a. Policy constructed airfare (App A) for transportation of the employee and dependents, or,
   
   b. Applicable commuted rate schedule allowances (or the Gov’t arranged move cost if that is the directed transportation method), for HHG moving and storage.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION a: GENERAL

5576 SCOPE

A. General. This Part prescribes a dependent’s travel and transportation allowances incident to a PCS move.

B. HHG Transportation. See par. 5630.

C. Mobile Home Transportation. See par. 5752.

D. Special Circumstances Travel and Transportation. See Chs 3, 4 and 5.

E. Transportation Mode and Routing. See Ch 2 for authorized transportation mode and routing for dependent travel.

F. Transoceanic Travel. See par. 020208 for mandatory Gov’t transportation use.

G. Travel Authority. Authority for dependent’s travel must be included in:

1. The PCS travel order,
2. An amended travel order, or
3. A supplemental travel order issued IAW par. 5590-B3.

H. Commercial Transportation Costs. Commercial transportation costs not covered by Gov’t-procured transportation and MALT are authorized IAW Ch 2.

J. Reimbursable Expenses. Reimbursement for expenses are authorized when incurred incident to dependent PCS travel.

K. Receipt Requirements. See par. 010301.


5578 ELIGIBILITY

A. General

1. Appropriate dependent travel and transportation allowances may be authorized/approved ICW world-wide PCSs.

2. Dependent travel and transportation allowances are based on the travel order and are subject to the conditions and restrictions in this Part.

3. Dependent(s) PDT to the new PDS is authorized and effective when the travel order is signed IAW Agency/Service regulations.

4. Except as in Ch 6, these allowances are limited to those allowable for uninterrupted travel by the authorized
transportation mode over a usually traveled route between the old and new PDS.

5. There is no authority for additional travel and transportation allowances beyond those for direct travel between PDSs for a dependent who accompanies an employee on a TDY assignment and/or alternate point until return travel begins, except for transportation authorized under par. 032602.

B. Child’s Age and Travel Eligibility. A dependent child's eligibility (see App A for definition of dependent) for travel allowances depends on the child’s age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). Example: A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.

5580 AUTHORIZATION

A. General

1. An employee is authorized dependent PCS travel and transportation allowances for travel between authorized points.

2. POV use for PCS travel, other than transoceanic, is to the Gov’t’s advantage.

B. Travel and Transportation Allowances. Except for travel by mixed modes, PCS travel and transportation allowances for a dependent are:

1. Transportation-in-kind (par. 5528-D) plus per diem (par. 5592); or

2. Reimbursement for common carrier transportation procured at personal expense (par. 5528) plus per diem (par. 5592); or

3. MALT (par. 5606) for POV travel, plus Lodging plus per diem for the required travel days between authorized points, NTE the allowable travel time in par. 5605-A.

5582 WHEN DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES ARE NOT PAYABLE

A. General. This par. covers situations when dependent travel and transportation allowances are not authorized.

B. Dependent-Related Circumstances. An employee is not authorized dependent travel and transportation allowances when a dependent:

1. Travels at personal expense before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued;

2. Is not a dependent on the PCS effective transfer or appointment date (App A);

3. Receives any other Gov’t-funded travel and transportation allowances for this travel; or

4. Is an employee’s/spouse’s parent, stepparent, or person in loco parentis (except as in par. 5590-C1) as defined in App A, definition of dependent items 4 and 5, who does not reside in the employee's household, unless otherwise authorized/approved through the Secretarial Process.
C. **Dependent Travel-Related Circumstances.** An employee is not authorized dependent travel and transportation allowances:

1. For any part of a journey that a U.S. flag air carrier/ship is available, but a foreign flag air carrier/ship is used. Per diem is payable.

2. Between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (including pleasure trips).

3. When dependent transportation is made available (whether used or not) by a foreign Gov’t, at no cost to the U.S. or the employee, under a contract/agreement with the U.S. Per diem is payable.

D. **Remaining Service Requirement.** Dependent travel to the OCONUS area within the initial 1-year period, or any subsequent 1-year period established as a result of a renewal agreement, must not be authorized unless at least 1 year of the minimum service period remains or the employee agrees to serve 1 year after dependent arrival in the OCONUS area.

### 5584 TIME LIMITATION

**A. General**

1. Travel should be completed at the earliest practicable date.

2. Dependent travel must be completed within 1 year from the effective date of transfer (App A), and should begin at the earliest practicable date, excluding any time that administrative embargoes/shipping restrictions make travel impossible.

3. For an employee who enters active military duty any time before the 1-year period ends, the time spent in military service is not included in the 1 year.

4. When an employee is assigned to OCONUS duty, the 1-year period excludes time that travel restrictions/administrative embargoes make dependent travel impossible. **Example:** Lack of family housing in an OCONUS area that prevents dependent travel is termed an ‘administrative embargo’.

5. When an administrative embargo is removed, the OCONUS command must notify in writing each affected employee.

6. The 1-year time limit 'clock' resumes on the embargo removal date.

**B. Transfers without a Break in Service**

1. When an employee of another Federal department/agency stationed OCONUS is transferred to a position in a DoD OCONUS activity without a break in service, dependent travel from the old OCONUS PDS to the new OCONUS PDS is authorized if the move is in the Gov’t’s best interest.

2. If the employee's dependent has not joined the employee in the OCONUS area, travel from the last PDS/actual residence in the U.S. or other country of actual residence may be authorized subject to the time limit in par. 5582-D.

**C. Locally Hired Employee.** The time limit in par. 5582 applies to dependent travel of any employee hired locally in a foreign location, who executes a service agreement at the time of original appointment or who enters into a renewal agreement for an additional tour of duty.
D. Return for Separation

1. When an employee returns to CONUS from an OCONUS PDS for separation, dependent travel may be delayed if authorized/approved by the OCONUS activity commanding officer.

2. The employee must submit a written request for delayed travel.

3. Costs for unauthorized delays are the employee’s personal financial responsibility.

5586 FUNDS ADVANCE

Travel and transportation allowances may be paid in advance for a dependent, IAW par. 010204.

5588 TRANSGEANIC TRAVEL

A. Transportation Mode

1. Air travel is the usual transportation mode for the dependent to, from, or between OCONUS areas.

2. A dependent is required to use Gov’t transportation when it is reasonably available and directed. See par. 020208. However, the dependent must not be required to use other than regularly scheduled transport type aircraft (e.g., Patriot Express/Category B AMC transportation) ordinarily used for passenger service.

3. When appropriate Gov’t air transportation is available and travel by aircraft is not medically inadvisable, but a dependent travels at personal expense, no reimbursement is authorized IAW par. 020208.

B. Air Travel Medically Inadvisable

1. General. When air travel is medically inadvisable for a family member, the family should not be separated unless the family agrees to be.

2. Medically Inadvisable Condition
   a. A medically inadvisable condition is not limited to physical disability.
   b. If an employee has a bona fide fear/aversion to flying, to the extent that serious psychological/physical reaction would result, this may be a basis for the issuance of a medical certificate precluding aircraft travel.
   c. The condition must be certified by a medical authority and authorized by the AO in advance of travel.
   d. The employee and the AO must each be furnished a copy of the written medical determination.

3. Surface Transportation. When air travel is medically inadvisable, surface transportation provided must be the least costly commercial ship passenger accommodations. See pars. 020206-I and 020206-J and Table 2-3 for required use of U.S. flag ships.

C. Travel by Oceangoing Car Ferry. See par. 5613.

5590 EMPLOYEE TRANSFERS

A. To and Within CONUS

1. When Authorized
   a. Dependent travel and transportation allowances may be authorized ICW an employee’s PCS.
b. Dependent transportation allowances (but no per diem) may be authorized ICW an appointee's travel to a first PDS.

2. **Origin and Destination**

   a. Dependent travel may originate at the employee’s old PDS/some other point, or partially at both.

   b. The destination may be the new PDS, some other point selected by the employee, or both.

   c. Reimbursement may not exceed the Gov’t’s costs over a usually traveled route between the old and new PDSs.

   d. Travel to a first PDS may not exceed the Gov’t’s transportation cost from the actual residence, at the time of appointment, to the PDS by a usually traveled route.

B. **To and Between OCONUS**

1. **When Authorized.** Dependent travel and transportation allowances are authorized ICW:

   a. A current employee’s PCS,

   b. The initial appointment of certain employees, and

   c. RAT.

2. **Travel Origin and Destination**

   a. **Reassignment/Transfer of a Current Employee**

      (1) **From a CONUS PDS to an OCONUS PDS**

      (a) Dependent travel may originate at the employee's PDS, some other place, or partially at both.

      (b) The travel destination may be:

          -1- The OCONUS PDS, or

          -2- An alternate CONUS destination specified at the time of transfer.

      For exceptions, see Ch 5, Part B, par. 6025-C, or par 6050-C.

      (c) The Gov’t's cost obligation does not exceed the travel and transportation costs between the old and new PDSs by a usually traveled route. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

      (d) Alternate destination travel is in lieu of travel to the new OCONUS PDS, except when an employee is residing in Gov’t/Gov’t-controlled Qtrs or privatized housing at the time of transfer to the OCONUS PDS and is required to vacate the Qtrs before dependent travel to an OCONUS PDS is authorized.

      (e) For mandatory Qtrs vacation, if travel to the OCONUS PDS is authorized subsequently, the dependent travel cost for the two movements is limited to the costs between the old and new PDSs.

      (2) **Between OCONUS PDSs.** When an employee is:
(a) Reassigned/transferred between OCONUS PDSs, authorized dependent travel is from the old to new PDS. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(b) Authorized travel to the actual residence the dependent may return to the actual residence.

b. Initial Appointment of a Person Recruited for Assignment to an OCONUS PDS

(1) CONUS Recruitment. When a person, recruited in CONUS, is initially appointed to an OCONUS PDS assignment, dependent travel is authorized from the actual residence to the OCONUS PDS. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(2) OCONUS Recruitment. When a person, recruited OCONUS, is initially appointed to an OCONUS PDS assignment in a locality different from the actual residence, dependent travel is authorized from the actual residence to the PDS. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

c. Initial Appointment of a Person Recruited Locally OCONUS WhoExecutes a Service Agreement.

Upon initial appointment, when a recruited person:

(1) Meets the conditions in par. 5836, and

(2) Executes a service agreement,

dependent travel is authorized from the actual residence to the OCONUS PDS provided the dependent is not already in the OCONUS area at the time employment begins. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

d. Renewal Agreement Execution to Serve an Additional OCONUS Tour

(1) An employee, who executes a renewal agreement to serve an additional tour in the same/another OCONUS area and who is transferred/reassigned to an OCONUS area, is authorized dependent travel from the PDS at the time of the initial OCONUS transfer/reassignment to the OCONUS PDS, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(2) Dependent travel may originate at any point, but travel and transportation allowances may not exceed the cost by the usual transportation mode from the old PDS to the OCONUS PDS by a usually traveled route. For exceptions, see Ch 5, Part B or pars. 5590-B2a(1)(b), 6025-C, or 6050-C.

(3) An employee, executing a renewal agreement and who was a new appointee at the time of the original OCONUS employment, is authorized dependent travel from the initial appointment actual residence, provided the dependent did not accompany the employee to the OCONUS area on the preceding tour.

3. Concurrent Travel

a. Concurrent dependent travel from CONUS is authorized to some OCONUS areas.

b. When prior OCONUS command approval is necessary, the CONUS recruiting office/other appropriate office must obtain concurrent travel authority from the OCONUS command and advise the activity responsible for processing the employee.

c. When dependent travel is authorized concurrently with the employee or within 60 days after the employee’s reporting date at the Army, Navy, or Air Force CONUS transportation terminal, the activity responsible for processing the employee must take action regarding the dependent’s passport, visas, immunizations/inoculations, port calls, and transportation.
d. When dependent travel, initially prohibited, is authorized by the OCONUS command subsequent to the employee’s arrival at the OCONUS PDS, the employee's travel order must be amended to note the authority for dependent travel at that time.

e. The procedures in AR 55-46 ICW the priority system must be followed for an Army employee.

C. From OCONUS

1. General

   a. Authority for dependent(s) travel from OCONUS at Gov’t expense is determined by:

      (1) An employee’s transportation eligibility, or

      (2) The appropriate OCONUS command when the Gov’t’s best interest is served by the dependent(s) early return. See Ch 5, Part B3 for dependent early return.

   b. When an employee violates a service agreement, or is not authorized return travel, a dependent is also ineligible for Gov’t-funded travel.

   c. For a dependent who elects to remain in the OCONUS area after an employee’s return, payment of the constructed cost of the unused allowance must not be authorized.

   d. An employee is authorized return travel for the employee’s otherwise travel-eligible dependent, who became age 21 while the employee is assigned OCONUS, to the employee's actual residence in the U.S. provided the last OCONUS travel was at Gov’t expense as the employee's dependent.

   e. A former dependent’s travel is authorized when the employee:

      (1) Is assigned to a U.S. PDS;

      (2) Travels to the actual residence in the U.S. for separation; or

      (3) Travels to the U.S. pursuant to renewal agreement.

   See pars. 5590-C3 and 5950.

   f. Return of a former dependent must be not later than when the employee is subsequently eligible for travel or by the end of the current tour agreement.

   g. Return travel order for a former dependent is contingent on authorized employee travel to the U.S. except when travel is authorized under early return provisions in Ch 5, Part B3.

2. When Authorized. Dependent travel may be authorized ICW:

   a. A PCS, or

   b. Return for separation.

   See par. 5590-C3.

3. Travel Origin and Destination

   a. Reassignment/Transfer of a Current Employee from an OCONUS PDS to a CONUS PDS
Part B: Employees Only/Sec 3a: Dependent Travel and Transportation (General)

(1) For an employee reassigned/transferred from an OCONUS PDS to a CONUS PDS, dependent travel may originate:

(a) At the employee's OCONUS PDS,

(b) A place other than the OCONUS PDS, or

(c) Partially at both.

(2) The destination may be the CONUS PDS or an alternate CONUS destination specified at the time of transfer.

(3) The Gov’t’s cost liability must not exceed the cost by the usual transportation mode and route from the OCONUS PDS to the CONUS PDS.

b. Return of an Employee for Separation

(1) Employee Who Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov’t

(a) For an employee returning for separation after completing the minimum service period or for other reasons acceptable to the Gov’t, dependent travel is authorized from the OCONUS PDS to the actual residence established at the time of appointment/transfer to the OCONUS PDS.

(b) Travel costs to an alternate destination anywhere in the world may be allowed.

(c) Costs to an alternate destination must not exceed the constructed cost for travel from the OCONUS PDS to the country and actual residence. Any excess costs are the employee’s personal financial responsibility (63 Comp. Gen. 281 (1984)).

(d) Dependent travel costs are not reimbursable for an employee who separates from a PDS in the same geographical locality as the actual residence.

(2) Employee Appointed Locally OCONUS Who Executed a Service Agreement and Has Completed the Agreed Minimum Service Period or Is Being Separated for Reasons Acceptable to the Gov’t

Dependent travel is authorized for an employee, appointed locally OCONUS and who has a service agreement, who returns for separation after completing the agreed minimum service period or for other reasons acceptable to the Gov’t. See par. 5590-C3b(1).

(3) Employee Recruited OCONUS for Assignment to an OCONUS PDS in a Different Geographical Locality Who Executed a Service Agreement and Has Completed the Agreed Service Period, or Is Being Separated for Reasons Acceptable to the Gov’t

(a) Dependent travel is authorized from the PDS to the actual residence for an employee recruited OCONUS for assignment to an OCONUS PDS who separates, under the terms of a service agreement, from a PDS outside the geographical locality of the actual residence after completing the agreed service period or for other reasons acceptable to the Gov’t.

(b) Travel to an alternate destination in the geographical locality of the actual residence may be authorized. Dependent travel costs in excess of the most economical route from the OCONUS PDS to the actual residence are the employee’s personal financial responsibility.
EMPLOYEE ATTENDING TRAINING COURSE AWAY FROM PDS WITH NO RETURN TO OLD PDS

A. General. An employee attending a TDY training course (5 USC §4104-4109) away from the PDS may be authorized one of the following:

1. Per diem/AEA (pars. 020307 and 032602), or
2. Dependent and HHG transportation to and from the training location.

B. Dependent and HHG Transportation

1. An employee who attends a training program away from the PDS and is transferred to a new PDS after completing the program (without returning to the old PDS), or en route to a new PDS, may be authorized (instead of per diem/AEA reimbursement while at the training location) reimbursement for:
   a. Dependent and HHG transportation from the PDS to the training location NTE the total per diem/AEA payments that would have been received at the training location; and
   b. Per diem from the training location to the new PDS NTE the dependent and HHG transportation and per diem cost from the old to the new PDS.

NOTE: Per diem for dependents is not authorized.

3. When the employee is authorized per diem/AEA at the training location and dependents and HHG are moved to the training location and then to a new PDS, transportation at Gov’t expense is NTE the travel and transportation cost for the dependents (including en route per diem) and HHG from the old to the new PDS (52 Comp. ;Gen. 834 (1973)).

C. MALT Reimbursement. For MALT reimbursement when an employee and/or dependents travel by POA, see par. 5606.

D. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Ch 5, Part B14 purposes.

2. Before the training begins, a selected employee should be issued a PCS travel order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel order establishes the employee’s authority for the real estate transaction allowance reimbursement in Ch 5, Part B1.

3. Payment of the real estate transaction allowances in Ch 5, Part B1 (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
   a. Successfully completed the training program,
   b. Signed the service agreement required in par. 5834, and
   c. Been assigned to a PDS other than the PDS at the time of selection and entry to the training assignment. See B-161795, 29 June 1967.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION b: PER DIEM

5592 PER DIEM FOR DEPENDENT TRAVEL

A. General

1. An employee is authorized per diem for each dependent’s actual travel ICW the employee’s PCS, or for other travel in this Part.

2. Travel time for which per diem may be paid is determined under par. 5526 in the same manner as for an employee.

3. An employee’s travel time and the amount of per diem paid for the employee’s travel ICW the PCS are not used in computing the per diem for dependent travel in pars. 5592-B and 5592-C.

4. Per diem is authorized for a dependent for direct travel between the old and new PDS when the employee is transferred.

5. Per diem is not authorized for a dependent for time spent at, or while traveling to/from a TDY location.

6. If the travel origin and/or destination is other than the old/new PDS, per diem is NTE the amount authorized between the old and new PDSs.

7. Par. 020303-F, Table 2-15 applies when the employee/dependent obtains lodging from friends/relatives.

8. The prohibition on paying per diem for travel of 12 or fewer hours applies.

B. Dependent(s) and Employee Travel Together

1. **Maximum Per Diem Rate.** When an employee and dependent(s) travel together, the per diem is authorized for each at a rate of:

   a. 75% of the employee’s per diem rate for each dependent(s) age 12 or older; and

   b. 50% of the employee’s per diem rate for each dependent under age 12.

2. **Accompanying the Employee.** When more than one POV is used and a dependent traveling in a POV travels along the same general route, on the same days as the employee, the dependent is accompanying the employee.

3. **Minimum Per Diem Rate.** The minimum per diem rate for a dependent is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

C. Dependent(s) Other Than Spouse/Domestic Partner Travel Separately

1. **Maximum Per Diem Rate.** Per diem is authorized for each dependent other than a spouse/domestic partner, traveling separately, at a rate of:

   a. 75% of the employee’s per diem rate for a dependent age 12 or older; and
Ch 5: Permanent Duty Travel

Part B: Employees Only/Sec 3b: Dependent Travel and Transportation (Per Diem)

b. 50% of the employee’s per diem rate for a dependent under age 12.

2. **Minimum Per Diem Rate.** The minimum per diem rate is $6 unless the employee receives a per diem rate of less than $6 in which case the dependent receives the same rate as the employee.

D. **Spouse/Domestic Partner Travels Separately from the Employee:**

1. **Maximum Per Diem Rate.** When an employee and spouse/domestic partner travel separately, per diem is authorized at a rate of 100% for the spouse/domestic partner.

2. **Not Accompanying the Employee.** A spouse/domestic partner is not accompanying the employee when they travel separately from the employee on different routes and/or at different times.

3. **Employee Travel Time.** The employee’s actual travel time and per diem rate are not factors in computing per diem for the spouse/domestic partner’s travel.

E. **TDY Involved**

1. An employee’s TDY location is not a delay point for a dependent.

2. Per diem is not authorized for a dependent at a TDY location.

F. **Travel by Commercial Ship.** Per diem is not authorized when traveling aboard a commercial ship when meals are furnished without charge (or are part of the accommodations cost), except on embarkation and debarkation days.

G. **Dependent Transportation Cost Limited to Gov’t-Procured Air Transportation Cost.** When a dependent’s transportation cost is limited to Gov’t-procured air transportation, per diem is limited to the amount that would be payable had the dependent used the Gov’t-procured air transportation.

H. **Exclusions.** Per diem is not authorized for a dependent:

1. Of a new appointee assigned to a first PDS;

2. Of an employee assigned OCONUS ICW RAT. See par. 5594when return travel is to an OCONUS PDS, in a different geographical location, because of a PCS.

3. Of an employee assigned to an OCONUS PDS returning to the actual residence for separation; or

4. Authorized transportation to/from an employee’s training location IAW par. 032602 when transportation is authorized in lieu of per diem/AEAs for the employee while at the training location.

I. **Per Diem Computation Example.** The following example illustrates the method used for computing per diem incident to the spouse traveling independently. See Standard CONUS per diem rate for current rate.

<table>
<thead>
<tr>
<th>Dependent PCS Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>A spouse/domestic partner performed PCS travel from Location A, to Location B, in 10 days. The spouse/domestic partner traveled by POV, accompanied by the couple’s 2-year old child. They departed the residence on Day 1 (departure day) and arrived at the new PDS on Day 10 (arrival day). The official distance traveled was 2,826 miles. The employee may be paid per diem NTE 8 days based on 350 miles/travel day. See par. 5605. The standard CONUS per diem rate is $142 ($91/$51). Lodging was occupied for 9 nights, two of which were spent at friends’ homes at no cost. The employee certified the single rates applicable to the rooms occupied by the dependents were $58, $57, $59, $58, $57, $56, $59, and 2 nights at no cost. Per diem is computed as follows:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Per Diem for Actual Travel under the Lodging Plus Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum allowable per diem for 8 days x $142/day (Standard CONUS per diem rate) = $ 1,136.00</td>
</tr>
<tr>
<td>Day 1 (departure) $58 (lodging) + [75% x $51] = $ 96.25</td>
</tr>
</tbody>
</table>


**Ch 5: Permanent Duty Travel**

**Part B: Employees Only/Sec 3b: Dependent Travel and Transportation (Per Diem)**

| Day 2 | $51 = $51.00 |
| Day 3 to 8 | $346 ($57, $59, $58, $57, $56, and $59) ÷ $51/day x 6 days = $306 = $652.00 |
| Day 9 | ($0 lodging) + $51 = $51.00 |
| Day 10 (arrival) | 75% x $51 = $38.25 |

**Employee’s (Spouse) per diem authorization = $888.50**

**Per diem for accompanying child (under age 12) at 50% of the amount due the employee ($888.50) = $444.25**

| Total amount payable to employee = $1,332.75 |

Determine the maximum number of days for which per diem is allowed by dividing the official distance by 350 (2,826 ÷ 350 = 8 days with a remaining distance of 26 miles (2,826 – 2,800). No additional time is allowed for the 26 miles since it is less than the minimum 51 miles set in par. **Sec 5.**

The maximum allowable per diem for PCS travel within CONUS is the **Standard CONUS per diem rate** of $142 ($91/$51).

Day 1 (departure day), the applicable per diem rate is $58 lodging cost plus 75% of the M&IE rate ($51) for a total of $96.25.

Day 2 the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.

Day 3 to 8, the applicable per diem rate is the lodging cost ($346) NTE $91/day + the M&IE rate ($51) x 6 days for a total of $652.

Day 9, the applicable per diem rate is the lodging cost ($0) plus the M&IE rate ($51) for a total of $51.

Day 10 (arrival day at new PDS), the applicable per diem rate is 75% of the Standard CONUS M&IE ($51) for a total of $38.25.

The per diem for actual travel by the spouse is $888.50. Since the per diem for actual travel does not exceed the maximum allowable ($1136) for 8 days travel time, the employee is authorized the full amount ($888.50) for the actual travel time and authorization for the dependent child (under age 12) is 50% of the $888.50 due the employee.

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**5594 PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**

A. **General.** In cases of RAT when return travel is to a new OCONUS PDS in a different geographic locality from the old PDS, dependent per diem (related to the PCS, not the RAT) must be computed on the basis of constructed travel time between the old and new PDS.

B. **Examples**

1. **Example 1.** An employee on permanent duty in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS with onward travel to a new PDS in HI. The employee is accompanied by a dependent. Travel is by air. The per diem allowance for the dependent while en route is limited to the constructed travel time by air between the old (Frankfurt) and new (HI) PDS.

2. **Example 2.** An employee at a PDS in Frankfurt, Germany, is authorized RAT to the actual residence in CONUS, with return to a new PDS in London, England. The employee is accompanied by the spouse. Travel is by air. A dependent son, 18 years old, does not accompany the employee, but proceeds by **POV** from Germany to the employee's new PDS in England. The per diem for the spouse is limited to that payable for the constructed travel time from the old PDS (Frankfurt) to the new PDS (London). The son is eligible for per diem and MALT while en route.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 3: DEPENDENT TRAVEL AND TRANSPORTATION

SUBSECTION c: SPECIAL OR UNUSUAL CIRCUMSTANCES

5596 EARLY RETURN OF DEPENDENTS (ERD)

A. Transportation

1. General. A dependent’s return travel to the U.S. may be authorized before the employee’s return to the actual residence/alternate destination.

2. Excess Costs. The employee is financially responsible for costs that exceed the most economical route from the OCONUS PDS to the employee's actual residence. See pars. .010102, and 010103.

3. Authority. Early return travel may be authorized when:

   a. An employee is eligible for return transportation after completing the PDS service period agreement in par. 5840-C and Tour Lengths and Tours of Duty Outside the Continental United States (OCONUS). See pars. 5840-C7, 5840-C8, 5840-C9, 5840-C10, and 5840-C11, for exceptions to the PDS service period agreement; or

   b. The OCONUS command determines that it is in the Gov’t’s interest to return the dependent for reasons of a humanitarian/compassionate nature. Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

B. Reimbursement

1. Limitations

   a. When an employee's dependent returns before the employee is eligible for return travel, and for reasons other than those in par. 5596-C, transportation expenses are the employee’s personal financial responsibility.

   b. When the employee is eligible for return travel reimbursement, travel expenses are NTE the cost of the dependent travel by the most economical route (including policy constructed airfare (see App A) when contract city pair airfares are not available) from the OCONUS PDS to the actual residence.

   c. Reimbursement is NTE the amount allowable for the transportation mode available that would have been used when the employee was eligible for return travel.

2. Gov’t Transportation. If available, Gov’t transportation must be used for ERD travel,

3. Transportation Modes. See Ch 2 for mileage rates, accommodations, baggage, transportation modes, and transportation requests ICW ERD travel.

C. Travel and Transportation Limitations

1. Authorization
   a. ERD travel under Ch 5, Part B3 must not be authorized more than once during each period of OCONUS service.
   b. A dependent’s return travel at Gov’t expense to the OCONUS PDS is not authorized except when incident to RAT. See par. 5950.

2. Reimbursement
   a. ERD transportation expenses to the OCONUS PDS are reimbursable when an employee:
      (1) Completes an agreed to period of service,
      (2) Has received unaccompanied one-way dependent transportation to the actual residence, and
      (3) Has RAT at a later date.
   b. Reimbursement must not exceed the Gov’t's cost for the usual transportation mode and route that would have been used had the dependent traveled back to the OCONUS PDS with the employee.


D. Return of Former Spouse/Domestic Partner and/or Other Dependent (FTR § 302-3.227)

1. General. Reimbursement for return travel and transportation allowances to the actual residence (see App A) is authorized:
   a. Anywhere in the world for an employee’s former spouse/domestic partner and/or former dependent who traveled to the employee’s OCONUS PDS as a dependent at Gov’t expense.
   b. If an individual is no longer a dependent when the employee is eligible for return travel because of divorce/annulment/committed relationship termination.

2. Time Limitation
   a. Travel must begin before the end of the employee's current tour of duty.
   b. If the employee is serving under a 1, 2, or 3 year tour agreement, travel for a former dependent must begin before the end of the 1, 2, or 3 year tour during which the divorce/annulment/committed relationship termination was finalized.
   c. If the employee is serving under an administrative tour extension, travel for a former dependent must begin before the end of the administrative extension in effect during which the divorce/annulment/committed relationship termination was finalized.

5598 DEPENDENT STUDENT TRAVEL

A. Authority and Eligibility

1. DoDI 1400.25 Volume 1250
   a. Authority and eligibility requirements for dependent student travel and educational allowances in
foreign areas are in DoDI 1400.25 Volume 1250 “Overseas Allowances and Differentials”.

b. DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR, Section 280, for a dependent student of a DoD civilian employee assigned in a foreign area for travel to and from a school offering a full time course of secondary (in lieu of an education allowance), or post-secondary education.

2. DSSR, Section 280. For dependent student travel allowances to and from a school, see DSSR, Section 280.

3. Travel Administration. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

B. Per Diem. When a dependent student, in a foreign area, travels to and from school under this paragraph:

1. Per diem is authorized for required travel time by the authorized transportation mode,

2. Rates and percentages are the same as for an employee TDY, and

3. No per diem is paid if travel is 12 hours or less.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 4: POV USE ON PERMANENT DUTY TRAVEL

5604 POV USE

A. Use of One or Two POVs

1. An employee, authorized dependent travel and transportation allowances under par. 5580, is authorized MALT when travel is performed.

2. When an employee and dependent(s) relocate on a PCS move, reimbursement is authorized for two POVs, if used, and car ferry fees for each POV.

3. Except when using more than two POVs (par. 5604-B) MALT reimbursement authorized for the dependent travel is for the use of one or two POVs.

4. The employee may be reimbursed for use of two POVs, by dependents, only if the employee travels by other than POV.

5. The employee is not reimbursed automatically for three POVs to allow the employee to use one and the dependents to use two.

6. MALT payment does not affect transportation-in-kind or common carrier use for dependents who did not travel by POV.

B. Use of More than Two POVs (FTR §302-4.500 and §302-4.700d)

1. General. Reimbursement for the use of more than two POVs, within the same household for PDT, may be authorized/approved through the Secretarial Process.

2. Examples of When More than Two POVs Are Routinely Authorized/Approved

a. There are more family members (i.e., employee and dependent(s)) than reasonably can be transported, together with luggage, in two POVs;

b. Because of age/physical condition, a family member needs special accommodations in one POV and second and third POVs are required for the other family members.

c. An employee must report to the new PDS before the dependents for acceptable reasons (e.g., school term completion, property sale, personal business affairs settlement, HHG and personal effects disposal and/or shipment, or non-availability of adequate housing at the new PDS) and there are more family members than reasonably can be transported, together with luggage, in one POV.

d. Dependents perform unaccompanied travel:

   (1) Between authorized points other than those for the employee’s travel (e.g., travel to a designated place or to the new PDS when the employee has TDY en route); or

   (2) To the new PDS in advance of the employee’s reporting date for acceptable reasons (e.g., to enroll dependents in school at the beginning of the term)

   and there are more family members than reasonably can be transported, together with luggage, in one POV.
e. Special circumstances not included in this subpar. exist, as determined through the Secretarial Process (e.g., travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

f. Possession of more than 2 POVs with more than 2 licensed drivers in the family does not constitute a special circumstance. Example: An employee, spouse and 2 teenage drivers with 4 POVs does not constitute a special circumstance and reimbursement for more than 2 POVs is not authorized based solely on these facts.

3. MALT

a. When reimbursement for the use of more than two POVs is authorized/approved, MALT applies for each POV.

b. If the same POV is used for more than one trip, MALT applies for each trip.

c. The standard MALT rate applies for each one way official distance between the old and new PDSs.

d. Example: The employee drives the spouse and three children on the first trip and receives MALT for the one way official distance. Then the employee makes a second trip in which the employee and one of the already transported children return to transport two remaining children. The employee is paid MALT for the one way official distance between the old and new PDSs on the second trip.

4. Documentation

a. The applicable conditions in par. 5604-B2 should be:

   (1) Shown in the travel order, or

   (2) Approved by travel order amendment after the fact.

b. See App I for travel order policy.

5605 TRAVEL TIME

A. POV. Generally, 1 travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, one additional travel day is allowed. When the total official distance is 400 or fewer miles, 1 day of travel time is allowed. There is no mandatory distance that must be driven per day.

B. Gov’t Conveyance and/or Common Carrier Obtained by Gov’t Procured Transportation. Gov’t conveyance (except Gov’t auto), and/or Gov’t procured common carrier transportation travel time allowed is the actual time needed over the direct route, including necessary delays for the transportation mode used. Gov’t auto travel time is computed under par. 5605-A.

C. Travel by other than Authorized Mode. A traveler who elects to travel by other than the authorized transportation mode, is limited to the actual travel time used, NTE the allowable travel time for the authorized transportation mode.

5606 MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)

A. General. MALT is determined by the official distance for the PDT.

B. Authorized Employee(s)

   1. An authorized employee is a member, an employee, and/or a dependent traveling IAW a PCS order and whose transportation is reimbursed ICW a PCS order.
2. If more than one member/employee travels as an authorized employee in the same POV, only the authorized employee incurring expenses is authorized MALT for the official distance.

3. The employee who is authorized MALT is also authorized reimbursable expenses.

4. **Examples**
   
   a. **Example 1:** An employee married to employee couple, each on a PCS order, and their two children travel together in one POV. One employee is paid MALT for the official distance and all reimbursable expenses.

   b. **Example 2:** Three unrelated employees, each on a PCS order, travel together in one POV between two PDS locations. The employee receiving MALT for the official distance is reimbursed for all reimbursable expenses.

   c. **Example 3:** Member married to employee, each traveling on an order and eligible for travel and transportation allowances, and their child travel together in one POV. Only one may receive MALT for the official distance. Either the member or the employee may submit all reimbursable expenses.

C. **Reimbursable Expenses**

   1. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for the direct route between the official points involved.

   2. Only the employee receiving MALT may claim reimbursement for these expenses (i.e., duplicate payments for the same expenses are not permitted).

   3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar expenses are not reimbursable expenses ICW POV use on official travel.

   4. An employee may be eligible to submit a claim for repairs to a POV used for official travel, using Service procedures, under 31 USC §3721.

**5608 POV USE TO AND FROM TRANSPORTATION TERMINAL OR PDS**

A. **General.** When a POV is driven round trip to drop off and/or pick up an employee at a transportation terminal, the employee paying POV operating expenses is:

   1. Paid TDY mileage for the round trip(s) distance, and

   2. Reimbursed parking fees, ferry fares, road, bridge and/or tunnel tolls, for the most direct route.

B. **Employee Driven to the Transportation Terminal.** If a family member drives the employee to and/or from the transportation terminal, it is presumed that the employee incurs the expense.

**5610 PARKING, TOLLS AND OTHER COSTS**

Reimbursement for parking, ferry fares, bridge, road, and tunnel tolls is authorized for the direct route between the official points involved.
5612 TRANSOCEANIC TRAVEL BY POV

A. General

1. When transoceanic travel ordinarily would be involved, but POV is authorized by the AO as being to the Gov’t’s advantage, and is used by the employee for the entire distance between duty stations, reimbursement is on a lodging plus basis for the employee/dependent(s) for the official distance involved.

2. Reimbursement is authorized even though it exceeds that authorized for the transportation modes in par. 5528.

B. Transoceanic Travel by Privately Owned Boat

1. When the employee travels by a privately owned boat, constructed or actual reimbursement (fuel, oil, and docking fees) is authorized NTE the airfare (based on the policy constructed airfare (see App A)) which includes the non-capacity controlled city pair airfare.

2. Capacity controlled city pair airfares are never used for cost construction.

3. Per diem and travel time are based on the air travel time (59 Comp. Gen. 737 (1980)).

5613 TRAVEL BY OCEANGOING CAR FERRY

A. Transportation

1. Vehicle. Only a passenger automobile, station wagon, light truck, or other similar vehicle used primarily for personal transportation, regardless of size, may be authorized.

2. MALT. MALT is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS.

3. Transportation Cost. The cost of a vehicle transported on a car ferry with the traveler/dependent(s) is a reimbursable transportation expense and does not constitute POV transportation.

4. More Than One Car Ferry. If more than one car ferry is used, MALT is payable for overland travel between ferries.

B. Ferry Fees

1. Authorized Transportation. The traveler is authorized:

   a. Gov’t procured ferry transportation; or

   b. Reimbursement for personal transportation costs on the car ferry, including any part attributed to POV movement (55 Comp. Gen. 1072 (1976)), NTE the Gov’t procured ferry transportation cost.

2. Use of More than Two POVs. When reimbursement for the use of more than two POVs is authorized/approved, MALT and car ferry fees apply for each POV.

3. Same POV Used for More than One Trip. If the same POV is used for more than one trip, the MALT and car ferry fees apply for each trip.

C. Per Diem

1. Lodging. Reimbursement for required accommodations is authorized, unless included in the ferry transportation cost.
2. Travel Includes an Overnight on a Car Ferry Anywhere in the World
   a. Embarkation and Travel Days. M&IE is computed using the highest CONUS M&IE rate (see App A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry.
   b. Debarkation Day. For the departure day (debarkation) from the ferry is the rate for the employee’s or dependent’s location at 2400 on that day. See par. 5550.

3. Travel Does Not Include an Overnight on a Car Ferry. If the ferry passage does not include an overnight, the applicable M&IE while on the ferry is the rate applicable to the employee’s location at 2400 on the debarkation day. See par. 5550.

4. Dependent Per Diem (PCS Travel). The percentages, in par. 5592-B apply when computing a dependent’s per diem.

5614 AUTOMOBILE USE (FTR Part 302-4)

A. General. Automobile use is to the Gov’t’s advantage for:
   1. First duty station travel by a newly recruited employee or appointee,
   2. PCS travel, or

B. MALT. MALT reimbursement for automobile travel is at the appropriate MALT rate.

5616 PRIVATELY OWNED AIRPLANE

A. General. The use of a privately owned airplane for:
   1. First duty station travel by a newly recruited employee/appointee,
   2. PCS travel, or
   3. Separation travel

is to the Gov’t’s advantage when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

B. Nautical Miles. Nautical miles must be converted to statute/regular miles when submitting a claim. One nautical mile = 1.15077945 statute miles. Example: 250 nautical miles multiplied by 1.15077945 = 288 statute/regular miles.

C. Mileage Rate. Reimbursement for travel by privately owned airplane that is to the Gov’t’s advantage is at the appropriate TDY mileage rate.

D. Travel Time. See par. 5605-A.

E. Reimbursement Computation. See pars. 020303 and 020304.
5618 PRIVately OWNED AIRCRAFT OTHER THAN AIRPLANE (E.G., HELICOPTER)

A. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

B. Expenses

1. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.

2. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

5620 PRIVately OWNED MOTORCYCLE

A. General. The use of a privately owned motorcycle is to the Gov’t’s advantage for:

1. First duty station travel by a newly recruited employee/appointee,

2. PCS travel, or

3. Separation travel

when travel costs at the applicable MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. Travel Time. See par. 5605-A.

C. Reimbursement Computation. See pars. 020303 and 020304.

5622 PRIVately OWNED BOAT

See TRANSOCEANIC TRAVEL BY POV, par. 5612.

5624 COMPUTING POV TRAVEL REIMBURSEMENT

A. General

1. The examples in this par. illustrate computing MALT and per diem incident to PDT by automobile.

2. The per diem/MALT rates used in the example(s) are for illustrative purposes and may not reflect current rates.

3. See the DTMO website for current MALT rates.

4. See the DTMO website for the current Standard CONUS per diem rate

5. The per diem is as computed in pars. 5592 and 5605-A, 020303 and 020304.
B. Reimbursement Computation Example for One Car

1. Employee, Spouse, and 1 Child

<table>
<thead>
<tr>
<th>Reimbursement Computation for Employee, Spouse, and 1 Child in One POV</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee performs PCS travel from Location A, to Location B, in 9 days, by POV, accompanied by the</td>
</tr>
<tr>
<td>spouse and 2-year old child. Location A to Location B official distance = 2,826 miles. Based on an average of</td>
</tr>
<tr>
<td>350 miles/travel day the employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350 miles/travel day =</td>
</tr>
<tr>
<td>8 travel days), par. 5605. After consideration of the lodging expenses, the employee is authorized $650 in per</td>
</tr>
<tr>
<td>diem.</td>
</tr>
<tr>
<td>1. POV travel reimbursement is based on 2,826 miles x $.23/mile (see mileage rates on the DTMO website). 2,826 miles x $.23/mile = $649.98.</td>
</tr>
<tr>
<td>2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual</td>
</tr>
<tr>
<td>amount the employee pays for lodging and M&amp;IE; NTE the Standard CONUS per diem rate is 8</td>
</tr>
<tr>
<td>days @ $142/day (Standard CONUS per diem rate). $142/day x 8 days = $1136</td>
</tr>
<tr>
<td>3. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650.</td>
</tr>
<tr>
<td>Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable</td>
</tr>
<tr>
<td>per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full</td>
</tr>
<tr>
<td>amount spent ($650).</td>
</tr>
<tr>
<td>4. Per diem for the accompanying spouse is 75% of the amount due the employee.</td>
</tr>
<tr>
<td>$650 x 75% = $487.50</td>
</tr>
<tr>
<td>5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% = $325.00</td>
</tr>
<tr>
<td>6. Amount spent on tolls</td>
</tr>
<tr>
<td>7. Total Reimbursement</td>
</tr>
</tbody>
</table>

2. Two Employees (married to each other) and 1 Child

<table>
<thead>
<tr>
<th>Reimbursement Computation for Two Employees (married to each other) and 1 Child in One POV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two employees married to each other perform PCS travel from Location A, to Location B, in 9 days, by POV,</td>
</tr>
<tr>
<td>accompanied by a 2 year old child. Location A to Location B official distance = 2,826 miles. Based on an</td>
</tr>
<tr>
<td>average of 350 miles/ travel day an employee may be paid per diem NTE 8 travel days (2,826 miles ÷ 350</td>
</tr>
<tr>
<td>miles/travel day = 8 days), par. 5605. After considering lodging costs, one employee is reimbursed $650 while</td>
</tr>
<tr>
<td>the other is reimbursed $720.</td>
</tr>
<tr>
<td>1. POV travel reimbursement for one employee is based on 2,826 miles @ $.23/mile. See mileage rates on the DTMO website. 2,826 miles x $.23/mile = $649.98.</td>
</tr>
<tr>
<td>2. Allowable per diem for an employee based on Lodging Plus for 8 days maximum is the actual</td>
</tr>
<tr>
<td>amount the employee pays for lodging plus M&amp;IE; NTE the Standard CONUS per diem</td>
</tr>
<tr>
<td>rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136.</td>
</tr>
<tr>
<td>3. The employees occupy two rooms. Per diem for travel time based on actual lodging costs</td>
</tr>
<tr>
<td>from Location A to Location B, is $650 for employee 1 and $720 for employee 2. The total</td>
</tr>
<tr>
<td>amount spent for lodging and meals does not exceed the maximum allowable per diem</td>
</tr>
<tr>
<td>($1136/employee). Each employee is reimbursed the actual amount spent $650 + $720 =</td>
</tr>
<tr>
<td>$1,370.00</td>
</tr>
<tr>
<td>4. Per diem for the accompanying child under age 12 is 50% the amount due Employee 2.</td>
</tr>
<tr>
<td>$720 x 50% = $360.00</td>
</tr>
<tr>
<td>5. Amount spent on tolls</td>
</tr>
<tr>
<td>6. Total Reimbursement</td>
</tr>
<tr>
<td>Total reimbursement to employee 1 is $649.98 + $650 + $10 = $1,309.98</td>
</tr>
<tr>
<td>Total reimbursement to employee 2 is $720 + $360 = $1,080</td>
</tr>
</tbody>
</table>
C. Reimbursement Computation Example for Two POVs

<table>
<thead>
<tr>
<th>Reimbursement Computation for Two POVs</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee performs PCS travel from Location A to Location B using two POVs. Location A to Location B official distance = 2,826 miles. Based on an average of 350 miles/travel day the employee may be paid per diem NTE 8 days (2,826 miles ÷ 350 miles/travel day = 8 travel days), par. 5605.</td>
</tr>
<tr>
<td>1. POV travel reimbursement for the first POV, driven by the employee only, is based on 2,826 miles x $.23/mile, (see mileage rates on the DTMO website). 2,826 miles x $.23/mile =</td>
</tr>
<tr>
<td>2. POV travel reimbursement for the second POV, driven by spouse is based on 2,826 miles x $.23/mile, see mileage rates on the DTMO website. 2,826 miles x $.23/mile =</td>
</tr>
<tr>
<td>3. Allowable per diem for employee based on Lodging Plus for 8 day maximum is the actual amount the employee pays for lodging plus M&amp;IE; NTE the Standard CONUS per diem rate is 8 days @ $142 (Standard CONUS per diem rate). $142/day x 8 days = $1136</td>
</tr>
<tr>
<td>4. Per diem for travel time based on actual lodging costs from Location A to Location B, is $650. Since the total amount spent for lodging and meals ($650) does not exceed the maximum allowable per diem ($1136) for actual travel under Lodging Plus method the employee is reimbursed the full amount spent ($650).</td>
</tr>
<tr>
<td>5. Per diem for the accompanying spouse is 75% of the amount due the employee. $650 x 75% =</td>
</tr>
<tr>
<td>6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $650 x 50% =</td>
</tr>
<tr>
<td>7. Amount spent on tolls</td>
</tr>
<tr>
<td>8. Total Reimbursement</td>
</tr>
</tbody>
</table>

D. MALT Computation Example for Two Separate Trips. Per diem for a dependent is computed in pars. 5592 and 5552.

<table>
<thead>
<tr>
<th>MALT Computation for Two Separate Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee performs PCS travel from Location A, to Location B by POV. The spouse and two children did not accompany the employee as housing had not been arranged at Location B. Two weeks after arrival, the employee finds housing, returns to Location A by automobile over a weekend, and drives the spouse and two children to Location B.</td>
</tr>
<tr>
<td>866 miles x $.23/mile (employee only) =</td>
</tr>
<tr>
<td>866 miles x $.23/mile (spouse and 2 children) =</td>
</tr>
<tr>
<td>Total Malt Payable For POV Travel</td>
</tr>
</tbody>
</table>

In addition to the MALT, the employee receives per diem for the number of days required to complete the first trip from Location A to Location B on the basis of an average distance of 350 miles per calendar days (e.g., 3 days). No per diem is payable on the employee’s behalf for the employee's second trip.

The employee is authorized reimbursement for tolls for the first and second trips from Location A to Location B.

The employee is not authorized reimbursement for the trip from Location B to Location A to pick up dependents. Per diem for dependents is computed in pars. 5592 and 5552.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION a: GENERAL

5626 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances.

5628 ELIGIBILITY

The following are eligible for HHG transportation and SIT at Gov’t expense when relocation is in the Gov’t’s interest:

1. An employee transferred between CONUS/OCONUS official duty stations;
2. A new appointee to the first CONUS/OCONUS official station;
3. An employee returning to CONUS for separation from an OCONUS assignment, after completion of an agreed upon period of service;
4. An SES employee authorized last move home benefits (FTR §302–3.304);
5. An employee authorized a TCS.

5630 AUTHORIZED TRANSPORTATION

A. General

1. An employee/appointee, who is authorized a move at Gov’t expense is authorized HHG transportation.
2. HHG transportation may be authorized for a PCS before the PCS order is issued; however, the PCS order subsequently must contain HHG transportation authority or the costs become the employee’s responsibility.

B. NTS. NTS of HHG:

1. May be authorized in lieu of HHG transportation when the employee is assigned to a/an: (FTR §302–8.1)
   a. CONUS isolated PDS;
   b. OCONUS PDS to which HHG transportation is limited;
   c. OCONUS PDS and NTS is in the Gov’t’s best interest or cost effective to do so; or
   d. TCS (par. 5902-B3).
2. Is not permitted for a career SES employee for last move home.

5632 RE-TRANSPORTATION OF THE SAME HHG

HHG returned to CONUS/the actual residence and then reshipped back to the OCONUS PDS during a continuous
OCONUS employment period, do not require a new service agreement, and must be:

1. For reasons beyond the employee’s control, and
2. Authorized/approved by the Headquarters of the DoD Service/Agency concerned.

5634 TRANSPORTATION EXPENSES

A. Gov’t-paid Expenses

1. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:
   a. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
   b. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
   c. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
   d. SIT NTE 90 days, as applicable. See par. 5672-B.

2. Delivery:
   a. Out of storage is authorized at Gov’t expense, regardless of time in storage within the authorized 1-year period. This includes shipments converted to storage that are the employee’s financial responsibility.
   b. Out of SIT at Gov’t expense may be extended for the time period of an extension granted under par. 5908-C.
   c. Of HHG must be completed within the time limitations in par. 5518.

B. Employee Paid Expenses. The employee is financially responsible for all transportation costs as a result of (pars. 010102 and 010103):

1. Exceeding the authorized weight allowance;
2. Excess costs for transportation between other than authorized locations;
3. Transportation of articles that are not HHG (App A -- Household Goods);
4. Excess costs for transportation in more than one lot (other than a UB shipment authorized under par. 5656 to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. 5654-C);
5. Special services requested by the employee (e.g., the cost of increased valuation liability);
6. Transportation related costs that are incurred by the Gov’t due to the employee/employee’s agent’s negligence (e.g., attempted pickup and/or delivery charges). See DTR 4500.9-R, Part IV, Ch. 401; and
7. HHG-related costs incurred for excess weight if the shipment is overweight. The maximum weight that may be transported at Gov’t expense is IAW par. 5646 or 5648.
5636 LOSS OR DAMAGE CLAIMS (FTR §302-7.12)

HHG loss or damage claims are submitted IAW Service regulations.

5638 EMPLOYEE WITH AN EMPLOYEE OR MEMBER SPOUSE/DOMESTIC PARTNER

A. General. An employee whose spouse/domestic partner is another employee or a member retains HHG transportation and storage allowances if a PCS order is issued to the employee – even though the other spouse/domestic partner (employee or member) may also have a PCS order. See B-202023, 4 December 1981 and 54 Comp. Gen. 892 (1975).

B. Examples

1. Employee and the Employee’s Member Spouse/Domestic Partner. An employee and the employee’s member spouse/domestic partner each receive a PCS order. The member’s PCS weight allowance is 12,500 lbs. per par. 5646-B. The employee’s PCS HHG weight allowance is 18,000 lbs. net weight per par. 5646-A. Together they may ship 30,500 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 2,000 pounds for the employee, exclusive of the 18,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

2. Employee Married to Another Employee. An employee married to another employee couple each receives a PCS order. Each employee’s PCS weight allowance is 18,000 lbs. net weight per pars. 5500-B1a and 5646-A. Together they may ship 36,000 lbs. net weight of HHG – but they may not both be paid or reimbursed for shipping the same HHG. An allowance of up to 4,000 pounds (2,000 pounds per employee), exclusive of the 36,000 pounds net weight of HHG shipment, is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment. Further, they may use the combined weight allowances to offset any excess weight incurred by either employee even if both employees separately ship HHG; providing the HHG belong to both employees. See GSBCA 16608-RELO, 3 August 2005.

5640 HHG TRANSPORTATION AND STORAGE DOCUMENTATION (FTR §302-7.104)

A. Form and Voucher Preparation. See DoD FMR, Volume 9, for information on submitting travel vouchers and the forms to be used.

B. Documents

1. PCS Order. Travelers should be prepared to attach one or more PCS order copies to the voucher. Follow DoD FMR procedures regarding numbers of copies.

2. Documentation

   a. If required by financial regulations, the following documentation should be attached to the voucher:

      (1) Individual paid receipts (for $75 or more) for SIT, packing, hauling, or drayage bill, if applicable;

      (2) Paid carrier’s original bill of lading/certified copy; NOTE: If a bill of lading is not available, other evidence showing origin, destination, and weight must be submitted; and

      (3) An official weight certificate/authenticated weight designation.

   b. Constructed weight may be used when:

      (1) Proper weighing facilities are not available at origin/any point en route/destination, or
(2) The partial load weight cannot be obtained at origin/en route/destination.

5642 SERVICES

A. General. HHG (App A) transportation is limited to items associated with the home and all personal effects belonging to an employee and dependents on the employee's PCS or TDY order effective date that legally may be accepted and transported by an authorized commercial transporter. HHG may be transported when:

1. The shipment originates at the employee’s last PDS, actual residence, or another point;
2. A shipment originates at the last PDS and the remainder originates at one or more other points;
3. The destination is the new PDS or another point; or
4. The destinations for the HHG are the new PDS and one or more other points.

B. Cost Limitation. The total Gov’t expenditure must not exceed the cost of transporting the maximum HHG weight allowance in one lot by the method selected under par. 5656, from the employee’s last PDS (or new appointee’s actual residence at the time of appointment) to the new PDS (FTR §302-7.7).

5644 TRANSPORTATION UNDER A PCS ORDER

A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee’s old PDS/some other point selected by the employee, or partially at both.
2. The destination may be the new PDS, some other point selected by the employee, or both.
3. The Gov’t’s cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.
4. When the travel is to a first PDS, the Gov’t’s cost is NTE the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. 5590-B.
2. Multiple Shipments
   a. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same/different OCONUS PDS.
   b. The employee is financially responsible for HHG transportation costs that exceed the authorized weight limit.
3. Example
   a. An employee with dependents ships 4,000 lbs. net weight of HHG from initial PDS residence and puts the remainder in NTS at Gov’t expense.
   b. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a
different OCONUS PDS where additional HHG are needed.

c. The employee is authorized a HHG transportation of 4,000 lbs. net weight from the old OCONUS PDS to the new OCONUS PDS.

d. The maximum weight allowable for transportation of additional HHG from the actual residence and/or NTS to the new PDS is limited to 14,000 lbs. net weight.

e. The packing materials are limited up to 2,000 lbs. for the combined HHG shipments.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee’s actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Gov’t expense incident to a PCS, separation, or dependent early return (Ch 5, Part B3).

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

   (1) The advance return transportation of all or any part of an employee’s HHG (at Gov’t expense), while the employee remains assigned at an OCONUS PDS, is authorized only ICW, and under the same conditions as in, Ch 5, Part B3 for the dependent’s early return.

   (2) The allowable costs of advanced HHG transportation may be reimbursed by the Gov’t even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS order has been issued directing the employee’s PCS or separation travel (B-188345, 13 April 1977).

   (3) Reimbursement of the employee’s transportation costs may not exceed the Gov’t’s cost to transport the HHG at the time of the employee’s actual return travel.

   (4) Paid receipts for expenses of $75 or more.

b. Unauthorized Return

   (1) Advance HHG transportation at Gov’t expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee’s dependents under par. 5596-A3b, as being in the Gov’t’s interest.

   (2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

   (3) Gov’t transportation facilities may not be used ICW the advance HHG transportation.

c. Employee Returning for Separation

   (1) General. HHG of an employee returning for separation may be transported at Gov’t expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

   (2) Reimbursement

      (a) HHG transportation may be to any alternate destination, but reimbursement for transporting an employee’s HHG from the OCONUS PDS and/or from NTS to an alternate destination must not exceed the GCC of transporting the maximum HHG weight allowance in one lot from the
OCONUS PDS to the actual residence indicated in the employee’s service agreement.

(b) When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the GCC of transporting the maximum HHG weight allowance to the actual residence in the employee’s service agreement (CBCA 1162-RELO, 1 July 2008).

(3) Employee Financial Responsibility. The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E. PBP&E:

(a) Transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee’s actual residence for an employee separating from Gov’t service (FTR §§302-7.18 and 302-7.403; and par. 5686).

(b) May also be returned to an alternate destination as an administrative expense anywhere in the world but transportation reimbursement may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee’s service agreement.

d. Evacuation. When the conditions in Ch 6 exist, HHG may be moved at Gov’t expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Gov’t expense from a safe haven location to the evacuated employee’s assigned PDS.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION b: HHG WEIGHT

5646 PRESCRIBED WEIGHT ALLOWANCES (FTR §302-7.2)

A. Maximum Weight Allowance. The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. net weight for each employee.

B. Baggage Allowances. See par. 020207-C for baggage allowances.

C. Uncrated or Van Line Shipments. For uncrated/van line shipments, a 2,000 pound allowance is added to the 18,000 net weight allowance to cover packing materials.

D. Employee Financial Responsibility

1. See par. 5634-B when the employee is financially responsible for HHG transportation expenses.

2. Under no circumstances may the Gov’t pay any expenses associated with excess weight.

E. Transportation of HHG and PBP&E (§302-7.6)

<table>
<thead>
<tr>
<th>Category of Employee</th>
<th>Authorized Origin/Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Employee transferred between official stations.</td>
<td>An allowance of up to 2,000 pounds, exclusive of the 18,000 pounds net weight of HHG shipment, is used for the packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.</td>
</tr>
<tr>
<td>(b) New appointee.</td>
<td>From place of actual residence to new official station (including to location of extended storage when authorized).</td>
</tr>
<tr>
<td>(c) Employee returning from outside CONUS assignment for separation from Gov’t service.</td>
<td>Last official station and extended storage location, when authorized, to place of actual residence.</td>
</tr>
<tr>
<td>(d) Employee authorized separation travel at Gov’t expense to actual residence but retiring at the OCONUS official station or an alternate location.</td>
<td>From any location, including actual residence and extended storage location to any other location (including the OCONUS official station), NTE the constructed transportation cost from the official station and extended storage location (respectively) to the actual residence.</td>
</tr>
<tr>
<td>(e) SES last move home benefits.</td>
<td>From the last official station and extended storage location, when authorized, to the place of selection.</td>
</tr>
</tbody>
</table>

5648 ADMINISTRATIVE WEIGHT LIMITATION (FTR §302-7.17)

A. Policy

1. When Gov’t furnishings are provided at an OCONUS location, HHG transportation at Gov’t expense to or from such an OCONUS location ordinarily is limited to 4,500 lbs. net weight, including UB weight.

2. See the DTMO website for authorized administrative weight allowance locations that may differ from the 4,500 lb. amount.

3. An allowance of up to 500 lbs. exclusive of the 4,500 lbs. net weight of the administrative weight limitation
is used for packing weight covering barrels, boxes, cartons, and similar material but does not include pads, chains, dollies and other equipment to load and secure the shipment.

4. Only the authorized weight allowance that was shipped to the OCONUS location may be returned to CONUS upon the duty tour completion unless the Agency makes an exception IAW Agency regulations.

5. An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous unless authorized for an employee assigned to National Security Agency (NSA) who may be authorized DOS allowances IAW National Security Act of 1959 if implemented in NSA regulations. Only 4,500 lbs. net weight may be transported at Gov’t expense subject to the exceptions below.

B. Exceptions

1. **HHG Shipped Prior to Administrative Weight Restriction Effective Date.** The restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location.

2. **Gov’t Furnishings Not Available.** When Gov’t furnishings are not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Gov’t furnishings is added to the 4,500 lbs. net weight.

3. **Gov’t Furnishings Returned or Unserviceable.** If all Gov’t furnishings are required to be returned to the Gov’t and/or the Gov’t furnishings become unserviceable and are not replaced, transportation of the employee’s maximum weight allowance (18,000 lbs. net weight) minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.

4. **Weight Allowance Increase at Employee Request**
   a. The AO/designee may increase the restricted HHG weight allowance if requested to do so by the employee.
   b. The increase is NTE the employee’s maximum weight allowance (18,000 lbs. net weight) with HHG previously shipped or continued in storage counting against the increased weight allowance.
   c. One or more of the following conditions must apply:
      1. The employee is assigned consecutive full tour assignments to administratively weight restricted areas;
      2. The employee is on a tour that is extended one year or longer within the same administratively weight restricted area;
      3. Upon departure from an administratively weight restricted area if additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight restricted area; or
      4. Undue hardship to the employee would result if the full administrative weight restriction were imposed.

5. **Non-foreign OCONUS Area.** When a weight restriction is imposed for HHG shipped into a non-foreign OCONUS area, the weight restriction does not apply to shipments from that location as long as the new PDS is not a weight restricted area.

6. **Weight Allowance Remainder.** Appropriate storage, or transportation to a designated place, is authorized for the remainder of an employee’s weight allowance.
C. **Transportation from a Weight Restricted Area.** If an employee is transferred from an OCONUS weight restricted PDS to a PDS at which Gov’t owned furnishings are not provided, HHG transportation may be authorized from the old PDS, storage, and/or the designated place to the new PDS as long as the total HHG transported does not exceed the authorized weight limit for the new PDS.

**5650 NET WEIGHT DETERMINATION** *(FTR §302-7.13)*

A. **Crated Shipments.** The net weight of crated shipments:

1. Does not include the crating material weight,
2. Is 60% of the gross weight, and
3. May be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee’s control) to use unusually heavy crating and packing materials.

B. **Uncrated Shipments.** The net weight of uncrated shipments (commercial or noncommercial) is allowed an allowance of up to 2,000 lbs., exclusive of the 18,000 lbs. net weight of HHG shipment that is used for packing weight:

1. Is the weight shown on the bill of lading or weight certificate;
2. Excludes the weight of barrels, boxes, cartons, and similar packing materials; and
3. Does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. **Containerized Shipments.** When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes), the shipment net weight is:

1. Computed like an uncrated shipment if the container’s weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container’s weight) if the container’s weight does not include the weight of interior bracing and padding materials, or
3. Based on constructed weight if the container’s gross weight cannot be determined.

D. **Constructed Weight**

1. A constructed weight based on 7 lbs./cubic foot of properly loaded space should be used:
   a. When an adequate scale is not available at origin, en route or at destination,
   b. For a partial load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
   c. When the carrier's charges for a short distance or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).
   2. The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.
5652 EXCESS CHARGES

A. Gov’t Responsibility

1. The Gov’t must pay the total transportation cost and other charges applicable to any excess weight that exceeds an employee’s weight allowance and collect reimbursement from the employee.

2. An agency may not pay the cost of transporting an employee’s HHG in excess of 18,000 lbs. (5 USC §5724(a)(4)).

3. All transportation costs are used when determining excess costs, including storage (NTS/SIT), accessorials and any other costs that the Gov’t paid to move the HHG.

B. Employee Responsibility

1. General. The employee is financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the employee and/or the AO providing transportation funds were not notified by the TO of the weight status (CBCA 2076-RELO, 5 October 2010).

2. Transportation. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following transportation completion, as determined by the Service concerned.

C. Prescribed Weight Allowance. See par. 5646 for prescribed weight allowance.

D. Erroneous Advice. Erroneous advice, or lack of advice, by/from a Gov’t agent does not create an entitlement to reimbursement of, or shipment of HHG in excess of the weight allowed by statute.

E. Employee Payment. Payment from the employee for excess charges is IAW finance regulations. (FTR §302-7.200)

F. Excess Weight Status. When an excess weight status is known/suspected (e.g., based on observations made during a pre-move survey) prior to transportation, the TO must notify the employee and the AO providing transportation funds.

G. HHG Weighed Twice. When HHG are weighed twice, the lesser weight is used to determine the employee’s financial liability. For example, if the origin HHG weight is less than the destination HHG re-weigh, use the origin HHG weight or if the incoming/outgoing SIT/NTS of HHG weights are different, use the lesser weight to determine the employee’s share of the cost (CBCA 1500-RELO, 6 July 2009 and CBCA 1534-RELO, 10 July 2009).

H. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee’s control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army. Transportation Operations, Loss & Damage, Excess Cost, Claims & Adjustments Section, DFAS-Indianapolis ATTN: DFAS-JFNCC/IN, 8899 East 56th Street, Indianapolis IN 46249-0002;

2. Navy. See Transportation of Personal Property (NAVSUP P-490);


1. **Weight Additive Articles** *(FTR §302-7.21)*. When HHG include an article, jet ski, boat or trailer of reasonable size that can fit into a moving container for which a carrier assesses a weight additive, the weight additive is not charged against the weight allowance in par. 5646. For example, when a weight additive of 700 lbs. is imposed by a HHG carrier on a 65 lb. canoe, only 65 lbs. is charged against the employee’s 18,000 lbs. net weight allowance. *GSBCA 16131-RELO, 21 July 2003*. Special packing, crating and/or handling expenses for these articles are the employee's financial responsibility.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION c: TRANSPORTATION

5654 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances for Employee Married to Employee Couple. See par. 5500-B.

B. Improper Transportation. HHG that are improperly transported or otherwise unavoidably misdirected, through no fault of the employee, must be transported to the proper destination at Gov’t expense.

C. Items of Extraordinary Value

1. These items may be transported by an expedited mode that provides satisfactory service at the least cost to the Gov’t, and may not be counted as UB.

2. Examples of items of extraordinary value are:
   a. Articles of gold and other precious metals;
   b. Jewels;
   c. Valuable art;
   d. Rare and costly collections; and
   e. Items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) that are prone to being stolen.

3. Items that are irreplaceable or have extreme financial and/or sentimental value are not given special security even though extra-value insurance may be purchased.

4. The net weight of such shipments is charged against the employee’s weight allowance.


E. HHG Transportation before a PCS Order Is Issued. HHG transportation may be authorized for a PCS before the PCS order is issued, but the PCS order subsequently must contain HHG transportation authority or the costs become the employee’s financial responsibility.

F. Time Limitation. The time limitation for HHG shipment to the CONUS/OCONUS PDS and from when successive PCS assignments are involved, may be extended beyond the initial 1 year from the employee’s effective date of transfer under par. 5518, 5564, or 5908-C authority IAW Agency/Service regulations. CBCA 524-RELO dated 21 March 2007.

1. CONUS to CONUS PCSs. The CONUS to CONUS HHG transportation time limitation is 1 year from the employee’s report date to the new PDS. Par. 5564 contains HHG movement delay incident to successive PCS assignments.
2. To and between OCONUS PDSs
   a. HHG transportation time limitation is 1 year from the employee’s report date to the new PDS.
   b. If HHG transportation to OCONUS is delayed, subsequent HHG transportation must not be authorized unless at least 1 year remains under the employee’s current service period agreement or the employee agrees to serve at least 1 year after the HHG arrive OCONUS. NOTE: Both 1-year requirements are reduced to 6-months for Adak and Kodiak, AK.
   c. See par. .5564 ICW HHG transportation that is delayed incident to successive PCS assignments.

3. From an OCONUS PDS
   a. General
      (1) HHG transportation from the OCONUS area must begin as soon as practicable after the employee’s PCS or return for separation effective date.
      (2) If practicable, HHG transportation is concurrent with the employee’s departure or as soon afterward as appropriate transportation is available.
      (3) Par. 5564 contains HHG movement delayed because of successive PCS assignments.
   b. New PDS Reassignment. Under no circumstances can HHG transportation occur later than 1 year (not counting any time that administrative embargoes or shipping restrictions make the transportation impossible) after the new PDS reassignment effective date.
   c. Return for Separation. When an employee returns from an OCONUS assignment for separation the following conditions apply:
      (1) The HHG transportation authority (including PBP&E transportation in par. 5690) is forfeited if not used within a reasonable time (NTE 1 year) after separation.
      (2) Upon a written request from the employee or surviving dependents, the OCONUS activity commanding officer may authorize delayed HHG transportation from the OCONUS area, under par. 5572-C2.
      (3) Upon arrival in the U.S., HHG transportation from storage is authorized provided the movement to the final destination is completed within 1 year from the employee’s separation effective date.
      (4) SIT of HHG is authorized for a period NTE 90 days. Upon an employee’s written request, the initial 90-day period may be extended for an additional period NTE 90 days as applicable under conditions stated in par. 5672-C if approved by the employee’s commanding officer or designated representative. SIT in excess of 180 days as applicable at Gov’t expense cannot be authorized/approved except as noted in par. 5674.

G. Alcoholic Beverage Shipment. Shipment of alcoholic beverages as HHG must conform to 27 USC §122 that states:

Sec. 122. - Shipments into States for possession or sale in violation of State law. The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner
used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

5656 TRANSPORTATION METHODS (FTR §302-7.14)

A. HHG

1. The official designated by the Service/Defense Agency must authorize/approve the HHG transportation method.

2. A cost comparison must be completed ICW each PCS order prior to authorizing a transportation method on that PCS order.

3. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

B. UB

1. General
   a. UB weight is part of the total authorized HHG weight allowance.
   b. UB is defined in App A. UB as noted in FTR §302-7.300 is UB shipment by air.
   c. Express and freight shipments made by the Gov’t must be made under Gov’t transportation policy and procedures.

2. Weight Allowance
   a. The UB weight allowance is:
      (1) 350 lbs. net weight for each adult and dependent age 12 or older, and
      (2) 175 lbs. net weight for each child under age 12 (par. 5280)
   b. When air transportation of UB is used, par. 5286-B4 or pars. 020207-C and 020501 applies.
   c. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. 5656-B4, UB must be transported under Gov’t transportation policy and procedures. The employee or employee’s agent should contact the servicing TO as soon as possible before travel begins to make arrangements for UB transportation.

4. Air Transportation ( Expedited Mode) to/from/between OCONUS PDSs
   a. General
      (1) The UB total transported by air (or any expedited mode) must not exceed 1,000 lbs. net weight.
      (2) Air transportation is not authorized when an employee performs RAT, except when the additional tour of duty is served at a PDS in another OCONUS area and as authorized in pars. 5950-I and 5950-J.
   b. Conditions. UB may be transported by air when:
      (1) Transportation by the lowest overall cost mode cannot provide the required service,
(2) The employee certifies the UB is necessary to carry out the assigned duties, or

(3) The AO determines that expedited transportation is necessary to prevent undue hardship to the employee and/or dependents.

C. Actual Expense (FTR §302-7.200)

1. **Gov’t Procured.** The Gov’t contracts, negotiates, audits and pays the Transportation Service Provider (TSP)/carrier/DPM vendor directly for transportation. A PCS order must state:
   a. The HHG transportation authority, and
   b. That the HHG are to be transported by a Gov’t-arranged move, and
   c. That unauthorized charges are the employee’s financial responsibility.

2. **Personally Procured**
   a. The employee must make the necessary arrangements for the HHG move, and pay for the move.
   b. Reimbursement is limited to actual expenses incurred by the employee, NTE the cost of a Gov’t-arranged move for the same HHG weight (par. 010204 for allowable travel advances).

3. **Gov’t Arranged Move Cost**
   a. The Gov’t arranged transportation cost in CONUS is determined by using the ‘Best Value’ methodology for the channel and the actual HHG weight transported (NTE the maximum weight (18,000 lbs. net weight)).
   b. The OCONUS cost is constructed using the ‘Best Value’ single factor rate.
   c. For details on how ‘Best Value’ costs are determined refer to the USTRANSCOM website.

D. **Commutted Rate** (FTR §302-7.100)

1. **Applicability.** The commuted rate system:
   a. May be used only for interstate HHG shipments between CONUS PDSs, and
   b. Is not authorized for intrastate moves.

2. **Arrangements.** When authorized/approved by the official designated by the order-issuing command, the employee makes arrangements for HHG transportation (other than by shipping the HHG within a mobile home).

3. **Reimbursement Services**
   a. The employee is authorized reimbursement under the GSA Commuted Rate Schedule (FTR §302-7.101) for carrier services provided, including:
      (1) Transportation,
      (2) Packing,
      (3) Unpacking,
(4) Crating,  
(5) Drayage, and  
(6) SIT.

b. The Commuted Rate Schedule used must be in effect on the date the common carrier picks up the HHG, or if other than a common carrier is used, the date HHG begins movement.

c. If a third party (e.g., a new employer) pays for the HHG transportation, no reimbursement is authorized.

4. Where to Get the Commuted Rate Schedule and Rate Tables
   a. See the GSA website at www.gsa.gov/relocationpolicy.
   b. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate HHG transportation methods.

E. Split Transportation (FTR §302-7.3). If actual expense HHG transportation is authorized, an employee may transport HHG by Gov’t-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed the:

1. Authorized HHG weight allowance, and
2. Cost of Gov’t-procured HHG transportation of the maximum HHG weight allowance in one lot between authorized places.

F. Employee Responsibility (FTR §302-7.14). An employee who chooses to personally arrange for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) is entirely responsible for all issues related to the Status of Forces Agreement (SOF), use of U.S. carriers, import/export processes, tariffs, customs, etc. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

G. Limitations

1. General. All HHG transportation for which the Gov’t pays must:
   a. Be only for HHG within the employee’s authorized HHG weight allowance;
   b. Not exceed the Gov’t-arranged move transportation cost of transporting the maximum HHG weight allowance in one lot between authorized places, when Gov’t-arranged move is available; and
   c. Be made on U.S. flag carriers, when reasonably available.

2. Gov’t Expense. HHG may not be moved at Gov’t expense when:
   a. There is no official employee movement (except when the advance return of dependents from an OCONUS PDS is authorized),
   b. The employee violates the agreement under which the HHG originally were transported,
   c. The employee has no transportation at Gov’t expense authorized by JTR, or
   d. Authorized transportation is not completed within the prescribed time limits.

3. Payment
a. Payment, on a commuted rate basis, is not authorized when the employee fails to furnish the actual or constructed (cubic foot measurement) HHG transportation weight.

b. When the actual or constructed weight is not provided, reimbursement is limited to the amount actually paid by the employee, or the commuted rate amount, whichever is less.

c. The employee must furnish an acceptable estimated weight statement (28 Comp. Gen. 95 (1948)).

H. Cost Comparison

1. A cost comparison must be made between the actual expense and commuted rate methods of HHG transportation for each CONUS-to-CONUS PCS order. The servicing Personal Property Shipping Office must provide the rate comparison by computing the cost difference between the actual expense and commuted rate methods of HHG transportation.

2. If the estimated costs are more than $100 different, the more economical method must be authorized on the PCS order.

3. An employee's request for a particular method is the determining factor if the costs are within $100 of each other.

4. A proper cost comparison must consider line haul transportation charges, administrative costs, and expected accessorial and packing charges.

5. If the cost comparison is not made, and/or if the PCS order does not explicitly say that the actual expense method is authorized, the commuted rate method applies (GSBCA 15489-RELO, 20 December 2001).

6. The chart below details considerations when determining a transportation method to authorize on a PCS order.

<table>
<thead>
<tr>
<th>Method</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
</table>
| Commuted Rate     | 1. The Gov’t is relieved of the administrative expense and responsibility of selecting and dealing with carriers and making other arrangements for transporting HHG.  
                  | 2. The employee pays the authorized packing and accessorial charges from the amount allowed for those charges. | 1. The Gov’t cannot take advantage of special discounts offered.  
                  |                                                               | 2. An accurate cost estimate depends on weight estimate accuracy.  
                  |                                                               | 3. Commuted rate method does not apply to intrastate moves; and  
                  |                                                               | 4. Commuted rate method may not fully reimburse employee’s out-of-pocket expenses. |
| Actual Expense    | 1. The Gov’t may take advantage of special discounts offered.              | 1. The Gov’t is responsible for selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising HHG packing, handling employee loss and damage claims (in most cases), and other incidental expenses.  
                  |                                                               | 2. The Gov’t’s cost depends on the weight involved, accessorial services required, packing quality, and the number of individual cartons, boxes, barrels, and wardrobes used by the carrier. |

I. Multiple Transfers. When agencies have a large volume of HHG to move between the same origin and destination, at the same time (but not a mass move), multiple transfers (actual expense method) should be considered. See DTR 4500.9-R, Part IV.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION d: NON-TEMPORARY STORAGE (NTS)

5658 NTS OF HHG FOR DUTY AT AN ISOLATED CONUS PDS (FTR §302-8.100-108)

A. Eligibility. An employee who performs PCS travel or new appointee travel (par. 5558) to a designated isolated CONUS PDS is eligible for NTS of HHG.

B. Agreement and Liability Conditions

1. General. Expenses for NTS of HHG at Gov't expense may be allowed for an employee transferring to/within CONUS when the employee agrees, in writing, to remain in Gov't service for 12 months (beginning the date the employee reports for duty at the new PDS), unless separated for reasons beyond the employee's control that are acceptable to the Agency concerned.

2. Service Agreement. A signed service agreement for 12 months is required ICW each individual CONUS PCS.

3. Service Agreement Violation. If the employee violates the written service agreement, including failure to report for duty at the new PDS, any Gov't funds spent for NTS become the employee's financial responsibility. Funds recovery as a debt due to the Gov't is IAW finance regulations.

C. Authority

1. NTS is allowed when the official designated by the Service/Defense Agency determines, on a case-by-case basis, that the location is a designated isolated PDS.

2. An employee assigned to a designated isolated CONUS PDS is not allowed NTS of HHG when:

   a. Available housing at the PDS can accommodate the HHG,

   b. Adequate housing is available within daily commuting distance, or

   c. It is for the employee's convenience.

D. Exceptions. NTS ICW a PCS to a designated isolated CONUS PDS may be subsequently approved for:

1. Conversion of HHG in SIT to NTS,

2. Conversion of storage at personal expense to NTS at Gov't expense, and

3. An eligible employee or new appointee to have a HHG portion transported to the isolated PDS and the remainder stored at Gov't expense.

E. Time Limitation (FTR §302-8.108)

1. Authorization. NTS at Gov’t expense may be authorized for the employee’s assignment duration NTE 3 years at a designated isolated CONUS PDS. However, a periodic review must be made to determine if current housing conditions at the isolated official station warrant storage continuation.
2. **Eligibility Termination and Extension**

   a. Eligibility for NTS at Gov’t expense terminates on the last day of work at the isolated official station if before the 3-year period ends or at the 3-year period end.

   b. When the NTS eligibility period terminates on the last day of work at the designated isolated CONUS PDS, NTS at Gov’t expense may continue until the beginning of the 2nd month after the month the employee’s eligibility ends (examples).

   c. To avoid inequity, the employee’s command at the designated isolated CONUS PDS may extend the period up to the 90th day after the employee’s last day of work at the designated isolated CONUS PDS.

   d. When the NTS eligibility period terminates at the end of 3 years, the employee’s command at the designated isolated CONUS PDS may extend the 3-year period by up to 90 days to avoid inequity.

   a. **Example 1**

      Storage terminates: 31 August 2009 (last day of work at the PDS)

      Storage at Gov’t expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5658-E2b)

      Command approves storage extension to the 90th day after the last day of work at the PDS: 29 November 2009 (last day of work at the PDS 31 August 2009 plus 90 days (par. 5658-E2b))

   b. **Example 2**

      Storage terminates: 4 August 2009 (last day of work at the PDS)

      Storage at Gov’t expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5658-E2)

      Employee’s eligibility ended: 4 August

      1st month after the month (August) the employee’s eligibility ended was: September

      2nd month after the month the employee’s eligibility ended was: October

      Command approves storage extension to the 90th day after the last day of work at the PDS: 2 November 2009 (last day of work at the PDS 4 August 2009 plus 90 days (par. 5658-E2b))

F. **Storage Place.** The TO determines the NTS location.

G. **Allowable Costs.** NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services necessary to place the HHG in the designated storage facility. See App A, non-temporary storage (NTS).

H. **Documentation**

   1. NTS authority must be in the PCS order.

   2. The TO prepares a Service Order for Personal Property (DD Form 1164) under the DTR 4500.9-R, Vol. IV, Ch 406, par. C, showing the HHG weight and date placed in NTS.

   3. One DD Form 1164 copy is forwarded to the personnel office at the employee’s OCONUS PDS where it is placed in the employee’s personnel folder for subsequent reference and action purposes.

I. **Isolated PDS Designation.** Justified requests for NTS incident to a PCS order to a PDS at an isolated location
should be submitted to the official designated by the Service/Defense agency for a decision.

5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS (FTR §302-8.200-203)

A. General

1. If an employee’s HHG are placed in NTS because there is no authority to transport them, or the HHG cannot be used at an OCONUS PDS, the employee may request authority from the employer for HHG withdrawal from NTS and transportation at Gov’t expense when the situation requiring the NTS no longer exists and the HHG are needed for the current tour of duty or when a renewal agreement is signed.

2. The conversion of HHG from SIT to NTS, at Gov’t expense, and from storage at personal expense to NTS at Gov’t expense, may be authorized/approved when the employee is authorized the conversion IAW JTR.

B. Eligibility. At least one of the following conditions must be met for an employee to be eligible for NTS, the:

1. Employee is not authorized to transport HHG to the PDS,
2. Employee is unable to use HHG at the PDS,
3. Storage is authorized in the Gov’t’s best interest, or
4. Estimated storage cost would be less than the HHG round-trip transportation cost (including SIT) to the new PDS.

C. Time Limitation (FTR §302-8.203)

1. NTS, at Gov’t expense, may be authorized for a period NTE the tour of duty.
2. NTS may be authorized for subsequent tours of duty at the same or other OCONUS PDS if the eligibility conditions are still met.
3. When an employee is no longer eligible for NTS (eligibility ends on the last day of work at the PDS), the storage at Gov’t expense may continue until the beginning of the 2nd month after the month that eligibility ends unless the losing OCONUS command extends the period.
4. The losing OCONUS command may extend the period of NTS at Gov’t expense for up to a total of 90 days (i.e., up to 30 days prior to the time the tour begins and up to 60 days after the last day of work at the PDS).
5. The employee’s losing OCONUS command is responsible for ensuring the new PDS TO is notified when the employee’s eligibility for storage ends.

6. Example

Storage terminates: 31 August 2009 (last day of work at the PDS)

Storage at Gov’t expense MAY continue until the beginning of the 2nd month after the month that eligibility ends (last day of work at the PDS): 1 October 2009 (par. 5660-C3)

Employee’s eligibility ended: 31 August 2009
1st month after the month (August) the employee’s eligibility ended was September
2nd month after the month the employee’s eligibility ended was October

Command approves storage extension to the 60th day after the last day of work at the PDS: 30 October 2009 (last day of work at the PDS 31 August 2009 plus 60 days (par. 5660-C3)).
D. Personnel Office and TO Responsibility for NTS Records. When HHG are placed in NTS at Gov’t expense, the following actions must be taken:

1. The TO storing the HHG must forward to both the employee (at the OCONUS address) and the employee’s OCONUS personnel office one copy of the following:
   a. Completed HHG Services Order (DD Form 1164) and any amendments, NOTE: For an Army employee: The TO also must forward a DD Form 1164 copy and any amendments, and the employee’s PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306., and
   b. The original warehouse inventory receipt.

2. The gaining OCONUS personnel office must:
   a. Establish an employee NTS HHG file that:
      1) Is separate from official personnel records;
      2) Serves as a suspense file for FY funding and any subsequent HHG transportation; and
      3) Is forwarded with the employee’s official personnel records if the employee is reassigned to another OCONUS PDS;
   b. Furnish the FY fund citation to the TO;
   c. Inform the TO if the employee’s NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and
   d. Destroy the NTS file within a reasonable time after the employee’s CONUS PCS.

E. Forms and Procedures. The forms and procedures used for members may be used for employee NTS as long as those forms and procedures are consistent with provisions in this Ch.

F. Removing HHG from NTS

1. Partial or Full Removal. An employee, whose HHG are in NTS at Gov’t expense, is authorized to withdraw all or any portion of the authorized HHG weight allowance from storage as long as the HHG are for employee/dependent use in establishing or enlarging the residence.

2. Gov’t-paid Expenses. The Gov’t is responsible for all costs for withdrawal, drayage, unpacking, and uncrating, as long as the:
   a. Place to which HHG are delivered is in the commuting area of employee’s actual residence, and
   b. Return transportation is authorized by JTR for the employee.

3. Employee-paid Expenses
   a. HHG transportation is the employee’s financial responsibility when HHG are removed from NTS before the employee has eligibility for return transportation, or for reasons other than those in par. 5596-A.
   b. When the employee earns return transportation at Gov’t expense, the HHG withdrawal expense is reimbursed NTE the drayage cost and related charges that would have been incurred at the time the employee became eligible for return transportation at Gov’t expense.
(c) Example: After serving 12 months of a 3 year tour, an employee paid $2,000 to remove HHG from NTS for delivery to the dependents’ home. Two years later, after completing the 3-year tour, the employee is reimbursed the $2,000 NTE $2,200 (the cost to remove HHG two years later). If the cost two years later was $1,800, the employee would have been reimbursed only $1,800 of the $2,000 actually spent.

4. Documentation. Paid expense receipts of $75 or more are required.

5. Limitations. No further transportation or storage of the withdrawn HHG is authorized at Gov’t expense prior to receiving a new PCS order.

5662 NTS OF HHG FOR A DODDS EMPLOYEE (FTR §302-8.300-301)

A. Storage between School Years

1. NTS of HHG is not allowed for a DoDDS employee who is separated from the rolls during the summer recess.

2. NTS between school years may be authorized for a DoDDS employee on a school-year basis if the:

   a. DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year;

   b. Storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years;

   c. DoDDS employee meets the eligibility conditions for NTS; and

   d. Storage is in lieu of:

      (1) Gov’t Qtrs occupany,

      (2) A Qtrs allowance (20 USC §905(c)) NOTE: If a Qtrs allowance is paid for the actual period the HHG are in storage, the employee is financially responsible for the HHG storage costs., or

      (3) Any other HHG storage to which that DoDDS employee is authorized by JTR through employment in another position during any recess period between school years.

3. If the DoDDS employee does not report for duty at the next school year beginning, the employee is financially responsible for:

   a. Commercial storage costs (including related services), or

   b. The value of the storage furnished (including related services) if the HHG were stored in a Gov’t facility,

unless the employing activity determines that the DoDDS employee’s failure to report for duty was beyond the employee’s control.

B. NTS of HHG during DoDDS Employee Extended Leave. NTS of HHG during extended leave:

1. May be authorized/approved by the AO if it is in the Gov’t’s best interest;

2. May be authorized/approved NTE 12 months for a DoDDS employee ICW an authorized extended leave of absence in a leave status, with or without pay, under par. 5950-P2d;
3. May be authorized/approved for an administrator, as long as the period in the current agreement is completed rather than the 2 school years specified in par. 5950-P;

4. Cannot exceed the applicable weight allowance for which there is authority in the JTR;

5. May be rescinded and made the DoDDS employee’s financial responsibility if the DoDDS employee does not:
   a. Report for duty at the OCONUS PDS when leave without pay ends, or
   b. Present satisfactory evidence of course of study completion,

unless the AO determines that the situation was beyond the employee’s control.

5664 NTS CONVERTED TO SIT

A. General. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the employee’s request to SIT, in whole or in part if the employee is authorized transportation/NTS under an order.

B. Conversion Cost. The conversion is at Gov’t expense. However, any storage costs accruing for periods in excess of 180 days are the employee’s financial responsibility.

C. Additional HHG Storage. Unless otherwise provided in par. 5674 no additional HHG storage, after conversion from NTS to SIT, is authorized before another PCS order is issued.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION e: STORAGE IN TRANSIT (SIT)

5666 GENERAL (FTR §302-7.107)

A. Scope. SIT:
   1. Is short-term storage that is part of HHG transportation.
   2. May be at any combination of the origin, destination, and en route locations per the Agency approval.

B. Reimbursement (FTR §302-7.107-110)
   1. SIT reimbursement cannot exceed the employee’s actual storage costs.
   2. Receipts/certified warehouse bill copies are required for individual expenses of $75 or more IAW DoD FMR 7000.14-R, Volume 9. See par. 010301.
   3. The cost of removing HHG from SIT for delivery to temporary lodging is a TQSE expense (see par. 5808-B).

5668 SIT TIME PERIOD RESTRICTIONS

For a PCS move made under an order with an effective date on/after 1 August 2011, the maximum total time limit for SIT is 150 days for CONUS-CONUS shipment and 180 days for OCONUS origin and/or destination HHG shipment (FTR §302-7.9).

5670 FIRST 60/90 DAYS OF SIT

SIT (ICW authorized HHG transportation) should not exceed 60 days (CONUS-CONUS) and 90 days (to/from OCONUS).

5672 SECOND 90 DAYS OF SIT (FTR §302-7.10)

A. General. If additional storage is not authorized/approved, the employee is financially responsible for additional storage expense (pars. 010102 and 010103).

B. Authorization/Approval Request. The employee must request (in writing) an additional SIT period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official.

C. Authorized Situations. Additional SIT may be authorized/approved due to:
   1. Serious illness of the employee,
   2. Serious illness or death of a dependent,
   3. An intervening TDY or long-term training assignment,
   4. Non-availability of suitable civilian housing,
5. Awaiting completion of residence under construction or renovation,

6. Acts of God, national or natural disaster, terrorism, or

7. Other validated circumstances beyond the employee’s control, which the Service/DoD agency determines to be in the Gov’t’s interest.

5674 ADDITIONAL SIT (FTR §302-7.9)

A. General. PDTATAC will consider the merits of individual requests, on a case-by-case basis, for DoD civilian employees who have relocated and have had unforeseen circumstances beyond their control (e.g., a PCS that is interrupted by an en route TDY assignment). See CBCA 875-RELO, 9 January 2008).

B. Restrictions

1. Authorization/Approval. Under no circumstances may a Service/Agency authorize/approve SIT at Gov’t expense for CONUS to CONUS shipments exceeding a total of 150 days (CONUS) or 180 days (to/from OCONUS). Only PDTATAC may authorize/approve extensions of the 150/180-days SIT.

2. Circumstances. SIT beyond 150/180 days (as applicable) is not authorized:
   a. For any circumstance except IAW par. 5674-C or
   b. ICW a TCS order IAW par. 5902.

C. Authority. PDTATAC authority is vested IAW GSA Waiver Memo dated 30 March 2017. This waiver extends PDTATAC authority to 31 March 2020. The Service/DoD agency must ensure SIT extension request to PDTATAC is in the Gov’t’s interest and not for the employee’s personal convenience.

1. Time Limitations. Extensions of the 150/180 days SIT period (as applicable) may be authorized/approved NTE a total of 365 days. All travel and transportation must be completed within 1 year from the employee’s death, transfer, or appointment effective date unless a further extension is authorized under par. 5518-C.

2. Authorization/Approval. Eligibility criteria for consideration of SIT authorization/approval are:
   a. Serious illness or death of an employee/dependent;
   b. A long-term TDY deployment/training assignment;
   c. HHG transportation delays caused by embargos;
   d. Acts of God, national or natural disaster, terrorism; or
   e. Other validated circumstances that are beyond the employee’s control, which the Service/DoD agency determines to be in the Gov’t’s interest; and if SIT is not extended, would be an egregious burden on the employee.

D. Documentation

1. A SIT extension request must be submitted by the employee’s DoD Component/command to PDTATAC for determination.

2. Documentation required is the DoD Component’s/command’s requesting memo, copies of the TDY and PCS orders, and the previous second 90-day SIT authorization/approval by the Service/DoD Component designated official.
3. The requesting memo must indicate the reason(s) for SIT beyond 150/180 days as applicable, scheduled TDY assignment duration, and the additional SIT days required by the employee.

E. Submission Process

1. Extension requests should be submitted via the Service’s/DoD Component’s Civilian Advisory Panel (CAP) member.

2. Contact information for the CAP member may be found in the Feedback Reporting section of the Introduction to the JTR, or may be found on the DTMO website by clicking on the PDTATAC Contact Information.

3. The following options are available to the employee’s command to request SIT beyond 150/180 days (as applicable):
   a. Email: From Agency/command through the CAP representative to dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.
   b. Mail:
      Per Diem, Travel and Transportation Allowance Committee
      ATTN: Policy & Regulations Branch
      4800 Mark Center Drive
      Suite 04J25-01
      Alexandria, VA  22350-9000, or
   c. FAX: From the Service/DoD Component/command through the CAP representative to (571) 372-1301.

5676 HHG PARTIAL LOT WITHDRAWAL AND DELIVERY FROM SIT

A. Multiple Lots. HHG may be transported and stored in multiple lots.

B. HHG Weight Allowance. The maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

C. Employee Financial Responsibility. If the employee removes items from storage, and the carrier bills the Gov’t for that removal, the employee is financially responsible for any excess cost to the Gov’t.

5678 SHORT DISTANCE MOVES

SIT is not authorized for local HHG moves when no PCS exists.

5680 FUNDS ADVANCE (FTR §302-7.105/106)

A. General. An advance may be paid when HHG transportation and SIT is authorized under the commuted rate method.

B. Documentation. To receive an advance under the commuted rate method, the employee must provide a copy of a cost estimate from a commercial HHG carrier or a written statement that includes:
   1. Origin and destination;
   2. A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to the DoD Component concerned; and
   3. Anticipated SIT period (NTE 90 days) at Gov’t expense.
5852 HHG TRANSPORTATION BETWEEN LOCAL RESIDENCES

A. Authorized Transportation

1. Local transportation of an employee’s HHG is authorized when, for the Gov’t’s convenience, the local commander issues a written order to the employee directing a change in residence between any two dwellings.

2. This authority must not be used for HHG transportation between private dwellings ICW an authorized PCS. B-138678, 22 April 1959 and 52 Comp. Gen. 293 (1972).

3. SIT is not authorized.

B. Local Transportation Costs

1. Local transportation costs are charged to the command ordering the transportation.

2. If the employee's HHG shipment exceeds the maximum amount authorized, the employee is financially responsible for the excess cost.

3. If an adequate scale is not available, the excess weight is determined by using the constructed weight IAW par. 5650-D.

4. The net weight limitations of 18,000 lbs. (par. 5646) and 4,500 lbs. (par. 5648) do not apply to this HHG transportation.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION g: PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

5684 DEFINITION

See App A for the definition of PBP&E.

5686 GENERAL

A. Policy

1. PBP&E are HHG and are part of the PCS weight allowance.

2. If the PBP&E may cause an excess weight condition, as determined before transportation, PBP&E may be moved under pars. 5686-B and 5690 (FTR §302-7.4).

3. A POV may not be shipped as PBP&E per FTR §302-9.302.

B. Conditions. PBP&E shipment as an administrative expense, as opposed to a HHG transportation expense, may be authorized/approved subject to the following conditions:

1. Before shipment occurs, an itemized PBP&E inventory must be reviewed by an official designated by the order-issuing command.

2. Appropriate information (as determined by the order-issuing command) must be furnished that transporting the itemized materials as part of the HHG results in an excess weight situation.

3. An appropriate official designated by the order-issuing command at the new PDS must review and certify that:
   a. The itemized PBP&E are necessary for the proper performance of the employee’s duties at the new PDS, and
   b. If these items are not transported to the new PDS, the same or similar items would have to be obtained (at Gov’t expense) for the employee’s use at the new PDS. CBCA 1517-RELO, 23 December 2009.

5688 PBP&E WEIGHT LIMITATION

A. Maximum Weight. The maximum weight allowance for shipment of PBP&E is 2000 lbs. net weight. This limitation is not subject to waiver and is effective 1 May 2014.

B. Exception

1. An employee may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a RAT if a transportation agreement to OCONUS was made prior to 1 May 2014.

2. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at Gov’t expense to the OCONUS location.

3. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the Gov’t initially
authorized to be shipped OCONUS.

4. The employee may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs.

5. Once the employee’s HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent transportation agreement.

5690 PBP&E SHIPPED AS AN ADMINISTRATIVE EXPENSE

When PBP&E are authorized for shipment as an administrative expense:

1. The transportation cost is not chargeable to travel and transportation expenses appropriations.

2. Transportation must be by the actual expense method in CONUS (i.e., the commuted rate method must not be used) (FTR §302-7.13).

3. The weight and the administrative appropriation chargeable must be stated as separate items on the documentation used to transport the PBP&E (e.g., a Bill of Lading).

4. A constructed weight may be used in unusual instances when it is not practicable or impossible to obtain the specific PBP&E weight IAW par. 5650-D.

5. The PBP&E may be returned as an administrative expense to an employee’s actual residence, or any other location at a cost NTE the constructed cost to the actual residence, for an employee separating from Gov’t service provided the PBP&E were transported to the OCONUS location as an administrative expense (FTR §302-7.18). Par. 5644-C details HHG transportation from OCONUS to CONUS PDSs.

5692 ADMINISTRATIVELY RESTRICTED HHG WEIGHT

A. Authorization. When an employee is assigned to an administratively weight-restricted OCONUS PDS, PBP&E shipment is authorized under pars. 5686-B and 5690.

B. PBP&E Weight. PBP&E weight:

1. Is in addition to a restricted weight allowance shipped to an OCONUS PDS. Example: The typical administratively limited weight allowance is 4,500 lbs. net weight. The employee is allowed up to 2,000 lbs. net weight of PBP&E. The PBP&E, if shipped as HHG, is shipped as part of the 4,500 lbs. net weight of HHG. Any excess PBP&E (over 2,000 lbs. net weight in this case) is not authorized at Gov’t expense.

2. Added to the weight of other HHG authorized for shipment and for NTS and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance unless the PBP&E is shipped under pars. 5686-B and 5690.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 5: HHG

SUBSECTION h: CONSUMABLE GOODS

A. General

1. An employee, assigned to an OCONUS PDS designated on the DTMO website, is authorized transportation of consumable goods in addition to the 4,500 lbs. HHG net weight allowance.

2. The consumable goods must be for the employee’s and/or dependents’ personal use.

3. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).

4. In unusual circumstances (e.g., PCS from another OCONUS PDS designated on the DTMO website) the Secretarial Process may authorize an alternate shipping origin for consumable goods.

5. The total weight of HHG transported, placed in NTS, and consumable goods chargeable to travel and transportation appropriations, must not exceed the maximum weight allowance.

6. The employee’s PCS order should show the consumable items authorized weight allowance found on the DTMO website and any authorized alternate shipping origin authorized.

B. Additional Information on Consumable Goods. See the DTMO website for:

1. OCONUS locations and their consumable goods weight allowances,

2. Procedures for adding a location to locations having a consumable goods allowance, and

3. More specific regulations on the shipment of consumable goods.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION a: CONUS POV TRANSPORTATION

5696 GENERAL

POV(s) transportation at Gov’t expense may be authorized/approved as being to the Gov’t’s advantage for a/an:

1. Employee transferred in the Gov’t’s interest,
2. New appointee relocating to the first CONUS PDS, or
3. Student trainee relocating to the first CONUS PDS.

5698 AUTHORITY

A. General. Commanding officers/designated representatives are authorized to determine eligibility to transport a POV(s) at Gov’t expense under the following conditions:

1. Both the old PDS (or actual residence of a new appointee/student trainee) and new PDS are within CONUS; and
2. It is more advantageous and cost effective to the Gov’t to transport the POV(s) to the new PDS at Gov’t expense and to pay for transportation of the employee and/or immediate family by commercial means than to have the employee and/or immediate family member(s) drive one or two POVs if applicable to the new PDS. Costs to be considered are:
   a. Cost of POV travel, transporting the POV(s), travel if the POV(s) is/are transported; and
   b. Productivity benefit from the employee’s accelerated arrival at the new PDS.

Performing the cost comparison is mandatory for each order.

3. Each DoD Component determines that the POV is in operating order, legally titled and tagged for driving prior to POV transportation within CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV (See FTR §§302-9.301 and 302-9.302);

4. The number of POVs authorized transportation (up to two) at Gov’t expense is determined by the Agency/Service. (See FTR §302-9.302). The number of POVs (up to two) cannot exceed the number of people on the relocation travel order, who are licensed drivers.

5. The distance the POV is shipped is 600 or more miles (See FTR §302-9.301).

6. The POV is in operating order, legally titled and tagged for driving (See FTR §302-9.301 and §302-9.505-506).

7. A vehicle may not be shipped as PBP&E. See FTR §302-9.302.

B. Authorized Origin/Destination. POV transportation is authorized to the new PDS from the:

1. Old PDS if the employee is transferred, or
2. Actual residence for a new appointee/student trainee.

C. Towing Equipment Cost

1. When POV transportation at Gov’t expense is authorized/approved, an employee may be reimbursed the cost of:
   
   a. Towing equipment, or
   b. A car carrier

   used for transporting the POV to the new PDS (GSBCA 16412-RELO, 16 July 2004).

2. Mileage reimbursement is not allowed for the towed vehicle - GSBCA 15308-RELO, 7 July 2000.

5700 SHIPMENT METHODS

A. Gov’t Arranged POV Transportation. The TO determines the transportation mode. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408.

B. Employee Arranged POV Transportation (FTR §302–9.142§302–9.207). If POV shipment is authorized at Gov’t expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee’s actual expenses, NTE the POV transportation cost from the authorized origin point to authorized destination (par. 5698).

C. Transporting a Specially Equipped Automobile (64 Comp. Gen. 30 (1984))

1. The transportation cost for a specially equipped automobile used by a “traveler with a disability” between CONUS PDSs may be:
   
   a. Arranged by the DoD Component on behalf of the traveler, or
   b. Authorized/approved for reimbursement.

2. The transportation must be incident to a PCS and Secretarial Process determination must be made that reimbursement:
   
   a. Is cost beneficial (this is the primary consideration),
   b. Constitutes a reasonable accommodation to the traveler, and
   c. Does not impose undue hardship on the DoD Component’s personnel relocation program.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION b: OCONUS POV TRANSPORTATION

5702 GENERAL

A. Scope. This Part prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.

B. POV Transportation Allowances. POV transportation allowances are discretionary.

C. Authorization. POV transportation is authorized unless restricted by the AO or Service/Agency regulations.

D. POV Shipment Information. Other requirements related to POV transportation, are at the SDDC website, and Transportation Regulation-Part IV, "Shipping your POV".

E. PBP&E Shipment not Allowed. POVs may not be shipped as PBP&E. See FTR §302-9.302

F. POV Shipment Requirements. The POV must be:

1. In operating order, and
2. Legally titled and tagged for driving,

by a licensed traveler named on the relocation travel order (FTR §302-9.301).

5704 ELIGIBILITY

A. Authorized Personnel. Personnel authorized POV transportation are a/an:

1. Employee transferred in the Gov’t’s interest, or
2. New appointee, or
3. Student trainee assigned the first PDS.

B. Eligibility Determination. Commanding officers/designated representatives:

1. Who assign employees OCONUS, determine employee eligibility for POV transportation at Gov’t expense.
2. Must comply with the criteria in this Part and ensure consistent treatment of all DoD employees.
3. In CONUS, who assign employees OCONUS must:
   a. Comply with the eligibility criteria established for the specific OCONUS area, and
   b. Obtain clearance from the appropriate OCONUS command.

C. Criteria

1. When the employee agrees to serve a succeeding tour of duty at the same/another OCONUS PDS a
determination must be made that it is still in the Gov’t’s interest for the employee to retain the POV at the PDS.

2. A written record of any determination must be filed IAW personnel directives.

D. Conditions. A determination/re-determination that it is "in the Gov’t’s interest" for the employee to have a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. The POV is not primarily for the employee’s and immediate family’s convenience.

2. Local conditions make it desirable for the employee to have a POV.

3. POV use by the employee contributes to the effectiveness of the employee's job.

4. The POV type is suitable for local conditions.

5. The transportation cost to/from the PDS is not excessive considering the time the employee has agreed to serve at that PDS.

E. Employees Assigned to Johnston Island

1. An employee may transport one POV at Gov’t expense from the port/VPC serving the old PDS to the port/VPC serving Hawaii, if Hawaii is the location the dependents reside during the tour of duty.

2. When reassigned from Johnston Island to a new PDS, one POV may be transported from the port/VPC serving Hawaii to:
   a. The port/VPC serving the new PDS, or
   b. An alternate port/VPC.

3. The employee is financially responsible for all excess costs of having the POV transported from the port/VPC serving Hawaii to the port/VPC from which the POV was originally transported to Hawaii.

5706 NUMBER OF POVs AUTHORIZED TO BE SHIPPED AT GOV’T EXPENSE

For OCONUS POV transportation (CONUS-OCONUS, OCONUS-OCONUS and OCONUS-CONUS), only one POV may be authorized transportation at Gov’t expense per Agency/Service determination. See FTR §302-9.501.

5708 POV SIZE LIMIT

Transportation at Gov’t expense is limited to POVs having a gross shipping size of not more than 20 measurement tons (800 cubic feet). An employee who ships a larger POV which otherwise qualifies for shipment at Gov’t expense, is financially responsible for all costs resulting from the excess POV size (pars. 010102 and 010103).

5710 CARE AND STORAGE

A. Gov’t Responsibility. The Gov’t’s responsibility begins when the POV is accepted for transportation and continues until the POV is delivered to:

1. The employee at the destination, or

2. A commercial warehouse.

B. POV not Claimed. If the POV is not claimed within a reasonable time after notification of arrival is given, as determined by the port commander, it may be placed in commercial storage at the employee’s expense (pars. 010102 and 010103).
5712 SHIPMENT METHODS

A. Gov’t Arranged POV Transportation

1. The TO determines the transportation mode.

2. Shipment procedures must be IAW DTR 4500.9-R, Part IV, Chapter 408.

B. Personally Procured Transportation (FTR §302–9.142 §302–9.207)

1. If POV transportation is authorized at Gov’t expense and the employee personally arranges the POV transportation, reimbursement is limited to the employee’s actual expenses, NTE the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination.

2. Employees who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to:
   a. The Status of Forces Agreement (SOFA),
   b. Use of U.S. carriers,
   c. Import/export processes, and
   d. Tariffs, customs, etc.

3. If Service regulations require, preference also must be given to VISA (Voluntary Inter-modal Sealift Agreement) ship carriers when available.

5714 POV SHIPMENT WHEN POV CAN BE DRIVEN TO NEW PDS

A. General. POV transportation is not authorized when the employee/dependents(s) can drive the POV to the PDS over hard surfaced all weather highways, including ferries.

B. Exception. The Agency may authorize POV transportation when it is to the Gov’t’s advantage IAW par. 5704.

C. Car Ferry. See par. 5613 for oceangoing car ferry use.

5716 TRANSPORTATION AUTHORIZED

A. General. POV transportation may be authorized when any of the conditions in this par. are met.

B. CONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:

1. Meets the eligibility criteria in par. 5704, and
2. Signs a service agreement in par. 5820.

C. OCONUS to OCONUS PDS Transfer/Assignment. POV transportation may be authorized when the employee:

1. Meets the eligibility criteria in par. 5704, and
2. Signs a service agreement in par. 5820.
D. **Tour of Duty Completed.** POV transportation may be authorized when the employee:

1. Completes a tour(s) of duty at an OCONUS PDS where it was in the Gov’t’s interest for the employee to have a POV, or
2. Was assigned to Johnston Island and had a POV transported to Hawaii IAW par. 5704-E, and
3. Is returning to CONUS through transfer, or upon separation from service after completion of a tour of duty.

E. **Tour of Duty Not Completed.** POV transportation may be authorized when the employee:

1. Does not complete a tour(s) of duty at an OCONUS PDS at which it was in the Gov’t’s interest for the employee to have a POV, or
2. Does not complete a tour(s) of duty on Johnston Island incident to which a POV was transported to Hawaii IAW par. 5704-E, and
3. Is returning, through transfer, for the Gov’t’s convenience and not at personal request.

F. **Transfer from OCONUS PDS Where It Was Initially in the Gov’t’s Interest to Have a POV to an OCONUS PDS Where it is Not in the Gov’t’s Interest to Have a POV.** POV transportation may be authorized when an employee:

1. At an OCONUS PDS where initially it was in the Gov’t’s interest to have a POV, or
2. Assigned on Johnston Island whose POV was transported to Hawaii IAW par. 5704-E, but is transferred to another OCONUS PDS where it is not in the Gov’t’s interest to have a POV, and the employee requests POV transportation to CONUS;

G. **OCONUS PDS Where It Was Not Initially in the Gov’t’s Interest to Have a POV Changed to a PDS that is in the Gov’t’s Interest to Have a POV.** POV transportation may be authorized when an employee:

1. At an OCONUS PDS where initially it was not in the Gov’t’s interest to have a POV, but due to changed circumstances, it is later determined that it is in the Gov’t’s interest to have a POV there, and
2. Signs a service agreement IAW par. 5820; or

H. **OCONUS PDS Where It Was Initially in the Gov’t’s Interest to Have a POV Changed to a PDS that is Not in the Gov’t’s Interest to Have a POV**

1. POV transportation may be authorized when an employee is stationed at an OCONUS PDS where initially it was in the Gov’t’s interest to have a POV, and due to changed circumstances the determination is rescinded.
2. The employee may elect either to keep the POV at the PDS or have it shipped back at Gov’t expense to the port/VPC serving the actual residence.

**5718 TRANSPORTATION NOT AUTHORIZED**

POV transportation is not authorized when:

1. An employee is recruited at an OCONUS location for a first PDS duty in CONUS. NOTE: Title 5 USC §5727 authorizes POV transportation to an OCONUS PDS from an OCONUS PDS, and between OCONUS PDSs only when the POV is to be used at an OCONUS PDS or it was in the Gov’t’s interest for the employee to have had a POV at the OCONUS PDS (68 Comp. Gen. 258 (1989)).
a. Example 1: An employee residing in HI, recruited locally for initial duty at a CONUS PDS, is not authorized transportation of a POV to CONUS.

b. Example 2: An employee residing in HI, who was hired locally and is later transferred from the HI PDS to a CONUS PDS, is authorized POV transportation to CONUS if it was in the Gov’t’s interest for the employee to have a POV at the HI PDS.

c. Example 3: An employee, initially hired while living in HI for duty at a PDS in HI and later transferred to a CONUS PDS, is not authorized POV transportation to the CONUS if the agency did not certify that it was in the Gov’t’s interest for the employee to have a POV at the HI PDS.

d. Example 4: An employee, initially recruited from Puerto Rico to work in HI and is then transferred from HI to a CONUS PDS, is authorized POV transportation from HI to CONUS if previously authorized POV transportation from Puerto Rico to HI or if it was in the Gov’t’s interest for the employee to have the POV in HI.

2. An employee ships a POV from an OCONUS PDS ICW the return of a dependent(s) to the U.S. prior to completion of specified eligibility requirements in par. 5704 or 5820, unless determined that it is in the Gov’t’s interest (CBCA 827-RELO, 4 October 2007).

5720 RESTRICTED POV TRANSPORTATION

A. General. Transportation of a POV to an OCONUS area may be restricted or prohibited when:

1. The local Gov’t:
   a. Prohibits POV importation; or
   b. Applies restrictions on such POV importations;

2. DoD Component regulations prohibit/advise against POV transportation to the PDS involved.

B. Exception. This does not apply for an employee, assigned on Johnston Island, who is authorized POV transportation to Hawaii under par. 5704-E.

5722 PORTS/VPCS USED

A. General. Transportation at Gov’t expense is authorized between the port/VPC serving the origin point and the port/ VPC serving the employee’s new PDS. For an employee assigned to Johnston Island, transportation at Gov’t expense is to the point authorized in par. 5704-E.

B. Designation of Ports. The Service concerned designates ports/VPCs used for loading and unloading POVs transported under this Section.

C. Alternate Ports/VPCs

1. A POV may be transported to an alternate designated port/VPC.

2. The Gov’t’s transportation cost liability is NTE the transportation cost between the ports/VPCs serving the old PDS/new PDS.

3. For an employee assigned to Johnston Island, the Gov’t’s transportation cost liability is NTE the cost to transport the POV from the port/VPC to which transportation was authorized in par. 5704-E.

4. When an employee is authorized to return a POV at Gov’t expense from the OCONUS location to which it was transported, the POV may be transported from the port/VPC serving that PDS. For an employee assigned
to Johnston Island, the employee is authorized to return a POV from the port/VPC in HI to which it was transported under par. 5704-E.

5. The employee may drive/transport the POV to a different port/VPC serving the destination specified by the employee. The Gov’t’s transportation cost liability is NTE the transportation costs from the port/VPC serving the employee's old PDS to the port/VPC serving the authorized destination (i.e., new PDS or actual residence).

6. An authorized origin point must be in the U.S. or in a non-foreign OCONUS area (App A) when the employee purchases a replacement vehicle from a manufacturer and the POV is shipped to an employee.

5724 POV TRANSPORTATION TO/FROM PORTS

A. General

1. POV transportation at Gov’t expense is:
   a. Limited to over water movement from an appropriate CONUS loading port/VPC to an appropriate unloading port/VPC serving the OCONUS PDS and return,
   b. Between appropriate ports/VPCs serving OCONUS PDSs, or
   c. From the appropriate loading port/VPC serving the employee’s last PDS to the unloading port/VPC serving the employee’s new PDS. If assigned to Johnston Island, see par. 5704-E.

2. Shipment may not be authorized at Gov’t expense between CONUS port/VPCs for the employee’s convenience.

3. Transportation at Gov’t expense includes port handling charges for readying the POV for:
   a. Shipment at the loading port/VPC, and
   b. Use at the unloading port/VPC.

4. Instructions concerning the ports/VPCs from which the POV may be shipped are in Service transportation regulations.

B. Transportation Arrangements (FTR §302-9.104). If there is no port/VPC at the point of origin and/or destination, the DoD Component must pay the entire cost of transporting the POV from the:

1. Old PDS, or the actual residence at the time of appointment, and/or

2. Port/VPC to the new OCONUS PDS, or, upon return by PCS or for separation to the actual residence at time of appointment/assignment to an OCONUS PDS.

5726 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. Employee Pays for POV Transportation to/from Port/VPC. Reimbursement is:

1. Authorized if an employee pays another individual to drive the POV, or arranges to have the POV transported commercially, to/from the port/VPC, and

2. Limited to the actual cost of having the POV transported between the:
   a. Employee’s old PDS or actual residence at the time of appointment, and the port/VPC,
b. Port/VPC and the employee's new OCONUS PDS, or
c. Port/VPC and the employee's actual residence at the time of appointment or assignment to an OCONUS PDS, whichever is applicable, when returning by PCS or for separation.

B. Reimbursement when an Employee Chooses to Deliver/Pick up the POV to/from the Port/VPC (FTR §302-9.104)

1. Per Diem Not Allowed. Per diem is not authorized when an employee/designated representative makes a separate trip to a port/VPC to deliver/pick up the POV.

2. Status. Administrative leave and duty status incident to a PCS is addressed in DoDI 1400.25, Vol. 630.

3. Overall Reimbursement Limitation

   a. Delivery. When delivering a POV for transportation, the reimbursement limitation is the cost of transporting the POV to that port/VPC from the old PDS or actual residence, as appropriate.

   b. Pick Up. When picking up a POV after it has been transported, the reimbursement limitation is the cost of transporting the POV from the port/VPC to the new PDS or actual residence, as appropriate.

4. Reimbursement Limitations. Reimbursement is limited to the one way PCS MALT (between PDS/actual residence, as appropriate) and the one-way transportation costs (after the POV is delivered/to pick up the POV) which may not exceed the POV transportation cost from the:

   a. Employee’s old PDS/actual residence at the time of appointment, to the port/VPC, and

   b. Port/VPC to the employee's new OCONUS PDS, or

   c. Port/VPC to the employee's actual residence at the time of appointment/assignment to an OCONUS PDS when returning by PCS or for separation.

5. PCS MALT Reimbursement. Reimbursement is authorized at the applicable PCS MALT rate for one-way travel for the official distance traveled (as appropriate):

   a. To the port/VPC to deliver the POV, and

   b. From the port/VPC after reclaiming the POV.

6. Transportation Reimbursement. Limited reimbursement is authorized for the actual one-way return transportation cost:

   a. From the port/VPC to the old PDS/actual residence, as appropriate, after delivering the POV, and

   b. To the port/VPC from the new PDS/actual residence, as appropriate, to pick up the POV.

7. Reimbursement Examples. The employee’s one-way PCS MALT and transportation expenses are reimbursed NTE par. 5726-B3 cost limitations.

   a. The employee elects to drive from the old CONUS PDS to the port/VPC en route to the airport (POE) for commercial transportation to the new OCONUS PDS. The official one-way distance is 200 miles to the port/VPC, one-way taxi cost to the airport is $35 from the port/VPC. Pay the employee $.23/mile x 200 miles = $46 PCS MALT and $35 for between port/VPC and airport transportation = $81.

   b. The employee is PCS’d from the OCONUS PDS and reports to the new CONUS PDS, electing to pick-up the transported POV at a separate time. The one-way transportation costs from the PDS to the port/VPC...
is $150 (airfare), taxi from the airport to the port/VPC - $30 is $180; one-way official distance PCS MALT from the port/VPC to the new PDS is 500 miles x $.23/mile = $115. Pay the employee $295 for the one-way transportation cost of $180 and one-way PCS MALT of $115.

NOTE: City pair airfares may not be used for transportation to or from the port/VPC for POV pickup or delivery.

C. POV Delivery/Pickup Incident to PDT by POV (Other than During RAT). PDT includes first PDS travel, RAT, PCS travel, and separation travel as defined in App A.

1. Driving Reimbursement. Reimbursement for POV delivery/pickup incident to PDT by POV is allowable at the applicable PCS MALT rate from the:
   a. Employee's old PDS, or actual residence at the time of appointment, to the port/VPC or passenger POE (if the employee travels there to drop off dependents);
   b. Passenger POE (where the employee drops off dependents) to the port/VPC;
   c. Port/VPC where the POV is reclaimed to the passenger POD (if the employee returns there to pick up dependents);
   d. Port/VPC or passenger POD (if the employee returns there to pick up dependents) to the new PDS or (upon return for separation) the actual residence at time of appointment or assignment to an OCONUS PDS.

2. Transportation Reimbursement. ICW reimbursement for POV delivery/pickup incident to PDT (other than RAT) payment is also allowable for:
   a. The transportation cost for the employee or the employee and dependents, from the vehicle loading port/VPC to which the employee delivers the POV, to the passenger POE; or
   b. PCS MALT from the POE, at which the employee drops off dependents, to the vehicle loading port/VPC to which the employee delivers the POV, and the employee’s return transportation to the POE;
   c. The transportation cost for the employee or employee and dependents from the POD to the vehicle unloading port/VPC center to reclaim the POV; or
   d. The employee’s transportation cost from the POD to the vehicle unloading port/VPC at which the POV is reclaimed and PCS MALT to the POD if the employee returns there to pick up dependents.

5728 POV PURCHASED IN A NON-FOREIGN OCONUS AREA

A. Restriction. POV transportation is not authorized when a POV is purchased in a non-foreign OCONUS area by an employee not permanently assigned in that non-foreign OCONUS area at the time of purchase, unless the POV is a replacement at the non-foreign OCONUS PDS.

B. Exception. This par. prohibits only the transportation at Gov’t expense incident to the employee's PCS following vehicle purchase.

5730 RENTAL VEHICLE REIMBURSEMENT WHEN POV TRANSPORTED AT GOV’T EXPENSE ARRIVES LATE

There is no authority for rental car reimbursement while awaiting POV arrival. Employees should check to see if the POV shipping contract contains rental provisions.
5732 REPLACEMENT POV SHIPMENT

A. General

1. When a POV, transported at Gov’t expense to an OCONUS area (or to Hawaii for an employee assigned to Johnston Island) is no longer adequate for the employee's transportation needs, the Secretarial Process may authorize replacement POV transportation.

2. Replacement POV transportation may be authorized IAW the conditions in par. 5732-B or 5732-C.

3. A replacement POV, available at the OCONUS PDS, must meet U.S. Gov’t motor vehicle safety/emission regulations for transportation to a CONUS/non-foreign location.

4. See USTRANSCOM Shipping Your POV Pamphlet, par. S for non-conforming POV transportation requirements.

5. The employee is responsible for any additional costs (including required bonded transport) ICW the import of a non-conforming POV. A non-conforming POV is not an adequate replacement vehicle since the employee would incur charges to transport the vehicle back to the CONUS.

B. Emergency Replacement. Emergency POV replacement may be authorized when:

1. The reasons for the need of a replacement POV are:
   a. Beyond the employee's control (e.g., the POV is stolen, seriously damaged, destroyed, or has deteriorated due to severe climatic conditions), and
   b. Acceptable to the DoD Component concerned; and

2. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A3).

C. Non-Emergency Replacement. Non-emergency POV replacement may be authorized when:

1. The employee is stationed continuously at one or more OCONUS PDSs during a 4-year period and the POV being replaced has worn out due to age and normal deterioration (B-212338, 27 December 1983);

2. It is in the Gov’t’s interest that the employee continues to have a POV at the OCONUS PDS; and

3. An adequate replacement vehicle is not available at the OCONUS PDS (see par. 5732-A).

D. Limitations

1. One emergency replacement POV may be transported at Gov’t expense within any 4-year continuous service period.

2. One non-emergency replacement POV may be transported at Gov’t expense after every 4 years of continuous service beginning on the date the first POV used is being replaced.

5734 POV TRANSPORTATION UNDER UNUSUAL CIRCUMSTANCES

A. Transfer/Assignment between OCONUS PDSs

1. If the employee does not have a POV at the current OCONUS PDS, one may be transported to the appropriate port/VPC serving the new PDS at Gov’t expense provided the maximum amount the Gov’t pays is the POV transportation cost from an appropriate port/VPC within CONUS, or a port/VPC in Hawaii for an
employee assigned on Johnston Island whose dependents reside in Hawaii.

2. If, due to changed circumstances at a PDS, it is no longer in the Gov’t’s interest for the employee to have a POV at the PDS, the employee may transport it at Gov’t expense to another OCONUS PDS to which the employee is transferred if it is in the Gov’t’s interest for the employee to have the POV there.

3. Upon completion of a tour of duty at the new PDS the employee may ship the POV at Gov’t expense to the appropriate port/VPC serving the actual residence or serving a CONUS PDS. In this case, the Gov’t may not pay more than the transportation cost from the place to which it was last transported at Gov’t expense.

B. Agreement Not Completed and Employee Transfers or Is Reassigned from OCONUS to CONUS. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is being transferred, and the employee is not being transferred for the Gov’t’s convenience, the Gov’t may not pay for POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov’t’s interest for the employee to have a POV. In the latter case, the Gov’t may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

C. Agreement Not Completed and Employee Returns to CONUS for Separation

1. If the employee, for reasons unacceptable to the DoD Component concerned, fails to complete the tour of duty at the PDS from which the employee is separating, the Gov’t may not pay the cost of POV transportation unless the employee completed a tour of duty at a previous OCONUS PDS where it was in the Gov’t’s interest for the employee to have a POV. In the latter case, the Gov’t may not pay more than the POV transportation cost from the port/VPC serving the PDS at which the employee completed the tour of duty.

2. If the POV is transported to a location other than the port/VPC serving the actual residence, the Gov’t may not pay more than the POV transportation cost to the appropriate port/VPC serving the actual residence.

D. Employee Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Gov’t

1. An employee, separating because the agreed minimum period of service is completed or for reasons acceptable to the Gov’t, may be authorized POV transportation from the port/VPC serving the OCONUS PDS to which it was transported at Gov’t expense to the port/VPC serving the employee's actual residence established at the time of appointment or transfer to the PDS.

2. POV transportation may be authorized to an alternate destination anywhere in the world, but the Gov’t’s POV transportation cost may not exceed the cost from the port/VPC serving the employee's OCONUS PDS to the port/VPC serving the employee's actual residence.

3. Any excess costs are the employee’s financial responsibility (65 Comp. Gen. 468 (1986)).

5736 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Gov’t must be collected (pars. 010102 and 010103). This does not apply to POV transportation aboard an oceangoing car ferry.

5738 DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY

When PCS travel by POV is authorized as being to the Gov’t’s advantage, and the employee must pick up the POV at a port/VPC to continue PCS travel, payment of per diem is allowable for the:

1. Non workdays involved if for reasons beyond the employee's control the employee is unable to reclaim the POV on the arrival day at the port/VPC and the day(s) following the arrival day are non-workdays on which the vehicle port facility is closed (B-170850, 31 December 1970);
2. Number of days involved when, for reasons beyond the employee's control, the employee's POV has not been delivered to the port/VPC on the day the employee arrives to reclaim it, and the employee awaits POV delivery to continue PCS travel, provided, the designated port authority certifies that the employee acted reasonably and prudently in delaying onward travel to await the POV’s arrival (B-179493, 15 January 1974).
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 6: POV TRANSPORTATION AND STORAGE

SUBSECTION c: POV STORAGE

5740 CARE AND STORAGE

A. Gov’t Responsibility. The Gov’t’s responsibility begins when the POV is accepted for storage and continues (including during continued storage at the traveler’s expense) until the POV is delivered to the traveler.

B. Employee Responsibility. See the SDDC website, and "Storing Your POV" for the traveler’s responsibilities and other requirements related to POV storage.

C. Limitations. Storage of more than one POV, and/or storage of a POV instead of authorized transportation, is not allowed.

D. Additional POVs. An employee is financially responsible for storage and/or transportation of additional POVs.

5742 STORAGE ICW CONTINGENCY OPERATIONS TCS (CIVILIAN ONLY)

A. General. The term “contingency operations” under 10 USC §1482a(c)(2) includes humanitarian operations, peacekeeping operations, and similar operations. This definition is in addition to the App A definition of contingency operations.

B. Eligibility. An employee/dependent is eligible to have one POV temporarily stored at a storage facility if the employee is:

1. Assigned a TCS in support of a contingency operation (including humanitarian operations, peacekeeping operations, and similar operations), and

2. Eligible for expenses authorized in JTR, Ch 5, Part B15(FTR Part 302-3), and

3. The head of the agency determines it would be to the Gov’t’s advantage to authorize storage of a POV.

C. Limitations

1. Not more than one POV at any given time during the TCS period.

2. Only one POV may be stored at Gov’t expense for the duration of the TCS.

D. Location. POV storage may be at a place determined to be reasonable by the Agency concerned whether the POV is already located at, or is being transported to, the post of duty (FTR, §302-9.401).

E. Expenses

1. Allowable expenses for the temporary storage of the POV owned/leased by the employee/dependent that is used for personal use of the employee/dependent include:

   a. Necessary expenses for actual storage,

   b. Readying the POV for storage and for return to the traveler after the emergency has ended,
c. Local transportation expenses to and from storage, and

d. Other necessary expenses relating to storage and transportation.

2. POV insurance costs, while in storage, are the employee’s financial responsibility (pars. 010102 and 010103).
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 7: MOBILE HOME TRANSPORTATION

5744 SCOPE

A. General. This Part prescribes mobile home transportation allowances for an employee ordered to make a PCS move.

B. Mobile Home Definition. See App A.

C. Additional Allowances. Allowances for transporting a mobile home (including mileage when towed by the employee) are in addition to the reimbursement of per diem, MALT, and transportation expenses for the employee and dependent(s) (FTR, §302-10.6).

D. Constructed Gov’t Cost

1. General. The constructed Gov’t cost to transport:
   a. The mobile home,
   b. Any HHG removed from the mobile home, and
   c. Unaccompanied baggage/HHG

2. ‘Best Value’ Transportation. Constructed mobile home transportation is always the ‘Best Value’ transportation cost of the employee’s maximum PCS HHG weight allowance between the authorized points.

3. ‘Best Value’ Determination. For details on how ‘Best Value’ costs are determined see the USTRANSCOM website.

5746 ELIGIBILITY

A. General. An employee, authorized HHG transportation at Gov’t expense, may be authorized mobile home transportation allowances, in lieu of HHG transportation, when the conditions in this par. are met.

B. Acquisition. The mobile home is acquired on/before the employee’s PCS/TCS order effective date;

C. Mobile Home Used as Residence. The employee certifies that the employee/dependent(s) intend to use the mobile home as a primary residence at the location to which it is being moved (FTR, §302-10.2).

D. Mobile Home Condition. The mobile home body and chassis, including tires and tubes, are in fit condition at the employee’s (or dependent’s/heir’s) expense and to the Gov’t’s satisfaction to withstand the transportation rigors.

E. Authorized Movement. The employee is ordered on a PCS between authorized locations (par. 5750).

5748 FUNDS ADVANCE (FTR, §302-10.300)

1. Mobile home transportation allowances may be paid in advance when transportation (including necessary incidental expenses) is personally procured using a commercial carrier.
2. The advance is NTE the estimated amount allowable.

3. An advance is not authorized when the Gov’t pays the carrier directly (FTR, §302-10.301).

5750 GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)

A. Origin/Destination Points

1. Authorized Origin/Destination Points. An employee may only be authorized mobile home transportation allowances:
   a. Within CONUS,
   b. Within Alaska, and
   c. Between CONUS and Alaska,
   d. Through Canada en route between Alaska and CONUS,
   e. Through Canada between one CONUS point and another (e.g., between Buffalo, NY, and Detroit, MI),
   f. From the old CONUS or Alaska PDS to a border crossing point/appropriate port, or
   g. From a border crossing point/appropriate port in CONUS to a new CONUS PDS or in Alaska or from a border crossing point/appropriate port in Alaska to a new Alaska PDS.

2. Alternate Origin/Destination Points. Transportation allowances within prescribed limits may be paid even though the transportation originates, terminates, or passes through locations not covered, provided that the allowance amount is computed on the basis of the transportation part that is:
   a. Within CONUS,
   b. Within Alaska,
   c. Through Canada en route between Alaska and CONUS, or
   d. Through Canada between one CONUS point and another.

B. Appropriate Port. An appropriate port is a port within CONUS or Alaska ordinarily used when a mobile home is transported at personal expense between a port in CONUS or Alaska and a PDS neither in CONUS nor Alaska.

C. Border Crossing Point. A border crossing point is a crossing point between CONUS (or Alaska) and Canada (or Mexico) ordinarily used for mobile home movement.

D. Cost Limitation (FTR, §302-10.3)

1. Mobile home transportation is limited to the Gov’t's cost to transport 18,000 lbs. of HHG between the old and new PDS, plus 90 days of HHG SIT.

2. Unused mobile home transportation costs may not be used to ship HHG.
5752 TRANSPORTATION

A. General

1. **Scope.** The measure for mobile home transportation is the transportation cost of the employee’s PCS HHG weight allowance (18,000 lbs.) plus 90 days of HHG SIT between the authorized points.

2. **Example.** An employee moves from a PDS in NC to a PDS in CA. The mobile home is moved from NC to MO. The cost of the mobile home transportation from NC to MO is compared to the PCS HHG weight allowance (plus 90 days of HHG SIT) cost from NC to CA.

3. **Maximum Allowances.** The employee’s maximum allowances are determined by using the ‘Best Value’ methodology for the channel times the maximum weight (18,000 lbs.). For details on how ‘Best Value’ costs are determined refer to the USTRANSCOM website under DP3 business rules at [http://www.transcom.mil/j5/pt/dtr_part_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

B. **Transportation.** Transportation ("transport") in this Part includes packing, pickup, line-haul or drayage, delivery and unpacking.

C. **Employee with Employee Spouse/Domestic Partner**

1. **Combined Weight Allowances.** When both spouses/domestic partners are employees, they may combine their PCS HHG weight allowances if each has a PCS travel order to determine the maximum Gov’t cost liability to move their mobile home when each employee is authorized:
   
   a. A mobile home allowance, and
   
   b. Movement of a mobile home on a PCS order.

2. **Limitation.** Only 90 days of storage of the combined weight may be included in the GCC calculation.

D. **Employee with Member Spouse/Domestic Partner**

1. **Combined Weight Allowances.** When one spouse/domestic partner is an employee and the other a member, and each has a separate PCS order, they may combine their PCS HHG weight allowances to determine the Gov’t’s cost liability to transport their mobile home.

2. **Limitation.** Only 90 days of storage of the combined weight may be included in the GCC.

E. **Limitations**

1. **Reimbursement.** Reimbursement is NTE what the Gov’t would incur for HHG transportation and 90-days of HHG SIT (FTR, §302-10.1).

2. **Employee Responsibility.** The employee is responsible for making all commercial personally-procured transportation arrangements for mobile home transportation movement by commercial transporter or other means (pars. 010102 and 010103).

5754 PERSONALLY PROCURED COMMERCIAL TRANSPORTATION

A. **Authorized Transportation.** An employee, or a deceased employee's dependent/heir, authorized mobile home allowances under par. 5746-A may transport a mobile home at personal expense and be reimbursed for transportation costs IAW pars. 5754-E, 5756, and 5650-G).

B. **Reimbursement.** Reimbursement is NTE the amount in par. 5752-A.
C. **Transportation Arrangements.** The employee is responsible for making personally procured transportation arrangements for the mobile home.

D. **Paying the Carrier.** When paying the carrier, the employee or dependent/heir ensures that:

1. The transporter’s bill/invoice includes specific cost itemization of charges;
2. The carrier’s preparation responsibility is known, making the remainder that of the shipper (i.e., the employee or dependent/heir);
3. The body, frame, springs, wheels, brakes, and tires are in condition to permit transportation; and
4. Any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges that would be the financial responsibility of the employee or dependent/heir.

E. **Transportation Costs (FTR, §302-10.200).**

1. **Preparation Fees.** See par. 5756-E3 for preparation fees allowed as transportation costs.
2. **Costs Allowed.** Reimbursement is authorized (NTE the amount in par. 5754-A) for the carrier’s charges for:
   a. Actual mobile home transportation (NTE the applicable tariff for such movements approved by an appropriate regulatory body) provided any substantial deviation from the DTOD is explained;
   b. Ferry fares; bridge, road, and tunnel tolls;
   c. Taxes; charges or fees fixed by a municipal authority for permits to transport mobile homes in/through its jurisdiction; and carrier service charges for obtaining such permits; and
   d. Pilot (flag) car or escort services, if required by law.
3. **Costs Not Allowed (FTR, §302-10.207).** Reimbursement is not authorized for:
   a. Any carrier's maintenance/repair charges to the mobile home en route, including structural repairs, brake repairs, tire replacement, and incidental charges (par. 5754-D);
   b. Insurance/excess valuation costs over the carrier's maximum liability, or charges designated in the tariffs as “Special Service”;
   c. Special handling costs requested by the employee;
   d. Costs of connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting appliances for operation on available utilities; and
   e. Storage.

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**5756 PERSONALLY PROCURED TRANSPORTATION NOT BY A COMMERCIAL TRANSPORTER**

A. **Reimbursement.** Reimbursement is for actual transportation subject to the limitations in pars. 5754-C, 5754-D, and 5650-B. Compute distance IAW par. 020204.

B. **Origin/Destination within CONUS/Alaska.** Compute distance IAW par. 020204.

C. **Origin/Destination Is an Island within CONUS or within Alaska.** The statute distance to/from the usual place of arrival/departure on the mainland is allowed.
D. Origin/Destination Not in CONUS/Alaska. The allowable distance is limited to the distance the mobile home is transported within/between any points in CONUS, within/between any points in Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Compute distance IAW par. 020204.

E. Preparation (FTR, §302-10.204).

   1. Reimbursable Costs. In addition to the allowances in pars. 5756, a reimbursable allowance includes costs generally associated with mobile home preparation at an origin in Alaska/CONUS for transportation/resettling at the Alaska/CONUS destination. See par. 5752-E for transportation cost limitations.

   2. Costs Not Reimbursable. Costs are not reimbursable for preparation of mobile homes located outside Alaska/CONUS for transportation/resettling outside Alaska/CONUS.

   3. Preparation Costs Allowed (FTR, §302-10.204). Preparation costs include:

      a. Rental, installation, removal/transportation of hitches and extra axles with wheels/tires;
      b. Blocking/unblocking (including anchoring/un-anchoring) labor costs at origin/destination;
      c. Blocks purchased in lieu of transporting blocks from old PDS and the cost of replacement blocks broken while the mobile home was being transported;
      d. HHG packing/unpacking associated with the mobile home;
      e. Disconnecting/connecting utilities;
      f. Skirting removal/installation labor costs;
      g. Movement/reassembling costs of separating, preparing, and sealing each half of a doublewide mobile home;
      h. Trailer towing lights installation/removal;
      i. Extension costs of existing water/sewer lines;
      j. Dismantling/assembling costs for a portable room appended to a mobile home;
      k. Expando charges;
      l. Anti-sway device charges (transportation expense);
      m. Over-dimension charges and/or permits (transportation expense);
      n. Wrecker service when required (transportation expense);
      o. Travel lift fees; and
      p. Similar expenses.

F. Mobile Home Towed by POV

   1. Allowances

      a. When a mobile home is towed by a POV, an allowance of $.11/mile is paid to cover the transportation costs listed in par. 5754-E (FTR, §302-10.201).
b. The Service/Defense Agency concerned pays the transportation preparation/resettling costs (par. 5756-E) at the destination (FTR, §302-10.202(b)).

c. A PCS MALT rate is paid (FTR, §302-10.201).

d. Distance computation (FTR, §302-10 Subpart B) is determined by the DTOD (par. 020204).

2. Preparation Costs Allowed (FTR, §302-10.204). See par. 5756-E.

G. Over Water Transportation of a Boat Used as a Primary Residence (House Boat) (FTR, §302-10.5)

1. Authorization. Over-water mobile home transportation is authorized only for transportation from an origin in CONUS/Alaska to a destination in CONUS/Alaska.

2. Allowable Costs. When a boat used as a primary residence is transported over water, transportation costs are authorized for (FTR, §302-10.200(b)):

   a. Fuel/oil used for propulsion of the boat;

   b. Pilots/navigators in the open water;

   c. A crew;

   d. Harbor pilot charges;

   e. Docking fees incurred in transit;

   f. Harbor/port fees and similar charges related to entry in and navigation through ports;

   g. Towing, (in tow or towing by pushing from behind); and

   h. Similar expenses.

H. Self-propelled Mobile Home Driven Overland. Reimbursement:

   1. Is at the automobile mileage rate for the official distance between the points authorized, or

   2. Is for actual transportation costs subject to the limitation in pars. 5754-E, 5754-E3, and 5756-E; and

   3. Must not exceed the amount in par. 5752-A.

I. Self-propelled Mobile Home Driven over Water (i.e., house boat). Reimbursement:

   1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E. or

   2. Is the automobile mileage rate per overland mile for the official distance between the authorized points; and

   3. Must not exceed the amount in par. 5752-A.

J. Mobile Home Moved by Overland Towing. Reimbursement:

   1. Is the actual transportation costs subject to the limitations in pars. 5754-E, 5754-E3, and 5756-E and

   2. Must not exceed the amount in par. 5752-A.
5758 GOV’T PROCURED TRANSPORTATION

A. Arrangements. The Gov’t arranges the employee’s mobile home transportation by commercial/Gov’t means to/from the points authorized in this Part.

B. Gov’t’s Cost Obligation. The Gov’t pays all transportation costs up to what it would have cost the Gov’t to transport the employee’s PCS HHG weight allowance from the old to new PDS. These costs include pickup, transportation; and delivery of the mobile home to the destination ready for occupancy.

C. Written Agreement of Financial Responsibility. The employee or dependent/heir must sign a written agreement to be financially responsible for all excess costs. This includes excess distance charges, excess HHG charges and costs not allowed as listed in this par.

D. Allowance Limitations. The employee may not:

1. Receive any other allowances for the transportation involved, and

2. Transport any HHG separately at Gov’t expense.

E. Routing. Expenses for transporting a mobile home at Gov’t expense are limited to the usual highway routing in CONUS/Alaska, and through Canada between origin and destination in CONUS/Alaska.

F. Costs Allowed. Costs allowed include charges for:

1. Actual transportation;

2. Ferry fares;

3. Bridge, road, and tunnel tolls;

4. Taxes;

5. Municipal, state, and/or local permits; and

6. Preparations fees (see par. 5756-E3).

G. Costs Not Allowed (FTR. §302-10-207). The employee is responsible for any excess preparation, transportation, or non-allowable charges such as costs for:

1. Storage accruing at any point unless caused by conditions beyond the employee’s control;

2. Special handling requested by the employee;

3. Insurance/excess valuation over the carrier’s maximum liability;

4. Body/chassis mobile home preparation;

5. Repairs/maintenance performed en route including:
   a. Structural repairs,
   b. Brake repairs, and
   c. Parts/tire replacement.

6. Connecting/disconnecting appliances, equipment, and utilities involved in relocation and of converting
appliances for operation on available utilities; and

7. Damage/repair due to an overload condition. The employee must ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage/repair charges.

H. Denied Payment. When the costs in par. 5758-G are not collectable from the employee’s pay because the employee is/will no longer be in a pay status following mobile home transportation, the employee’s repayment request must be denied.

5760 TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)

The allowances in pars. 5754 and 5756 apply to the respective transportation portions if a mobile home is transported partly by commercial transporter and partly by other means.

5762 EMPLOYEE DEATH (FTR, §303-70.302)

A. CONUS. If the employee dies:

1. In-transit or has reported to the new PDS, the mobile home is moved at Gov’t expense.

2. While stationed at a CONUS PDS and the dependents are at that PDS (i.e., not in-transit or have not left the old PDS yet) the Gov’t will not pay to move the mobile home for the dependent's/heirs (FTR, §303-70.304).

B. OCONUS

1. If an employee dies while stationed OCONUS the Gov’t will move the mobile home, left behind in CONUS, for the dependents/heirs to:

   a. The actual residence (App A), or

   b. An alternate destination,

   but the allowable expenses cannot exceed the cost of transportation to the decedent’s actual residence.

2. Travel and transportation must begin within one year from the date of the employee’s death.

3. A one-year extension may be granted if requested by the family prior to the expiration of the one-year limit.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 8: PET QUARANTINE

5764 GENERAL

This Part clarifies pet quarantine reimbursement and/or transportation for PCS moves.

5766 PET QUARANTINE REIMBURSEMENT

A pet quarantine charge (B-206538, 14 September 1982), that is part of a routine pet care expense, is an MEA reimbursable cost IAW pars. 5818-D7.

5768 GENERAL PET INFORMATION

A. Gov’t Funded Pet Transportation Not Authorized. Pet transportation for household pets (defined as a cat or dog) is not a separately reimbursable expense, but can be claimed under MEA IAW par. 5818-E8.


C. U.S. Fish and Wildlife (FWS) Service Requirements. An employee transporting an exotic pet is required by law to have a FWS certification before transporting the pet to/from foreign locations.

D. Contact Information

1. Returning to the U.S. with an Exotic Pet. An employee who has questions regarding returning to the U.S. with an exotic pet should contact the FWS prior to transporting the pet(s) at, (800) 358-2104 or (703) 358-2104.

2. Obtaining Permits through the FWS. See http://www.fws.gov/permits/ for obtaining permits through the FWS.


E. Related Restrictions. The following related restrictions apply to pet quarantine and/or transportation reimbursement. Any cost related to these exclusions is the employee’s financial responsibility. Reimbursement is not authorized.

1. TQSA or TQSE – lodging expense incurred for the employee’s pet (e.g., a second hotel room). Adopted from GSBCA 15843-RELO, 24 July 2002.

2. Kennel/boarding fees (e.g., employee pays a fee to board a pet at an animal hospital while the carrier prepares the HHG for shipment at the employee’s residence). Adopted from GSBCA 16104-RELO, 19 June 2003.

3. Non-transportation and handling pet related expenses (e.g., boarding fees, immunizations/inoculations, country entry fees, and examination costs which are necessary to bring a pet to the new PDS). Adopted from GSBCA 16827-RELO, 14 April 2006.
5770 EMPLOYEE AND/OR DEPENDENT TRANSPORTATION ASSOCIATED WITH PET SHIPMENT

When employee and/or dependent transportation includes a pet shipment, see the NOTE in App P, par. A6a.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION a: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

GENERAL INFORMATION

5772 PURPOSE

Except as prescribed in par. 5778-E, TQSE is a discretionary, not mandatory, allowance intended to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee’s dependent(s) to occupy temporary lodging incident to a PCS move.

5774 GENERAL

A. TQSE Types. There are two TQSE allowances prescribed in this Part:

1. TQSE(AE). Actual expense reimbursement. See Ch 5, Part B9c, and
2. TQSE(LS). Lump sum payment. See Ch 5, Part B9b.

B. Foreign Transfer Allowance (FTA). See DSSR Section 240 in par. 5819 for TQSE as an FTA component.

C. Subsistence Expenses. Subsistence expenses are the expenses of lodging, food, and other necessities incurred while an employee and/or dependent(s) occupy temporary lodging incident to a PCS.

D. Restrictions

1. TQSE Determination. The AO, not the employee, determines if TQSE is necessary.

2. TQSE Authority. TQSE must be authorized before temporary lodging is occupied and may not be approved after the fact for any days that have passed before TQSE is initially authorized (FTR §302-6.7) except that extensions may be approved IAW par. 5688-B. See CBCA 2311-RELO, 19 April 2011.

3. TQSE Denial. After the employer determines that TQSE is necessary, TQSE(AE) cannot be denied because the employee does not want TQSE(LS).

4. Denied Reimbursement

   a. The AO may deny reimbursement of any claimed TSQE lodging/meal expenses that appear to be unreasonable if the traveler cannot justify the expenses when TQSE(AE) is being paid.

   b. The lack of adequate documentation for the questionable period of the authorized TQSE period does not void reimbursement for the remaining TQSE days nor does the ‘tainted rule’ apply.

   c. The ‘tainted rule’ applies only when there is reasonable suspicion of fraud supported by evidence sufficient to overcome the usual presumption of honesty and fair dealing by the employee.

   d. The ‘tainted rule’ would void the TQSE(AE) claim in its entirety when any authorized TQSE day is tainted for fraudulent expenses.

   e. See DoD FMR, Vol. 9 for requirements regarding payment when alleged fraudulent expenses are suspected IAW par. 010302.
5. **TQSE Method Change**

a. **Before the Travel Order is Executed.** Changes to the TQSE payment method before any part of the travel order (including the HHT) has been executed is determined at the discretion of the AO after a request by the employee.

b. **After the Travel Order is Executed.** Once the employee selects a TQSE method, the selection may not be changed if the travel order (including the HHT) has been executed. See par. 5774-D5c below for an exception based on clerical error.

c. **Travel Order Error**

   (1) IAW GSBCA 16793-RELO, 23 Jan 2006, changes to the TQSE payment method may be allowed after the travel order has been executed if a clerical error was made on the travel order.

   (2) GSBCA 16793-RELO, 23 Jan 2006 states, “As DoD points out in its submission to us, as a general rule, a DoD Component may not retroactively change a travel order.

   (3) An exception to this rule exists, however, if there is an error on the face of a travel order or if all the facts and circumstances surrounding the issuance of an order clearly demonstrate that some provision which was previously determined and definitely intended to be included was omitted through error or inadvertence in preparing the order,” GSBCA 16437-RELO, 22 Sep 2004.

### 5776 TEMPORARY LODGING

#### A. Definition
Temporary lodging is private sector lodging occupied temporarily at the old and/or new PDS after a PCS is authorized. A permanent residence is “constructively vacated” and is “temporary” for TQSE purposes when the HHG have been packed for moving and are unavailable to the residents (GSBCA 14888-RELO, 10 May 1999).

#### B. Limitations

1. Lodging occupied temporarily, within the allowable time limit, is temporary lodging when employee-arranged permanent private sector housing:

   a. Remains occupied by the present tenant,

   b. Requires repairs/alternations that have not been completed, or

   c. Is under construction.

   (1) An expected completion date for the construction must be within the TQSE time limit (e.g., 10 days, 30 days, 60 days) allowed in the travel order.

   (2) TQSE authority for an employee beyond that needed to seek an available private sector residence is inappropriate if the employee chooses to have a house built if there is an existing inventory of affordable housing.

   (3) See par. 5802-B2a(2) ICC delayed occupancy of new permanent private sector housing because of unanticipated problems.

2. The AO may determine that temporary lodging initially occupied that eventually becomes an employee's permanent private sector housing was temporary lodging for a specific time period after considering:
a. Lease duration,
b. HHG movement into the lodging,
c. Lodging type,
d. Expressions of intent,
e. Attempts to secure permanent private sector housing, and
f. Time length the employee occupied the lodging.

NOTE: See GSBCA 15986-RELO, 24 February 2003 for one set of circumstances in which a claimant’s apartment was determined to be temporary lodging for a time period and not permanent private sector housing.

5778 ELIGIBILITY

A. Conditions. The AO may authorize TQSE for an employee and/or each dependent if all of the following conditions are met:

1. The employee signs a written service agreement;

2. A PCS is authorized and the new PDS is located in CONUS or in a non-foreign OCONUS area. The old PDS may be anywhere in the world;

3. The old and new PDSs are 50 or more miles apart, according to map distances along a usually traveled surface route;

4. Temporary lodging occupancy is for a PCS transfer, not for an evacuation or other reason unrelated to the transfer;

5. The temporary lodging location is within reasonable proximity of the old PDS (which may be anywhere in the world) and/or the new PDS (which must be in CONUS or in a non-foreign OCONUS area); and

6. TQSE starts no later than 1 year after the employee’s effective date of transfer, unless that time is extended as in par. 5518.

B. TQSE in Other Locations

1. Authorized Locations. TQSE in locations not in reasonable proximity of the old and/or new PDS may be authorized only if the AO is convinced that the circumstances:

   a. Are unique to the individual employee and/or dependents,

   b. Are reasonably related to the transfer,

   c. Have been adequately reviewed, and

   d. Justify TQSE payment (FTR §302-6.9) (CBCA 3319-RELO, 1 November 2013).

2. Vacations. A TQSE allowance may not be authorized for vacation purposes or other reasons unrelated to the PCS (FTR §302-6.302).
C. **Exclusions.** TQSE is not authorized for a/an: (Also, see par. 032602.)

1. New appointee assigned to a first PDS;
2. Employee transferred to a foreign PDS;
3. Employee performing RAT, except when return is to a different non-foreign OCONUS PDS;
4. Employee assigned to an OCONUS PDS returning to the actual residence for separation;
5. Employee authorized/approved dependent and/or HHG transportation to/from a training location instead of per diem or AEA while at the training location under the provisions of par. 032602, or
6. Employee to occupy permanent private sector housing (with rental furniture) while HHG are en route (GSBCA 15569-RELO, 12 July 2001).

D. **Restrictions.** As a general policy, AOs should deny TQSE, or if temporary lodging is justified, authorize only a necessary TQSE period if:

1. The employee and/or spouse make a HHT; or
2. Previous TDY or permanent assignments at the new PDS enable the employee to make arrangements for adequate, permanent private sector housing.

E. **Employees Returning from Foreign Areas through the DoD Priority Placement Program (PPP)**

1. **General**
   a. TQSE will be paid by the gaining activity when an employee returning from an assignment in a foreign area is placed through the PPP.
   b. For such moves, TQSE is a non-discretionary allowance and must be authorized and paid by the gaining activity when the employee meets the eligibility requirements in par. 5560.
   c. TQSE for PPP is authorized IAW procedures outlined in Ch 5, Part B9.

2. **Time Limitations**
   a. **Initial TQSE(AE) Period.** TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.
   b. **Additional TQSE(AE) Period.** AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE): Extensions may be authorized only if the AO determines there are compelling reasons (due to circumstances beyond the employee’s control) for the continued temporary lodging occupancy.
      1. Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;
      2. Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-
term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 - RELO, 8 August 2005, and par. 5776-B1c).

(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

c. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

d. TQSE(AE) period extensions are not automatic and must be held to a minimum.

e. TQSE(AE) must never be paid for more than a total of 120 days.

3. **TQSE(LS)**

   a. The AO, not the employee, determines if TQSE(LS) is offered.

   b. If the AO offers, and the employee accepts TQSE(LS), it must be authorized for 30 days.

   c. TQSE(LS) is limited to 30 days, with no extensions under any circumstances.

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### 5780 ALLOWANCE DUPLICATION

**A. TQSE Payment**

1. **Authorized.** TQSE may be paid in addition to:

   a. COLA payable under the DSSR (5 USC §5941); and

   b. Any BAH, OHA, or BAS paid to a member of the Uniformed Services who is the spouse/domestic partner of an employee authorized PCS expenses and allowances (52 Comp. Gen. 962 (1973)).

   c. TLA (see Ch 9, Part C) and TLE (see Ch 5, Part A) as long as payments cover different expenses. Duplication of allowances is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

2. **Unauthorized.** TQSE is not paid when the employee is receiving any other subsistence expense allowances (FTR §302-6.16).

**B. TQSA Payment.** When TQSA is paid based in a foreign country, TQSE may:

1. Not be paid for that location, but

2. Be paid for the new CONUS or non-foreign OCONUS PDS area.

**C. Restrictions.** TQSA:

1. And TQSE cannot be paid for the same time period.

2. Cannot be paid in CONUS or any non-foreign OCONUS PDS area (DSSR 122.1). See CBCA 798-RELO, 7 November 2007.
3. Paid on behalf of a dependent in a foreign country must not extend beyond the date preceding the employee’s arrival date at the new CONUS or non-foreign OCONUS area PDS (DSSR 124.2) unless a DoD Component determines that compelling reasons exist that would justify the extension of TQSA beyond the initial termination date (DSSR 122.2. See CBCA 1214-RELO, 6 November 2008).

D. TCS. The employee may be authorized TQSE ICW a TCS. See Ch 5, Part B15.

5782 DOCUMENTATION

The DD Form 2912, Claim for Temporary Qtrs Subsistence Expense (TQSE) is available to document TQSE expenses for reimbursement.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SECTION b: LUMP SUM TQSE (TQSE(LS))

5784 TQSE(LS) OPTION

TQSE(LS) is a fixed amount payment that is always based on the PDS location maximum per diem that is in effect on the date that the fixed offer was accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011).

5786 AUTHORITY

A. General. The AO, not the employee, determines if TQSE(LS) is offered.

B. Considerations. The following factors must be considered before authorizing TQSE(LS):

1. General
   a. When TQSE is authorized, the AO may offer employees, on a case-by-case basis, a TQSE(LS) amount, instead of TQSE(AE).
   b. TQSE(LS) may be authorized for the number of days the AO determines necessary, NTE 30 days.

2. Administration Ease
   a. No review of claims, receipts, and supporting statements, for the validity, accuracy, and reasonableness of each expense amount is required for TQSE(LS) because receipts and supporting statements are not required.
   b. The employee is paid prior to the occupancy of temporary lodging and the after the fact voucher process is eliminated under this method.

3. Cost Considerations. TQSE(LS) is:
   a. Limited to no more than 30 days, with no extensions under any circumstances.

   Effective date of transfer of 1 August 2011 or later.
   b. Based on either the old or new PDS location maximum per diem rate that is in effect on the date that the fixed offer is accepted. Apply the per diem for the season in which the employees travels that is in effect on the day the employee accepts the fixed rate offer (e.g., offer accepted in November for the following June – uses the per diem rate in effect the following June) (CBCA 2189-RELO, 12 September 2011), or a combination, depending on where temporary quarters will be occupied.

4. Employee Choice
   a. TQSE(LS) is based on a specific percentage of the locality per diem rate.
   b. If the AO offers an employee the TQSE(LS) option, the employee must choose between it and TQSE(AE) and that election must be documented on the travel order.
   c. The TQSE(LS) option is only an offer and the employee is not obligated to accept it. An employee may
d. If the AO inadvertently fails to offer an employee TQSE(LS) and the employee’s PCS travel order reflects TQSE as authorized but does not clearly reflect the actual expense (TQSE (AE)) method, the agency may correct the employee’s PCS travel order to permit the TQSE(LS) option if requested by the employee. (GSBCA 15902-RELO, 21 March 2003)

5788 LIMITATIONS

Effective date of transfer of 1 August 2011 or later.

A. Payment Limitation

1. Temporary lodging must be occupied for TQSE(LS) to be paid (GSBCA 16803-RELO, March 20, 2006/GSBCA 15573-RELO, February 12, 2002).

2. The employee must sign a statement, which must be included as part of the service agreement, asserting the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3. Under no circumstances may TQSE(LS) be paid for more than a total of 30 days.

4. TQSE(LS) is paid for up to 30 days. The number of days offered is prospective and must be established in advance.

5. Once TQSE(LS) is selected, the employee may not be paid any additional TQSE if the TQSE(LS) is not adequate to cover TQSE expenses.

6. TQSE(LS) is a fixed amount payment based on the old or new PDS locality per diem rate, or a combination (see par. 5774-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer. The per diem rates used in the following example(s) are for illustrative purposes only.

   a. Example 1. An employee accepts the TQSE(LS) payment method on 1 February, during the winter season, with a travel date of 18 June, during the summer season. The new PDS rate at the time of the offer acceptance was $173. The summer rate that was in effect on 1 February for 1 May to 30 September, during the offer acceptance was $282. The employee TQSE(LS) rate should be paid based on the summer per diem rate of $282 that was in effect on the date that the fixed offer was accepted (CBCA 2189-RELO, 12 September 2011).

   b. Example 2. An employee accepts the TQSE(LS) payment method on 1 August, with a travel date of 9 October. The new PDS per diem rate at the time of offer acceptance was $173. A new rate was published on 1 October, changing the rate from $173 to $200. The employee per diem rate should be paid based on the rate of $173 that was in effect on the date that the lump sum offer was accepted. TQSE(LS) is a lump-sum payment based on the PDS locality per diem rate in effect when the TQSE(LS) offer is accepted by the employee. The lump-sum payment amount is not changed by any revised PDS per diem rates effective after the date the employee accepts the offer.

7. The employee should retain lodging receipts or other proof that temporary lodging was occupied in case the agency requests proof temporary lodging was occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

B. Time Limitation. The agency cannot impose limitations on the TQSE(LS) start date (GSBCA 16267-RELO, 10 December 2003).
C. **Erroneous Advice Information**

1. Incident to a PCS, an employee selected reimbursement for temporary subsistence expenses under the TQSE(LS) method and was authorized TQSE(LS) for 30 days. The employee later informed the agency that there would be a delay in settling on the new residence and was told that there was no (TQSE(LS)) problem (the employee inferred TQSE(LS) would continue beyond 30 days. The employee stayed in temporary lodging for twelve days beyond the allowed 30 days.

2. The employee may not be paid for the additional twelve days.

3. Erroneous advice provided by Gov’t officials cannot provide a basis for reimbursement where no independent authority for such reimbursement exists. (GSBCA 16437-RELO, 22 September 2004)

**5790 ELIGIBILITY PERIOD**

The AO determines what TQSE(LS) time period is necessary and authorized NTE 30 days.

**5792 RECEIPTS AND SUPPORTING DOCUMENTATION**

Receipts and supporting documentation are not required for TQSE(LS) payment.

**5794 PAYMENT**

If the TQSE(LS) amount is more than adequate to cover the employee’s TQSE expenses, any balance belongs to the employee (GSBCA 16208-RELO, 24 October 2003/GSBCA 16408-RELO, 14 July 2004/GSBCA 16420-RELO, 15 July 2004), provided that temporary lodging was occupied (GSBCA 16803-RELO, 20 March 2006/GSBCA 15573-RELO, 12 February 2002). **Example:** If employee is authorized 15 days TQSE(LS), but only stays in temporary lodging for 10 days, the employee keeps the remaining 5 days TQSE.

**5796 COMPUTATION**

A. **HHT.** The number of days paid or reimbursed for a HHT are not deducted from TQSE(LS). See Ch 5, Part B13 for HHT.

B. **Payment Basis.** TQSE(LS) payment is based on the total number (employee and dependents) actually moving to the new PDS, not the number of individuals actually occupying temporary lodging.

1. **Example 1:** An employee remains at the old PDS while the dependent spouse and 2 dependent children move to the new PDS. The TQSE(LS) payment is based on the employee plus 3 dependents.

2. **Example 2:** An employee and 1 dependent child remain at the old PDS while the dependent spouse and 1 dependent child move to the new PDS. The dependent child who remained with the employee ultimately does not move to the new PDS. The TQSE(LS) payment is based on the employee plus 2 dependents. If payment was initially made for the employee and 3 dependents, but only 2 dependents actually move to the new PDS, then the employee must pay back the TQSE(LS) attributable to the dependent who did not move.

C. **TQSE(LS) Per Diem Rates/Percentages.** The **per diem rates** used in the following example(s) are for illustrative purposes only.

1. **Per Diem Rate Used.** The per diem rate used for TQSE(LS) payment is either the maximum old or new PDS (see par. 5786-B3b) locality per diem rate (CONUS or OCONUS).

2. **Percentage Paid.** The maximum allowable daily amount is:
   a. **Employee.** For an employee, the daily rate is 75% of the maximum per diem rate. Example: If the new
Ch 5: Permanent Duty Travel  
Part B: **Employees Only**/Sec 9b: Temporary Lodging (TQSE(LS))

PDS is in a locality at which the per diem rate is $100, the maximum daily rate = $75 (based on the daily per diem rate of $100).

b. **Each Dependent.** For a dependent, the daily rate is 25% of the daily maximum per diem rate. Example: If temporary lodging is used at a new PDS locality at which the per diem rate is $100, the maximum daily rate = $25 (based on the daily per diem rate of $100).

### D. TQSE(LS) Computation Chart

<table>
<thead>
<tr>
<th>Authorized Traveler</th>
<th>Locality Per Diem Rate (for new PDS)</th>
<th>Percentage Rate Authorized</th>
<th>Days Authorized</th>
<th>Travelers</th>
<th>Formula</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>$136</td>
<td>.75</td>
<td>30</td>
<td>1</td>
<td>(($136/day x .75) x 30 days) x 1 =</td>
<td>$3,060</td>
</tr>
<tr>
<td>Dependent</td>
<td>$136</td>
<td>.25</td>
<td>30</td>
<td>4</td>
<td>(($136/day x .25) x 30 days) x 4 =</td>
<td>$4,080</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total TQSE(LS) Payment</strong></td>
<td>$7,140</td>
</tr>
</tbody>
</table>

### E. TQSE(LS) Computation Example

The following is an example of how TQSE(LS) payment is calculated.

1. **Data Used**
   a. Number of days authorized for TQSE(LS) = 30 days.
   b. Locality per diem rate = $90 (lodging) + $46 (M&IE) = $136 total per diem.
   c. Employee percentage = 75%.
   d. Dependent percentage = 25%.
   e. Number of dependents = 4.

2. **Employee Calculation**
   a. Multiply the maximum per diem rate ($136) by .75. $136/day x .75 = $102/day.
   b. Multiply the answer in par. 5796-E2a ($102) by the number of days authorized (30). $102/day x 30 days= $3,060.
   c. In this example, the employee’s TQSE(LS) payment is $3,060.

3. **Dependents Calculation**
   a. Multiply the maximum per diem rate ($136) by .25. $136/day x .25 = $34/day.
   b. Multiply the answer in par. 5796-E3a ($34) by the number of days authorized (30). $34/day x 30 days = $1,020.
   c. In this example, each dependent’s TQSE(LS) payment is $1,020.
   d. In this example, the four dependents’ total TQSE(LS) payment is $4,080 (4 dependents x $1,020/dependent).

4. **Total Payment.** In this example the employee’s TQSE(LS) payment is $3,060 for the employee and $4,080 for four dependents, for a total TQSE(LS) payment of $7,140 ($3,060 + $4,080).
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION c: TQSE ACTUAL EXPENSE (TQSE(AE))

5798 TQSE(AE) OPTION

A. General. TQSE(AE) is an actual expense allowance based on the:

1. $142 Standard CONUS per diem rate for temporary lodging occupied in any CONUS locality (effective 1 October 2016), or

2. PDS locality (not the lodging location) per diem rate for temporary lodging occupied in OCONUS localities.

B. AEA. AEA (par. 020307) may not be authorized/approved for TQSE(AE).

5800 AUTHORITY

A. General. The AO, not the employee, determines if TQSE(AE) is necessary.

B. Considerations. Before authorizing TQSE(AE), the following factors must be considered. TQSE(AE):

1. May be authorized only for the time period determined necessary by the AO, and

2. Authorization is determined on a case-by-case basis.

5802 LIMITATIONS

A. Payment Limitation. Under no circumstances may TQSE(AE) be paid for more than a total of 120 days.

B. Time Limitations

1. Initial TQSE(AE) Period. TQSE(AE) may be authorized for any number of days, NTE 60 consecutive days, but only for the time that temporary lodging occupancy is necessary.

2. Additional TQSE(AE) Period. AOs may authorize/approve TQSE(AE) for the necessary number of days NTE an additional 60 consecutive days (i.e., no more than a total of 120 days, including the initial TQSE(AE) may be authorized/approved). Each of the following factors must be considered when authorizing/approving an additional period of TQSE(AE):

   a. The AO must determine there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy. Examples of circumstances that might be beyond the employee's control include:

      (1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, floods, or other Acts of God;

      (2) Delayed occupancy of new permanent private sector housing because of unanticipated problems (e.g., unforeseen delays in permanent private sector housing settlement/closing, or unforeseen short-term delay in new dwelling construction); (GSBCA 15455 –RELO, 26 June 2001, GSBCA 16646 –RELO, 8 August 2005, and par. 5776-B1c).
(3) Inability to locate permanent private sector housing adequate for family needs because of new PDS housing conditions;

(4) Sudden illness, injury, or death of the employee or of an immediate family member; and

(5) Similar factors.

b. Before an additional TQSE(AE) period is allowed, the employee must provide acceptable written justification and documentation.

c. TQSE(AE) period extensions are not automatic and must be held to a minimum.

d. TQSE(AE) must never be paid for more than a total of 120 days.

C. Additional TQSE(AE) Period Justification. The employee must provide the AO with written justification that clearly describes the circumstances warranting the extension that are beyond the employee's control. The employee’s justification, accompanied by documentation from the AO indicating the reasons for authorizing or denying the requested extension must be retained in a file designated for that purpose in personnel written material.

D. Occupancy Limitations. If an employee moves HHG into temporary lodging occupied initially at a new PDS and continues occupancy indefinitely, the temporary lodging is permanent private sector housing, unless par. 5776-B applies, from the date the HHG are delivered.

5804 ELIGIBILITY PERIOD

A. Starting Temporary Lodging Occupancy. Temporary lodging occupancy:

1. May start as soon as the employee has signed a service agreement and TQSE allowances have been authorized in a PCS order.

2. Must begin within 1 year after the employee’s effective date of transfer, unless that time is extended as indicated in par. 5518.

B. Temporary Lodging Occupancy Time Period

1. General. The temporary lodging occupancy period runs concurrently for the employee and all dependents. The employee may occupy temporary lodging at one location while dependents occupy temporary lodging at another location.

2. Temporary Lodging Occupancy Interruptions. Once begun, the TQSE period continues to run whether or not the employee and/or dependents occupy temporary lodging except if occupancy is interrupted for:

   a. Travel between the old and new PDS (actual travel time);

   b. Necessary official duties such as an intervening TDY assignment/military duty; or

   c. Non-official necessary interruptions such as hospitalization, approved leave (sick, not annual), or other reasons beyond the employee's control that are acceptable to the AO.

3. Temporary Lodging Occupancy Resumption. Under the circumstances cited in par. 5804-B2 above:

   a. The absence period is excluded from the authorized time for temporary lodging occupancy;

   b. The employee is eligible for TQSE(AE) when temporary lodging occupancy at the new PDS resumes; and
c. Eligibility continues for the balance of the authorized time, if necessary.

4. Temporary Lodging Occupancy Interrupted by Official Travel

a. Exceptions are not made if dependents occupy temporary lodging at the employee's new PDS, or another location, during the employee's TDY or military duty training assignment.

b. When temporary lodging occupancy is interrupted by official travel, the actual time en route, NTE the authorized allowable travel time, is excluded from the eligibility period, which resumes when temporary lodging is reoccupied.

c. When an employee retains temporary lodging while on TDY, the cost is reimbursed as part of the TQSE(AE) allowance (in addition to per diem received for the TDY) if the AO determines that the employee acted reasonably in retaining the temporary lodging (69 Comp. Gen. 72 (1989)).

C. Ending Temporary Lodging Occupancy. Temporary lodging occupancy ends when the:

1. Employee or a dependent occupies permanent private sector housing, or
2. Authorized time period expires,

whichever occurs first (FTR §302-6.108) (CBCA 1941-RELO, 5 October 2010).

5806 RECEIPTS AND SUPPORTING DOCUMENTATION

A. Receipts and Supporting Statement

1. General. Receipts and a written supporting statement must accompany a TQSE(AE) claim as prescribed in pars. 5806-A2 and 5806-A3.

2. Receipts. DoD FMR 7000.14-R, Volume 9 requires a receipt for:

   a. Lodging costs paid, showing location, dates, and by whom occupied;

   b. Any single expense of $75 or more (including a single meal expense of $75 or more).

3. Supporting Statement. The supporting statement must include:

   a. The cost of each meal, for each day, by date, and where and by whom consumed;

   b. Travel status and temporary lodging occupancy (for subsistence expense purposes) that occur the same day, the date and the arrival and/or departure time at the temporary lodging location; and

   c. The date that permanent private sector housing occupancy starts, or the date that HHG are moved into permanent private sector housing.


5808 PAYMENT

A. General. TQSE(AE) reimbursement is for the lesser of the actual allowable expenses incurred for each day of the prescribed period or the maximum allowable amount payable for that same eligibility period. TQSE(AE) is:

   1. Not paid for local transportation expenses;
2. Limited to actual expenses incurred, up to the maximum authorized, providing the expenses are:
   a. Directly related to temporary lodging occupancy within the TQSE eligibility period (par. 5804);
   b. A reasonable amount; and
   c. Substantiated.

3. The AO may deny reimbursement of any claimed TQSE expenses that appear to be unreasonable if the traveler cannot justify the expenses with supporting documentation. If denied, the remaining TQSE expenses of the same TQSE period may be paid (par. 5774-D4).

   a. **Example 1.** An employee with a dependent was authorized TQSE for 30 days at the new PDS and utilized temporary lodging with available cooking facilities. The employee claimed TQSE meal expenses for purchased groceries during the 30-day TQSE period. The AO believes the grocery expenses to be excessive without supporting documentation. The AO may request supporting documentation, including required receipts, for any individual grocery/meal expense of $75 or more to determine the appropriate reimbursement, IAW par. 010301.

   b. **Example 2.** An employee was authorized TQSE for 45 days at the new PDS and utilized temporary lodging without cooking facilities. The employee claimed actual daily TQSE meal expenses equal to (or nearly equal to) the maximum daily M&IE rate for each day during the 45-day TQSE period. The AO believes the same-expenses-every-day meal costs to be unjustified without supporting documentation. The AO may request supporting documentation including receipts for any meal expense of $75 or more to determine the appropriate reimbursement IAW par. 010301.

B. **Actual Expenses Allowed.** TQSE(AE) daily allowable expenses include:

1. Temporary lodging (including lodging taxes or, if temporary lodging is located in a foreign area, the VAT relief certificate cost if the certificate is used to avoid paying the lodging tax);
2. Meals and/or groceries;
3. Fees and tips incident to meals and lodging;
4. Laundry;
5. Cleaning and pressing of clothing;
6. The cost of moving HHG to the temporary lodging for the sole purpose of furnishing the temporary lodging (B-217435, 29 August 1985), NOTE: The cost of removing HHG from SIT and delivering them to the temporary lodging for the sole purpose of furnishing temporary lodging is a TQSE expense.; and
7. The cost of moving the HHG from the temporary lodging to permanent private sector housing (B-217435, 29 August 1985).

C. **Excess Expenses.** Allowable expenses exceeding the total authorized TQSE(AE) amount are the employee’s financial responsibility.

D. **Lodging with a Friend or Relative.** When an official traveler lodges with a friend or relative - with or without charges - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat “token” amount (GSBCA 16836-RELO, 5 June 2006). A traveler, who lodges with a friend or relative, is authorized the old/new PDS M&IE rate, as appropriate, if otherwise eligible.
NOTE: If the friend or relative is in the business of renting on a regular basis the lodging involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply (GSBCA 14398-TRAV, 24 Feb 1998).

E. Itemization. Actual expenses must be itemized in a manner that permits a review of amounts spent daily for lodging, meals and other allowable items of subsistence expenses. The AO may require use of the DD Form 2912, "Claim for TQSE" (http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2912.pdf).

F. Conditions Affecting Reimbursement

1. Partial Days of TQSE(AE). Temporary lodging occupancy for less than a whole day is the same as 1 full calendar day for TQSE(AE) reimbursement.

2. En Route Travel. Reimbursement may not be paid under both TQSE(AE) and another subsistence expenses allowance within the same calendar day, unless TQSE is claimed on the same day that en route travel per diem ends. In this case, en route travel per diem is computed under applicable partial day rules and TQSE reimbursement is computed for expenses incurred after 6:00 p.m. of that day (FTR §302-6.110). Par. 5780 explains limitations on duplication of allowances.

3. Temporary Lodging Occupancy in All Other Cases. The TQSE(AE) period starts at 0001 of the calendar day that TQSE(AE) reimbursement is claimed, provided temporary lodging is occupied during that calendar day.

4. Temporary Lodging Eligibility Period Termination. The temporary lodging period ends at midnight of the last day of eligibility.

5. Meal Preparation in Temporary Lodging. If the temporary lodging has meal preparation facilities available and those facilities are used, the cost for groceries consumed on a daily basis is allowable. Claims must show the total amount for each daily meal.

G. Allowable Expenses when an Apartment, House, Mobile Home or Recreational Vehicle Is Rented or Used for Lodging. When an employee on PCS at the old and/or new PDS rents a furnished/unfurnished apartment, house, mobile home or recreational vehicle (includes a camper, camping trailer, 5th wheel or a self-propelled mobile recreational vehicle) for use as lodging, TQSE lodging expenses are computed IAW par. 020 303 (50 Comp. Gen. 647 (1971), 52 id. 730 (1973), CBCA 1573-RELO, 17 November 2009, B-191831, 8 May 1979, B-215055, 7 February 1985, and GSBCA 15289-RELO, 1 February 2001). An apartment, house or mobile home that becomes/is/is to become the PDS permanent residence cannot also be used as a temporary residence.

1. Computation Rules. Step 1: Determine the daily TQSE lodging rate and prorate the total allowable expenses used by the number of TQSE days used. Step 2: Compare the actual daily TQSE lodging amount against the Standard CONUS daily lodging rate and pay the lesser amount.

a. Example 1. The employee claimed $960 for 20 days of an authorized 30-day TQSE period. The TQSE expenses are apartment rent - $800 and utilities - $160. The actual TQSE daily lodging cost is $48 ($960/20 days), which is less than the Standard CONUS lodging rate. The employee is paid $960 ($48/day x 20 days) for lodging during the authorized TQSE period.

b. Example 2. The employee claimed $500 for 40 days of an authorized 30-day TQSE period. The TQSE expenses are the mobile home rental space - $350, utilities - $90, and mandatory Gov't fees - $60. The actual TQSE daily lodging is $12.50 ($500/40 days), which is less than the Standard CONUS lodging rate. The employee is paid $375 ($12.50/day x 30 days) for lodging during the authorized TQSE 30-day period.

2 Reimbursement Limitation when a Mobile Home Is Purchased. TQSE expenses are limited to the temporary expenses listed in par. 020303 when a mobile home is purchased as a temporary residence and used while seeking a primary residence (other than the mobile home that is being used as temporary lodging) at the new PDS. Real estate expenses (i.e., mortgage, interest) are not authorized temporary lodging expenses. If the
employee’s primary residence is/is to become the home that is being used as a temporary residence, do not pay TQSE.

5810 COMPUTATION

A. Per Diem Rates. The per diem rates used for computation are:

1. CONUS. $142 (Standard CONUS per diem rate, effective 1 October 2016).

2. OCONUS (Non-foreign OCONUS and Foreign Areas). The PDS locality (not the lodging location) per diem rate in effect on the days temporary lodging is occupied.

3. First 30 Days

   a. Civilian Employee, Unaccompanied Spouse or Domestic Partner. The daily rate cannot exceed the maximum per diem rate for a civilian employee, unaccompanied spouse or domestic partner (the spouse or domestic partner must occupy temporary lodging in a location separate from the civilian employee).

   b. Spouse or Domestic Partner Accompanying the Civilian Employee. The daily rate cannot exceed 75% of the maximum per diem rate for a spouse or domestic partner who accompanies a civilian employee.

   c. Dependent Age 12 or Older. The daily rate cannot exceed 75% of the maximum per diem rate for each dependent, other than a spouse or domestic partner, who is age 12 or older.

   d. Dependent under Age 12. The daily rate cannot exceed 50% of the maximum per diem rate for each dependent who is under age 12.

4. Second Thirty Days. The maximum allowable daily rate for the second thirty days is:

   a. Civilian Employee, Unaccompanied Spouse or Domestic Partner. The daily rate cannot exceed 75% of the maximum per diem rate for a civilian employee, unaccompanied spouse or domestic partner (the spouse or domestic partner must occupy temporary lodging in a location separate from the civilian employee).

   b. Spouse or Domestic Partner Accompanying the Civilian Employee. The daily rate cannot exceed 50% of the maximum per diem rate for a spouse or domestic partner who accompanies a civilian employee.

   c. Dependent Age 12 or Older. The daily rate cannot exceed 50% of the maximum per diem rate for each dependent, other than a spouse or domestic partner, who is age 12 or older.

   d. Dependent under Age 12. The daily rate cannot exceed 40% of the maximum per diem rate for each dependent who is under age 12.

5. Maximum Daily Rates. If temporary lodging is in CONUS, the maximum daily rate (based on the rate of $142) for:

   a. The first 30 days (in pars. 5810-A1 through 5810-A4) are $142, $106.50, $106.50, and $71.00, respectively; and

   b. Additional days (in pars. 5810-A1 through 5810-A4) are $106.50, $71.00, $71.00, and $56.80 respectively.

6. 60-120 Days. When the AO authorizes a TQSE(AE) time extension beyond the first 60 days, the additional days must be computed at the same rates allowed for the second 30-day period in par. 5810-A4 above. The total time period for which TQSE(AE) may be paid may never exceed 120 days.

B. TQSE(AE) Computation Examples. The Standard CONUS per diem rate (currently $142) used in the following
chart applies when temporary lodging is in CONUS. Use the applicable locality per diem rate when temporary lodging is OCONUS. **Actual Expense Allowance** (par. 020307) may not be authorized or approved for TQSE(AE).

<table>
<thead>
<tr>
<th>Standard CONUS Per Diem Rate</th>
<th>First 30 Days</th>
<th>After 30 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>$142 (Eff 1 October 2016)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Civilian Employee, Unaccompanied Spouse or Domestic Partner</strong></td>
<td>$142</td>
<td>$142</td>
</tr>
<tr>
<td><strong>Accompanying Spouse or Domestic Partner</strong></td>
<td>$142 x 75%</td>
<td>$106.50</td>
</tr>
<tr>
<td><strong>Dependent 12 and older</strong></td>
<td>$142 x 75%</td>
<td>$106.50</td>
</tr>
<tr>
<td><strong>Dependent under 12</strong></td>
<td>$142 x 50%</td>
<td>$71.00</td>
</tr>
</tbody>
</table>

1. **Example 1.** An employee resides in temporary lodging at a new PDS in Location A, CONUS, for 5 days and incurs daily expenses of $44.50, $43.20, $44.20, $46.20 and $45.20. The total is $223.30. The applicable maximum TQSE(AE) equals $142/day x 5 days ($710). Since the actual TQSE(AE) expenses are less than the maximum amount authorized, TQSE(AE) reimbursement is $223.30. If the actual TQSE(AE) expenses are more than the maximum authorized, (e.g., $900), TQSE(AE) is limited to $710. If an employee pays allowable TQSE(AE) expenses on a weekly, biweekly, or monthly basis, the amount is apportioned per day.

2. **Example 2.** The AO authorizes TQSE(AE) for NTE 60 days. An employee's dependent delays temporary lodging occupancy until 31 days after the employee starts temporary lodging occupancy. The TQSE(AE) limitation for the first 30 days applies to the employee's allowable expenses. The TQSE(AE) amount limitations for the second 30-day period apply to the employee and dependent. This applies when the employee and dependent occupy temporary lodging at the same or at different locations.

3. **Example 3.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging at that location for 3 days. They then travel to the new PDS. The allowable travel time is 6 days. They are en route 5 days. Upon arrival at the new PDS, they occupy temporary lodging. For determining the TQSE(AE) maximum amount, temporary lodging occupancy resumption at the new PDS is counted as the 4th day. Actual, NTE allowable, travel time is excluded (i.e., the TQSE(AE) clock ‘stops’ for the en route travel). NOTE: This is true for PCS or TCS travel.

4. **Example 4.** An employee and dependent vacate permanent private sector housing at the old PDS and occupy temporary lodging there. After 3 days, the employee begins travel to the new PDS. The dependent remains in temporary lodging. The employee is en route 5 days and upon arrival at the new PDS occupies temporary lodging. For determining the TQSE(AE) maximum amount, the employee's temporary lodging occupancy resumption is the 9th day, since the dependent continued temporary lodging occupancy for the 5 days the employee was en route, and the time runs concurrently for all.

5. **Example 5.** An employee travels to a new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The employee requests and is authorized 10 days of annual leave while in a TQSE(AE) status. For determining the TQSE(AE) maximum amount, the employee’s temporary lodging occupancy is not interrupted during the authorized leave whether the employee is at or away from the new PDS during the TQSE(AE) eligibility period (B-247061, 6 May 1992).

6. **Example 6.** An employee travels to the new PDS, en route for 5 days. Temporary lodging was not occupied at the old PDS. The employee occupies temporary lodging upon arrival at the new PDS. The TQSE(AE) eligibility period was interrupted by official travel (TDY) of 5 days and the employee was authorized to retain TQSE(AE) lodging while TDY. The employee may be reimbursed for both lodging expenses (TDY & TQSE(AE)) during the TQSE(AE) eligibility period plus M&IE for the TDY when the AO determines that the employee acted reasonably in retaining the TQSE(AE) lodging. For example, the TDY per diem rate for the 5 days/4 nights is $123 ($77/ $46) and the TQSE(AE) monthly lodging cost at the new PDS is $900/month. The employee’s actual TDY lodging cost $60 x 4 nights ($240) making $240 in TDY lodging expense payable. TQSE(AE) lodging reimbursement of $30/day ($900/month divided by 30 days/month) is also payable during the eligibility period. In this example, having the employee stop and start the TQSE(AE) lodging would have resulted in a TQSE(AE) lodging charge of $45/day (since the monthly rate would not have been offered) for the
actual days in the TQSE(AE) lodging before and after the TDY). The M&IE is for the TDY location while the employee was TDY and as part of TQSE(AE) for the new PDS location when the employee is there but not at both locations for the same days (GSBCA 16430-RELO, 13 October 2004).

C. TQSE(AE) Computation with House Hunting Trip (HHT) Deduction (CBCA 3689-RELO, CBCA 4579-RELO)

1. HHT (Lodging Plus) Deduction. If a civilian employee is paid for HHT days and TQSE(AE) is claimed for more than 30 days, the actual number of HHT days paid (limited to 10) are deducted from the first authorized 30-day period. The number of HHT days paid is subtracted from the authorized TQSE(AE) days to determine the total reimbursable TQSE(AE) days. The civilian employee is paid up to 100% of the Standard CONUS rate for the first 30 days of TQSE(AE) minus the number of HHT days paid. The civilian employee is paid up to 75% of the Standard CONUS rate for the remaining days of TQSE(AE) that were actually used, limited to the maximum number of days authorized. See example below.

<table>
<thead>
<tr>
<th>TQSE(AE) with HHT (Lodging Plus) Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>TQSE(AE) days authorized = 60</td>
</tr>
<tr>
<td>HHT days used by employee = 9</td>
</tr>
</tbody>
</table>

A civilian employee, in CONUS, requests reimbursement of $100 a night lodging and over $51 a day for meals and incidentals. The civilian employee is due the maximum TQSE limited to the Standard CONUS per diem rate. The civilian employee previously claimed and was reimbursed 9 days HHT (Lodging Plus).

<table>
<thead>
<tr>
<th></th>
<th>TQSE(AE) days paid at 100% of the Standard CONUS rate ($142)</th>
<th></th>
<th>TQSE(AE) days paid at 75% of the Standard CONUS rate ($106.50)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First 30 days of TQSE(AE) minus 9 days of HHT paid (30 - 9 = 21)</td>
<td>$142 x 21 = $2,982</td>
<td>45 days of TQSE(AE) actually used minus 21 days paid for the first 30-day period (45 - 21 = 24)</td>
</tr>
<tr>
<td></td>
<td>$106.50 x 24 = $2,556</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total amount due to the civilian employee:** $(2,982 + 2,556 = 5,538)$

2. HHT (Lump Sum) Deduction. If a civilian employee is paid for HHT days and TQSE(AE) is claimed for more than 30 days, the actual number of HHT days paid are deducted from the first authorized 30-day period. The number of HHT days paid is subtracted from the authorized TQSE(AE) days to determine the total reimbursable TQSE(AE) days. Subtract 5 days if only one person travels on the HHT. Subtract 6 days if more than one person travels on the HHT. The civilian employee is paid 100% of the Standard CONUS rate for the first 30 days of TQSE(AE) minus the number of HHT days paid. The civilian employee is paid 75% of the Standard CONUS rate for the remaining days of TQSE(AE) that were actually used, limited to the maximum number of days authorized. See example below.

<table>
<thead>
<tr>
<th>TQSE(AE) with HHT (Lump Sum) Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>TQSE(AE) days authorized = 60</td>
</tr>
<tr>
<td>HHT Deduction = 6 days (more than one person on HHT)</td>
</tr>
</tbody>
</table>

A civilian employee, in CONUS, is paid $100 a night lodging and over $51 a day for meals and incidentals. The civilian employee is due the maximum TQSE limited to the Standard CONUS Rate. The civilian employee previously claimed and was paid HHT (lump sum) (6.25 multiplier) for self and spouse.

<table>
<thead>
<tr>
<th></th>
<th>TQSE(AE) days paid at 100% of the Standard CONUS rate ($142)</th>
<th></th>
<th>TQSE(AE) days paid at 75% of the Standard CONUS rate ($106.50)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First 30 days of TQSE(AE) minus 6 days of HHT paid (30 - 6 = 24)</td>
<td>$142 x 24 = $3,408</td>
<td>54 days of TQSE(AE) actually used minus 24 days paid for the first 30-day period (54 - 24 = 30)</td>
</tr>
<tr>
<td></td>
<td>$106.50 x 30 = $3,195</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total amount due to the civilian employee:** $(3,408 + 3,195 = 6,603)$

$6,603
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 9: TEMPORARY LODGING

SUBSECTION d: FOREIGN OCONUS TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)

TQSA is intended to assist in covering the cost of accommodations in a hotel, pension, or other transient-type quarters at a new foreign OCONUS PDS, plus reasonable meal and laundry/dry cleaning expenses. An employee is authorized TQSA for temporary Qtrs occupied after first arrival at a PDS in a foreign area or immediately preceding final departure from that PDS if the employee is eligible for a Living Qtrs Allowance (LQA) under the provisions in the DoDI 1400.25, Volume 1250 and DSSR Section 031.1. TQSA rules are in DSSR Section 120.

See pars 5556-B4b, 5780, and the DSSR 124.2 for more information on TQSA.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

SUBSECTION a: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)

5814 GENERAL

A. Purpose. MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

B. Advance Payments. An advance of MEA funds is not authorized.

C. Mobile Home Relocation. See Ch 5, Part B7 for specific costs associated with mobile home relocation transportation expenses.

D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250.

5816 ELIGIBILITY

A. Employees Eligible for MEA. MEA is payable when all of the following are met:

1. A PCS/TCS is authorized/approved,
2. An appropriate service agreement is signed,
3. The employee moves out of the old residence, and,
4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).

B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:

1. New Appointee
   a. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);
   b. See par. 5558 New Appointee and Student Trainee Appointments and Assignments to the First PDS.
   c. A new appointee or an employee performing first PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). See DSSR, Section 240.
2. Employee. An employee:
   a. Performing RAT unless a PCS is authorized/approved ICW the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
   b. Assigned to an OCONUS PDS returning to the actual residence for separation; and
   c. Authorized transportation for dependents and/or HHG to/from a training location instead of per diem or
5818 REIMBURSEMENT

A. General

1. MEA Amounts. The ‘flat payment’ MEA amounts are $650 and $1,300.

2. Two Employees in One Household

a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).

b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA is paid at the with dependent rate (see FTR §302-3.202).

c. Even if each employee, without dependents, has a travel order and is traveling as an ‘employee’, only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).

d. Employees without dependents (other than each other) each are authorized MEA at the without dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a ‘common expense’ is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.

e. EXCEPTION: A first appointee assigned to an OCONUS PDS is paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule. See par. 5819

B. Minimum Payment. The minimum payment based on 1 or 2 week’s basic gross pay includes locality pay and is calculated based on the new PDS location. The following may be paid without receipts or itemized statements:

1. Employees without Dependents. Pay the lesser of $650 or the equivalent of 1 week's basic gross pay;

2. Employees with Dependents. Pay the lesser of $1,300 or the equivalent of 2 week's basic gross pay; or

3. Employees with Dependents, but Whose Dependents and HHG are Not Relocated. Pay the lesser of $650 or the equivalent of 1 week's basic gross pay.

a. The employee is authorized the difference between the amount initially received and the amount allowed under par. 5818-B2, when the employee:

   (1) Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence. Reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and

   (2) Relocates the dependents or HHG within the 1 year limitation;

b. An employee is authorized MEA, at the with dependents rate, even though dependents move from the residence at the old PDS to a different residence than the employee's residence at the new PDS (B-184558, 12 August 1976).

c. An employee is authorized MEA, at the without dependents rate, if the employee’s dependents return early IAW par. 5576-I and do not relocate the household when the employee returns and is authorized PCS
allowances (B-194061, 12 September 1979). For an employee to be authorized MEA at the with dependents rate, the employee's dependents must discontinue a prior residence and establish a new residence ICW the employee's PCS.

C. Maximum Payment. The maximum payment (1 or 2 week’s basic gross pay) includes locality pay and is calculated based on the new PDS location.

1. The AO may authorize/approve MEA in excess of the amount in par. 5818-B if the:
   a. Claim is justified by receipts of expenses incurred, and
   b. Total amount does not exceed the employee's basic gross pay of:
      (1) 1 week, if the employee is without dependents, or
      (2) 2 weeks, if the employee has dependents who were relocated.

2. The allowable amount cannot exceed the maximum rate (step 10) of Grade GS-13, in 5 USC §5332.

D. Reimbursable Costs. Miscellaneous expenses are the various costs associated with PCS that are not covered by other PCS allowances in JTR. Examples of reimbursable costs include:

1. Disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);

2. Cutting and fitting rugs, draperies, and curtains moved from one residence to another;

3. Non refundable utility fees/deposits;

4. Losses on non-transferable/non refundable contracts for medical, dental, food lockers, education enrollment (CBCA 2701-RELO 26 July 2012), and private institutional care (such as that provided for dependents with disabilities only);

5. Vehicle registration, driver's license and taxes imposed when bringing vehicles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into CONUS/non foreign OCONUS area for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into CONUS/non foreign OCONUS area for non participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));

6. Rental agent fees customarily charged for securing housing in foreign countries;

7. Pet quarantine charges (B-206538, 14 September 1982) excluding medicine/medical care, grooming, and similar fees for services that are a part of routine pet care. See par. 5764.;

8. Pet transportation (cats, dogs, and other house pets) (FTR §302-16.1); Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;

GSBCA Ruling Involving Costs Related to “UK Pet Scheme”

An employee transferred from CO to the United Kingdom (UK) incurred expenses to comply with the UK’s requirements for bringing pets into the country. The expenses, totaling $906.89, included the costs for blood tests, insertion of an identification microchip, an export certificate, “UK pet scheme” costs charged by the airline to comply with UK guidelines, a health certificate, ground transportation to the new residence, express mailing of the export certificate, and a pet shipping container. The employee’s travel voucher included the
above listed expenses as itemized miscellaneous expenses. The employee’s agency reimbursed a total of $1,537.41 for itemized miscellaneous expenses, but that amount did not include the pet related expenses, which the agency considered to be unallowable. GSBCA agreed with the agency and indicated that reimbursable costs related to dogs, cats and other house pets are limited to transportation and handling costs, required to meet the more stringent rules of air carriers. The costs for immunizations/inoculations, examinations, boarding quarantine or other charges in the moving process are not included. The costs involved are to be borne by the employee and are not reimbursable as miscellaneous expenses (GSBCA 16827-RELO, 14 April 2006).

9. Required removal/installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976));

10. Reassembly, set up and tuning of a piano moved incident to a relocation (GSBCA 16104-RELO, 19 June 2003);

11. A post office box rental fee when rented to provide a constant mailing address between the time an employee departs the old residence and occupies a residence at the new PDS (GSBCA 16104-RELO, 19 June 2003);

12. Miscellaneous expenses connected with cancellation of a contract to purchase a house due to transfer in the Gov’t’s interest (GSBCA 16351-RELO, 1 April 2004);

13. Pet care, child care, or adult care for dependent parents or other adult dependents incapable of self care at home while the employee and/or spouse are away on a HHT, or are packing or unpacking; and

14. Similar costs.

E. Non Reimbursable Costs. MEA is not authorized to reimburse an employee for:

1. Costs that exceed the maximums provided by law or in JTR;

2. Costs that are not allowed in JTR;

3. Costs reimbursed under other provisions of law or JTR;

4. Costs incurred for reasons of personal taste or preference and not required because of the move;

5. Losses covered by insurance;

6. Fines or other penalties imposed on the employee or dependents;

7. Judgments, court costs, and similar expenses because of civil actions;

8. Expenses due to circumstances, factors, or actions that were not due to the move;

9. Losses/costs due to selling/buying homes and personal property;

10. Duplicate payments for reimbursable expenses;

11. Additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;

12. Additional costs caused by the employee shipping HHG that exceed the maximum weight allowance provided by law or JTR;

13. Higher income, real estate, sales, or other taxes due to establishing a residence in the new locality;

14. Fines imposed for traffic infractions while en route to the new PDS;
15. Accident insurance premiums or liability costs incurred while traveling to the new PDS, or liability for uninsured damage caused by accidents for which the employee or dependents are responsible;

16. Losses due to the sale/disposal of HHG items that are not convenient or practicable to move;

17. Damage to/loss of clothing, luggage, or other personal items while traveling to the new PDS;

18. Subsistence, transportation, or travel expenses in excess of the amounts reimbursed as per diem or other allowances in JTR;

19. Medical expenses due to illness/injuries of the employee or dependents while en route to the new PDS or while living in temporary Qtrs;

20. Costs due to structural alterations; or remodeling or modernizing of a residence, garages, or buildings to accommodate POVs, appliances, or equipment; or the cost for replacing/repairing worn out or defective appliances/equipment shipped to the new PDS; or electrical system upgrades to accommodate an appliance or equipment moved from the residence at the previous duty station (CBCA 2660-RELO, 26 January 2012);

21. Costs of purchasing clothing, appliances (including delivery cost), and equipment due to relocation; and

22. Costs of newly purchased items, such as rugs or drapes.

F. Administrative Procedures. When requesting MEA reimbursement an employee must:

1. Submit a travel claim following the guidance in DoD FMR Vol. 9 for costs associated with relocation,

2. Certify that the old PDS residence has been discontinued and a new PDS residence has been established, and

3. Establish a residence at the new PDS, if filing a supplemental claim for the remainder (from the without to the with dependents rate) of MEA.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 10: PDS ASSIGNMENT EXPENSE ALLOWANCES

SUBSECTION b: DEPARTMENT OF STATE (DoS) FOREIGN TRANSFER ALLOWANCE (FTA) AND HOME SERVICE TRANSFER ALLOWANCE (HSTA)

A. Policy, Payment and Procedural Guidance
   1. FTA. For FTA policy, payment and procedural guidance see the DSSR, Section 240.
   2. HSTA. For HSTA policy, payment and procedural guidance see the DSSR, Section 250.

B. Transfer
   1. Transferring from a CONUS/Non-foreign OCONUS Area. An employee transferring from a CONUS/non-foreign OCONUS area PDS to a foreign area PDS is authorized an MEA under Ch 5, Part B but not the FTA allowance. See DSSR, Section 242.6.
   2. Transferring from a Foreign Area PDS. An employee transferring from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS may be authorized TQSE under Ch 5, Part B but not the HSTA. See DSSR, Section 252.6.

A transferring employee is eligible for the lease penalty expense portion under both the FTA and HSTA.

C. Foreign Transfer Allowance (FTA) and Home Service Transfer Allowance (HSTA)
   1. FTA and HSTA are DoS allowances 5 USC §5924(2)(A) and 5 USC §5924(2)(B)), respectively) that reimburse certain expenses when an employee is appointed/PCSing to/reassigned from a foreign area PDS.
   2. A new appointee is not eligible for any portion of the HSTA.
   3. The FTA and HSTA are composed of four elements:
      a. Miscellaneous Reimbursable Expense. This portion only is allowable for a DoD new appointee being assigned to the first PDS in a foreign area (FTA).
      b. Wardrobe Expense. This portion is not allowable for a DoD employee.
      c. Pre-departure Subsistence Expense (FTA) and Subsistence Expense Portion (HSTA). The subsistence portions of the FTA and HSTA are only for expenses incurred in the CONUS or non-foreign OCONUS areas – not in the foreign area. Pre-departure subsistence expense is also provided for a new appointee in a CONUS/non foreign OCONUS area whose first assignment is a foreign OCONUS area PDS. See DSSR, Section 242.3

         (1) FTA. This portion is allowable for a DoD employee PCSing from a PDS in a CONUS/ non-foreign OCONUS area to a foreign area PDS for a new appointee traveling from a CONUS/non-foreign OCONUS actual residence area to the first PDS in a foreign area.

         (2) HSTA. This portion is not allowed for a DoD employee.
D. Lease Penalty Expense

1. **FTA.** This portion is allowable for any DoD employee (including a new appointee) PCSing to/between a foreign area PDS.

2. **HSTA.** This portion is allowed only for a reassigned employee (not a new appointee) PCSing from a foreign area PDS to a CONUS/non-foreign OCONUS area PDS.

NOTE: See Ch 5, Part B2 for other allowances relevant to first duty station travel.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION a: GENERAL

5820 SERVICE AGREEMENT

A. General (FTR, §302-2.13)

1. Service Agreement. A service agreement is a written agreement, prepared IAW personnel regulations, between the employee and the employee’s agency, signed by the employee and an authorized agency representative, stating that the employee agrees to remain in Gov’t service for a period of time specified in par. 5840-B, after the employee has relocated.

2. Loss of Allowances. All or part of these travel and transportation allowances may be lost under certain conditions. See par. 5808.

*Effective date of transfer of 1 August 2011 or later.*

3. Disclosure Statement. A service agreement must include/have appended, a disclosure statement IAW par. 5820-H.

4. Agreement Forms. See par. 5794.

B. Failure to Sign a Service Agreement (FTR, §302-2.18). If an employee fails to sign a service agreement, the Gov’t is not financially responsible for the employee’s relocation expenses. Those expenses become the employee’s financial responsibility.

C. Initial Agreement. An initial agreement establishes eligibility for an employee’s:

1. Travel and transportation allowances,

2. Dependents, and

3. HHG.

D. Renewal Agreement. A renewal agreement:

1. Establishes eligibility for round trip travel and transportation allowances for an employee and dependents for the purpose of taking leave between consecutive periods of OCONUS employment.

2. Does not establish any HHG transportation authority.

E. Appointment/Transfer to an OCONUS Position

1. The employee agrees to complete a prescribed tour of duty at the OCONUS PDS for return travel and transportation allowances.

2. Completion of the specified tour of duty establishes travel and transportation allowance eligibility and does not terminate the employee's employment.

3. This agreement may be an initial agreement or a renewal agreement.
F. More than One Service Agreement (FTR, §302-2.20). Service agreements cannot be grouped together and must be adhered to separately. Each agreement is in effect for the period specified in the agreement.

G. Subsequent Service Agreements (FTR, §302-2.19). Service agreements that are already in effect cannot be voided by subsequent service agreements.

Effective date of transfer of 1 August 2011 or later.

H. Reimbursement Disclosure Statement (FTR, §302-2.22)

1. The employee must sign a statement certifying:
   a. The employee and/or dependents have not/will not accept duplicate reimbursement for the employee’s relocation expenses, and
   b. That to the best of the employee’s knowledge, no third party has accepted duplicate reimbursement for the employee’s relocation expenses.

2. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

5822 PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT

A. General. Agreements must be negotiated by personnel designated by the DoD Component concerned.

B. Designated Personnel. For all DoD Components, the following have authority to negotiate agreements:

   1. Commanding officers, and their civilian counterparts having appointing authority to fill positions,
   2. Any civilian personnel office employee designated to act for a commanding officer in effecting appointments, and
   3. Other personnel designated by the commanding officer to act for the commanding officer in response to specific requests.

5824 ACTUAL RESIDENCE (FTR, §302-2.16)

An employee, who accepts a transfer to an OCONUS PDS, must provide the agency with the information needed to determine the employee’s actual residence to document in the service agreement.

5826 ACTUAL RESIDENCE DETERMINATION

A. Appointees (Including Student Trainees)

   1. Authorized transportation to the first PDS must be from the appointee’s actual residence at the time of selection/assignment.
   2. The actual residence is the location at which the appointee lived before selection for the appointment/assignment.
   3. If the appointee claims another location as the actual residence at the time of selection, the appointee must prove that the residence in the location where the appointee lived at the time of selection is temporary and the actual residence is elsewhere.
   4. Whether the college location at which a student is enrolled/lived for 9 or 10 months in each of 3 or 4 years is the actual residence depends on the facts presented.
B. OCONUS Employment

1. General

   a. Actual residence must be determined when an individual is initially appointed/transferred to an OCONUS PDS.

   b. The Gov’t’s obligation for travel and transportation allowances for travel to:

      (1) An OCONUS PDS upon assignment,

      (2) Round trip travel and transportation allowances under a renewal agreement, or

      (3) Return travel and transportation allowances for separation

   is limited to movement to/from an employee's actual residence at the time of assignment to OCONUS duty.

   c. If, at the time of appointment, the employee is in the OCONUS area temporarily (e.g., as a tourist), the employee subsequently may be eligible for return travel and transportation allowances or RAT.

   d. Eligibility for travel and transportation allowances is determined by actual residence designation, based on factual circumstances of each case.

   e. Before an agreement is negotiated, the employment office must state the actual residence in the agreement.

   f. The actual residence shown in an initial service agreement and the renewal agreement must be the same unless the initial agreement was incorrect. In that event, the correct actual residence must be determined, explained, and stated in the renewal agreement.

2. Consideration Factors

   a. Ordinarily, the actual residence is the:

      (1) Fixed residence where dependents and HHG are maintained at the time of an individual’s appointment/transfer to an OCONUS position, and/or

      (2) Place from which transferred or appointed.

   b. The desire of an appointee/employee to specify an unjustifiable location as actual residence to:

      (1) Establish residence at a certain location, or

      (2) Visit a certain location,

   must not be a basis for designating that place as the actual residence for travel and transportation allowances purposes.

   c. All facts concerning the employee's residence, before assignment to OCONUS duty, must be considered carefully, including:

      (1) Home ownership;

      (2) Previous residence;

      (3) Temporary employment in city from which recruited;
(4) Employment requiring residence apart from the family;

(5) The employee's voting residence; and

(6) The jurisdiction(s) to which the employee pays taxes.

d. Additional factors, in the case of a local hire, are:

(1) The length of absence from the claimed place of residence;

(2) The reasons for such absence; and

(3) Whether a residence has been maintained to which the individual expects to return.

e. Actual residence in a CONUS/Non-foreign OCONUS area could be negated when the individual has:

(1) Established residence locally OCONUS,

(2) Participated in local elections, or

(3) Obtained waiver of U.S. tax liability based on foreign residence (35 Comp. Gen. 244 (1955); 37 id. 846 (1958)).

The conditions in par. 5836 are also used in determining actual residence in the CONUS/non-foreign OCONUS area.

3. Documentation. Actual residence documentation must be in the employee's official personnel folder.

4. Change in Actual Residence

a. When actual residence is determined IAW par. 5826-B2, a change:

(1) Is not authorized during a continuous period of OCONUS service, and

(2) May not be approved except in case of an error. (35 Comp. Gen. 101 (1955); 39 id. 337 (1959)).

b. Errors must be corrected in the agreement to show the employee's correct actual residence.

5828 SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))

Agreement requirements are premised on the employee’s status as outlined in the following table:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Individual locally employed initially by DoD at an OCONUS PDS who does not meet service agreement eligibility conditions (par. 5836).</td>
<td>1. No service agreement requirement</td>
</tr>
<tr>
<td>2. Individuals locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836).</td>
<td>2. Service agreement required for tour of duty applicable to the OCONUS PDS at which employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.</td>
</tr>
<tr>
<td>3. Individual locally employed initially by DoD at an OCONUS PDS who meets service agreement eligibility conditions (par. 5836) and OCONUS prior service credit requirements (par. 5840-C7).</td>
<td>3. Service agreement required to serve for 12 months from date of employment, or a time period which, when added to immediate prior period of civilian/military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances</td>
</tr>
<tr>
<td>Situation</td>
<td>Agreement</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4. DoD employee at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD Component within the same or a different OCONUS geographical locality (par. 5840-C3).</td>
<td>4. Service agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the tour of duty at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility.</td>
</tr>
<tr>
<td>5. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS within the same OCONUS geographical locality (either within the same or to a different DoD Component).</td>
<td>5. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other eligibility.</td>
</tr>
<tr>
<td>6. Employee initially hired locally by DoD at an OCONUS PDS not serving under a service agreement who is transferred to a new PDS in a different OCONUS geographical locality (either within the same or to a different DoD Component) (par. 5840-C7).</td>
<td>6. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS or the difference between the tour of duty at the old PDS and the prescribed tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</td>
</tr>
<tr>
<td>7. DoD employee at an OCONUS PDS who is serving under a service agreement and is reassigned or transferred to a new PDS at the same geographical locality (either within the same or to a different DoD Component). See par. 5840-C8.</td>
<td>7. The current service agreement (x) continues in effect for all eligibility purposes. However, if less than 12 months of service remain under the current agreement (x) and PCS costs are incurred, a new agreement (y) for 12 months’ service is required for PCS allowances to be authorized to the new PDS. A release from the tour of duty requirement for the Gov’t’s convenience without penalty provisions (par. 5844) applies to any incomplete service under the 12 months agreement (y) when allowing authorization upon completion of tour of duty under the agreement (x) in effect at the time of reassignment/transfer. Unless released from the tour of duty requirement, failure to meet the service conditions in the continued current agreement (x) may result in indebtedness for PCS expense to the new PDS.</td>
</tr>
</tbody>
</table>

**Example 1.** If the employee completes the initial service agreement (x) but fails to complete the 12 months service agreement (y) then they may be indebted for the PCS expense to the new PDS based on failure to complete the 12 month agreement not on failure to complete the initial agreement (x). Employee was under 36 month initial agreement (x) & completes 30 months service prior to another PCS move. New 12 months service agreement (y) is signed to cover PCS costs of this second PCS move. Employee completes 40 months OCONUS federal service & resigns at second PDS. The employee may be indebted for the second PCS move as they served only 10 of the 12 months service agreement (y) but did complete the initial service agreement (x).

**Example 2.** If the employee fails to complete both the initial agreement (x) and the 12 months service agreement (y) then they may be indebted for the second PCS move & return to CONUS if appropriate. Employee was under 24 month initial agreement & completes 13 months service prior to PCS move. New 12 months service agreement (y) is signed to cover PCS
<table>
<thead>
<tr>
<th>Situation</th>
<th>Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. DoD employee at an OCONUS PDS who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in the same OCONUS geographical locality within the same DoD Component.</td>
<td>8. Service agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The service agreement concerns PCS allowances only. Authorization under the completed tour of duty agreement remains unchanged.</td>
</tr>
<tr>
<td>9. A DoD employee at an OCONUS PDS, who completes a prescribed tour of duty, does not perform RAT (par. 5522), and is transferred to a new PDS in a different OCONUS geographical locality within the same DoD Component.</td>
<td>9. Service agreement required to serve the tour of duty in (a) or (b), whichever is greater: (a) 12 months from the date of reporting for duty at the new PDS or (b) The prescribed initial/renewal tour of duty, as applicable, at the new PDS less the tour of duty served at the old PDS. (If the current tour at the old PDS is the initial tour, the applicable tour is the initial tour at the new PDS. Similarly, if the current tour at the old PDS is the renewal tour, the applicable tour at the new PDS is the renewal tour.) Example 1: An employee completed 18 months of the initial tour at the old PDS. The initial tour at the new PDS is 36 months. An agreement to serve 18 months is required from the date of reporting for duty at the new PDS since the initial tour at the new PDS (36 months) less the tour of duty at the old PDS (18 months) is 18 months. Example 2: An employee completed 18 months of a renewal tour at the old PDS. The renewal tour at the new PDS is 24 months. An agreement to serve 12 months is required at the new PDS since the renewal tour at the new PDS (24 months) less the tour of duty served at the old PDS (18 months) is only 6 months. If the tour of duty at the old PDS exceeds the applicable initial/renewal tour at the new PDS, an agreement is required to serve 12 months from the date of reporting for duty at the new PDS. The agreement concerns PCS allowances, separation travel, and renewal agreement eligibility.</td>
</tr>
<tr>
<td>10. A DoD employee at an OCONUS PDS who completes the prescribed tour of duty, performs RAT (par. 5950), and returns to the same or a different OCONUS PDS (within the same or to a different DoD Component).</td>
<td>10. Renewal agreement required. The tour of duty under the new agreement must be the tour of duty applicable for the area in which the PDS, upon return, is located. See par. 5840-C1.</td>
</tr>
<tr>
<td>11. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to the actual residence in CONUS for separation from Gov’t service. NOTE: Separation travel applies when an employee is separating from an OCONUS activity (for instance for the purpose of retiring from Gov’t service) and returning to the employee’s actual residence or an alternate location. Separation travel also applies when an employee is separating from an OCONUS activity.</td>
<td>11. No service agreement requirement. The employee is authorized separation travel to the actual residence. Separation travel includes (1) transportation for the employee and dependents to the actual residence, (2) per diem for the employee only (3) shipment for the employee’s HHG from the OCONUS PDS to the actual residence and SIT (4) drayage for HHG from NTS to the actual residence, (5) return shipment of the employee’s POV from the OCONUS PDS to the port/VPC serving the employee’s actual residence (6) allowances for POV delivery to the POV port facility/VPC from the old PDS/POV pick up from the POV port facility/VPC to the actual residence if the employee makes a separate trip for that</td>
</tr>
</tbody>
</table>
### Situation | Agreement
--- | ---
activity to continue in Gov’t service at the location of the employee’s actual residence or at a different location. See situation #12. | purpose. See par. 5572.
12. A DoD employee at an OCONUS PDS serving under a service agreement completes the prescribed tour of duty and is returning to CONUS where the employee is employed without a break in service with the same or another DoD Component. | 12a. No service agreement requirement if the gaining activity does not authorize PCS allowances. In such case the employee is authorized allowances limited to separation travel allowances to the actual residence. See item 11 above for what is included in separation allowances. 12b. Service agreement required to serve for 12 months in Gov’t service from the date of reporting for duty at the new PDS if the gaining activity authorizes PCS allowances. In such case the employee is authorized separation travel allowances and PCS allowances. The separation allowances are described in item 11. The PCS allowances include: (1) transportation (in addition to transportation provided under separation travel) required to move the employee, dependents, HHG and POV to the new PDS, (2) Per diem for the employee and dependents (3) MEA, (4) Real Estate allowances if the employee is eligible, (5) an HHT if authorized by the gaining activity for an eligible employee – see par. 5862) and (6) TQSE if authorized by the gaining activity - see par. 5520.

### 5830 SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION

A. **Transportation and Storage.** A record must be maintained in the employee's official personnel folder of transportation and storage authority, authorizations, and limitations.

B. **Record Maintenance.** Record maintenance is limited to information and for the time period necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

### 5832 SERVICE AGREEMENT PREPARATION AND DISPOSITION

A. **General**

1. To establish an employee's eligibility for certain travel and transportation allowances incident to PDT, statutory authority requires that a service agreement be completed.

2. The provisions of par. 5836 apply when determining the actual residence. Corrections of incorrect actual residence determinations are IAW Service/Agency procedures.

3. The ‘duplicate reimbursement disclosure statement’ in par. 5820-H must be included with, or as an addendum to, the service agreement.

4. Service agreement forms, DD Form 1617 (Transfer of Civilian Employees OCONUS) and DD Form 1618 (Transfer of Civilian Employees To and Within CONUS), are available through the Washington Headquarters Service DOD Forms Program at: [http://www.dtic.mil/whs/directives/](http://www.dtic.mil/whs/directives/).

B. **Preparation and Disposition.** Preparation and disposition is IAW personnel directives.

C. **Service Agreement for OCONUS Employees other than School Teachers.** DD Form 1617 (DOD Service Agreement - Transfer of Civilian Employees OCONUS), is used ICW:

1. An employee transferred/assigned to an OCONUS PDS,
2. New appointees appointed to OCONUS positions (see par. 5558-C concerning appointments and assignments to the first PDS),

3. Renewal agreement for round trip travel to take leave between consecutive tours of OCONUS employment, and

4. Return transportation of eligible OCONUS local hires.

D. DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616). This form is

1. Used ICW travel of DODEA teachers, and

2. Available through the Washington Headquarters Service DOD Forms Program at:
   http://www.dtic.mil/whs/directives/.

E. DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618). This form is used ICW civilian employee travel when transferred to/within CONUS, including appointees/student trainees eligible for travel to the first CONUS PDS.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION b: INITIAL AGREEMENTS

5834 INITIAL AGREEMENT NEGOTIATION

Initial agreements must be negotiated with a/an:

1. New appointee to a first PDS;
2. Student trainee, when assigned on completion of college work, to a first PDS;
3. Employee transferred/reassigned from one OCONUS PDS to another OCONUS PDS;
4. New appointee recruited for OCONUS service at a geographical locality other than that in which the actual residence is located;
5. Employee transferred to and within CONUS;
6. Employee transferred to an OCONUS PDS; and
7. Employee recruited OCONUS for assignment to an OCONUS PDS.

5836 OCONUS LOCALLY HIRED EMPLOYEE INITIAL AGREEMENTS

A. General

1. An initial agreement is not an entitlement for a locally hired person.
2. An initial agreement is a recruitment incentive for locally hiring a civilian employee with an actual residence in a CONUS/non-foreign OCONUS area, outside the PDS geographical locality, to accept Federal employment in an OCONUS area.
3. An individual must not automatically be granted an initial agreement because the individual meets eligibility requirements.

B. Local Commander Negotiation Restrictions

1. Foreign Areas. A foreign area local commander may negotiate an initial agreement with a locally hired employee if the conditions in par. 5836-E are met.
2. Non-foreign OCONUS Areas. A non-foreign OCONUS local commander may negotiate an initial agreement with a locally hired person for recruitment purposes if the conditions in par. 5836-E are met, but only if the position is one for which qualified local applicants are not readily available.

C. Eligibility Determination

1. Eligibility for travel and transportation allowances for dependents and/or HHG from the employee's actual residence to the foreign OCONUS PDS and/or return transportation to the actual residence must be determined at the time:
a.  Of appointment, or

b.  The employee loses eligibility for return travel and transportation allowances.

2.  The eligibility decision must be recorded in the initial agreement.

3.  See par. 5840-C7 ICW credit for prior service.

4.  See par. 5840-C1ICW when a tour of duty begins.

D.  Travel and Transportation Authorization

1.  An OCONUS locally hired employee who is granted an initial agreement is authorized the same travel and transportation allowances as an employee transferred/appointed from CONUS.

2.  Pars. 5590-B3 and 5644-B1 prescribe the conditions for authorizing travel and transportation allowances for dependents and HHG from the employee's actual residence to the OCONUS PDS.

3.  See par. 5718-1 ICW local hire POV transportation prohibitions and exceptions.

E.  Initial Service Agreement Requirements.  An initial service agreement may be negotiated with an eligible local hire only if the specific requirements noted below are met.

1.  Requirements

   a.  The commanding officer/designated representative, must determine that another candidate would have to be transferred/appointed from outside the local area to fill the position involved unless an initial agreement is offered to a locally hired candidate;  NOTE: A locally hired candidate is not eligible for an initial agreement if the position is one for which out-of-country recruitment normally is not undertaken.

   b.  At the time of appointment/assignment, or at the time eligibility for return travel is lost, the locally hired candidate must be able to prove actual residence in a CONUS/non-foreign OCONUS area.  The residence must be outside the PDS geographical locality.

2.  Eligible Locally Hired Employees

   a.  All Requirements.  Requirements 1(a) and 1(b) or 2(a), 2(b) and 2(c) must be met for the following eligible locally hired employees:

      (1)  Former Military Member.  A former military member must be:

          (a)  Separated/retired locally (within the foreign OCONUS country in which the civilian position is located to which the individual is appointed) while serving in a foreign OCONUS area, and

          (b)  Appointed to a vacant appropriated-fund civilian position before expiration of that individual's authorization for return travel and transportation to a CONUS/non-foreign OCONUS area accruing from the prior military service.

      (2)  Employee Operating in U.S. Support.  An employee of another Federal department, agency, or instrumentality, Gov’t contractor, Red Cross, non-appropriated-fund activity, international organization in which the U.S. participates, and any other activity/agency which the foreign OCONUS area command determines to be operating in support of the U.S. or its personnel in the area, provided the individual was:

          (a)  Recruited in a CONUS/non-foreign OCONUS area under employment conditions that provided for return travel and transportation allowances,
(b) Committed to a specific vacant position before separation from prior employment, and

(c) Is appointed not later than 1 month after termination of such employment.

b. Requirement 2. Requirement 2 must be met for the following eligible locally hired employees:

(1) Former Employee. A former employee of the same/another Federal department/agency who:

(a) Was separated by reduction in force during the previous 6 months,

(b) Is on a reemployment priority list, and

(c) Has been authorized delay in return travel for the primary purpose of exercising reemployment priority rights;

(2) Dependent of a Member/Employee. An individual, who accompanied/followed a spouse to the foreign OCONUS area and, at the time of hiring, had authorization for return transportation as a dependent of a member of the U.S. Armed Forces or a civilian Gov’t employee serving under an initial agreement providing for return travel, if one of the following circumstances occurs:

(a) The spouse dies,

(b) The sponsoring spouse becomes physically or mentally incapable of continued Gov’t employment,

(c) Divorce or legal separation, (A legal separation exists at such time as either the employee or the spouse initiates legal action to dissolve the marriage or one separates from bed and board short of applying for a divorce.), or

(d) The spouse permanently departs the post/area.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION c: RENEWAL AGREEMENT

5838 RENEWAL AGREEMENT NEGOTIATION

A. General. A renewal agreement is negotiated with an employee who has an:

1. Initial agreement when the prescribed tour of duty at an OCONUS PDS is satisfactorily completed, and

2. Actual residence outside the geographical employment locality.

For additional conditions concerning DODEA teachers, see par. 5950.

B. Married Employees

1. Except as in par. 5838-C, when a married couple are both Gov’t employees in the same OCONUS locality, a renewal agreement is negotiated either with:

   a. Each separately (if this option is elected, the other employee may not be treated as a spouse and other dependents may not benefit twice); or

   b. One as head of the household and the other treated as a spouse.

2. The couple must elect either par. 5838-B1 or 5838-B1b in a writing signed by both spouses.

3. A copy is filed in each employee's personnel folder.

4. An employee who elects travel and transportation allowances as a spouse under par. 5838-B1b does not forfeit travel and transportation allowances for return of self, dependents, or HHG upon separation accrued under an initial agreement.

5. When spouses have independently earned travel and transportation allowances and elected for one to be treated as a dependent, and the “head of household” spouse ceases to be employed in the Federal Gov’t, the still-employed spouse may:

   a. Revert to the agreement in force prior to the election, and

   b. Negotiate RAT, if otherwise eligible.

6. In computing the time limits for required service, the time runs from the return of that employee from the last renewal agreement trip either under the employee’s or the spouse’s agreement, whichever is later (54 Comp. Gen. 814 (1975)).

C. Exception

1. General. A renewal agreement must not be negotiated under the circumstances in par. 5950-F or with locally-hired individuals in pars. 5838-C2 and 5838-C3.

2. Locally Hired Married Employee. A renewal agreement must not be negotiated with a locally hired married employee who is in the OCONUS geographical locality because the spouse is in such locality as a/an:
a. Uniformed Services Member,

b. State Department Foreign Service Member,

c. Private individual,

d. Employee of a private individual, or

e. Non-Federal organization employee.

3. **Locally Hired Employee Unmarried and under Age 21.** A renewal agreement must not be negotiated with a locally hired employee who is unmarried and under age 21 whose parent is in the OCONUS geographical locality as a/an:

   a. Uniformed Services Member,

   b. State Department Foreign Service Member,

   c. Federal Gov’t civilian employee,

   d. Private individual,

   e. Employee of a private individual, or

   f. Non-Federal organization employee.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION d: TOUR OF DUTY REQUIREMENTS

5840 TOUR OF DUTY REQUIREMENT

A. General. An employee must complete a minimum period of service when transferred to any PDS or when performing RAT.

B. Minimum Periods of Service

1. CONUS Transfer. A tour of duty not less than 12 months following the transfer effective date.

2. OCONUS Transfer. An agreed-upon tour of duty not more than 36 months nor less than 12 months following the effective date of transfer.

3. First PDS Appointment. A tour of duty not less than 12 months following the effective date of transfer ICW appointment/assignment to a first PDS in a CONUS/non-foreign OCONUS area.

4. DoDEA Teachers. A tour of duty not less than one school year, as determined under 20 USC, Chapter 25.

5. RAT. A tour of duty not less than 12 months from the return date to the same/different OCONUS PDS.

C. OCONUS

1. Tour of Duty

   a. Tours of duty established by PDUSD (P&R) for DoD civilian employees in OCONUS localities are uniform within each area to the fullest practicable extent.

   b. A standard tour of duty is 36 months for an initial agreement, and 24 months under a renewal agreement.

   c. Exceptions to the standard tours of duty are on the DTMO website.

   d. Instructions for requesting a change in a tour of duty length are on the DTMO website.

   e. Initial service agreement and renewal agreement tour lengths are the same for the non-standard tour locations listed on the DTMO website (e.g., the initial agreement and renewal agreement tour length are both 18 months for Greenland).

2. Administratively Reduced Tours

   a. A 24-month tour of duty may be administratively reduced by 2 months for an employee signing a renewal agreement to serve an additional tour of duty at the same/another post.

   b. A 36-month tour of duty may be reduced up to 6 months to begin RAT, provided that the renewal agreement is for duty in a 24-month tour of duty area.

   c. Except as provided in par. 5840-C4, when an agreed tour of duty of 24 or 36 months is administratively reduced, the tour of duty under a renewal agreement must be increased by the length of the reduction.
Use of these reduced tours of duty is authorized to permit scheduling leave at regular intervals, such as known low intensity periods or during school vacation periods for an employee having dependents attending school OCONUS.

3.  **Administratively Extended Tours of Duty**
   a.  A 24-or 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour.
   b.  Except as in par. 5840-C4, the length of the renewal tour of duty must be equal to 24 months minus the tour of duty completed under the initial agreement extension, or 12 months, whichever is greater.
   c.  A DoD Component must not execute an initial agreement extension to negate an employee's authorization for separation travel and transportation allowances.
   d.  Statutory authority provides separation travel and transportation allowances after the employee has served the minimum period in the initial agreement.
   e.  The employee and the DoD component authority must sign the initial agreement extension. See [B-199643, 30 September 1981](#).

4.  **Length of Renewal Tour of Duty for an Employee Subject to the 5-Year OCONUS Limitation**
   a.  When an initial 36-month agreement is reduced (up to 6 months) for an employee subject to the 5-year OCONUS limitation, provided the renewal agreement must prescribe a tour of duty that, when added to the number of months completed under the initial agreement, plus the number of months authorized as leave (incident to the renewal agreement) equals 60 months; and
   b.  A 36-month tour of duty may be extended, allowing an employee to perform RAT after the extended tour of duty, provided the employee serves at least 12 months after returning to the OCONUS area.
   c.  The renewal tour of duty must be equal to 60 months (5 years) minus the sum of the:
      1.  Tour of duty completed under an initial agreement;
      2.  Tour of duty completed under the extension of the initial agreement, and
      3.  Time authorized as leave, incident to the renewal agreement; or 12 months, whichever is greater.

5.  **Employee Released from 5-Year OCONUS Limitation**
   a.  If the 5-year OCONUS limitation is extended so the employee can perform RAT following completion of the initial tour of duty and an initial tour extension (example: 36 month initial tour of duty plus 15 month extension), the length of the renewal tour of duty is determined in par. 5840-C3.
   b.  The renewal tour of duty must be equal to 24 months minus the time completed under the initial tour extension (example: 15 months), or 12 months, whichever is greater. In the example, the renewal tour would be 12 months, since 24 months minus 15 months is less than the required 12 months.

6.  **Employee Serves Additional Tour(s) of Duty after the 5-Year OCONUS Limitation**
   a.  The length of renewal tour(s) of duty served after the 5-year limitation is determined in pars. 5840-C2 and 5840-C3, except that a 12 month renewal tour of duty may not be further reduced for an employee signing a renewal agreement to serve an additional tour at the same/another post ([37 Comp. Gen. 62 (1957)](#)).
b. DoD component policies on OCONUS extensions beyond 5 years must be applied ICW pars. 5802-C5 and 5840-C6.

7. Credit for Prior Service. The following personnel must serve the employing DoD component for 1 year (1 school year for DoDEA teachers) from the employment date of the service agreement or a time period which, when added to their immediate prior civilian/military service before signing the agreement, totals the prescribed area tour of duty, whichever is greater. See par. 5840-C1 for when tour of duty begins.

   a. An employee appointed by transfer from another Gov’t agency whose immediate prior service has been in an OCONUS area and who transfer without performing RAT;

   b. A military member who separates locally and accept Gov’t employment, and with whom an agreement is negotiated;

   c. A Gov’t contractor employee who separates locally to accept Gov’t employment and with whom an agreement is negotiated;

   d. A locally hired dependent of a military member/civilian employee with whom an agreement was negotiated;

   e. An employee of an international organization in which the U. S. Gov’t participates, who is separated OCONUS to accept DoD employment and with whom an agreement is negotiated;

   f. A non-appropriated fund employee who separates OCONUS to accept other DoD employment and with whom an agreement is negotiated under the conditions in par. 5836-E2a(2); and

   g. An individual reemployed from a priority placement list with whom an agreement is negotiated as in par. 5836-E2b(1).

8. Reassignment/Transfer in Same Geographical Locality

   a. PCS Costs Not Incurred

      (1) When an employee:

         (a) Is reassigned within a DoD component/transfered to another DoD component in the same OCONUS geographical locality, and

         (b) Does not complete the tour of duty, and

         (c) Incurs no PCS costs,

      the tour of duty, specified in the service agreement at the time of reassignment/transfer, continues in effect.

      (2) At the end of the tour of duty, the employee is eligible for:

         (a) Return travel and transportation allowances for separation, or

         (b) Renewal agreement negotiation,

      regardless of how long the employee has served the activity to which reassigned/transferred. See par. 5828, situation 7.
b. PCS Costs Incurred

(1) When an employee:

   (a) Is reassigned within a DoD component/transferred to another DoD component in the same OCONUS geographical locality, and

   (b) Does not complete the tour of duty, and

   (c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, and

   (d) Incurs PCS costs,

   a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

9. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

   (1) At an OCONUS PDS without a service agreement,

   (2) Who is reassigned within a DoD component/transferred to another DoD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

   (a) Is serving under a service agreement at an OCONUS PDS, and

   (b) Is reassigned within a DoD component/transferred to another DoD component, in a different OCONUS geographical locality, and

   (c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

(2) A new agreement is required with:

   (a) A new 12-month tour of duty, or

   (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. 5522.

(3) The new agreement concerns PCS allowances:

   (a) To the new PDS, and
(b) Any additional separation travel and transportation allowances from, the new PDS.

(4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.

(5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

10. Employee Not Needed for Full Tour of Duty

a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).

b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.

c. Employment may be terminated when the employee's services are no longer needed.

11. Effect of Increased/Decreased Tour of Duty

a. Increased Tour of Duty. When an OCONUS area’s tour of duty is increased:

(1) The tour of duty specified in a currently assigned employee’s service agreement governs, and

(2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.

b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

c. Modified Tour of Duty Type. If an employee executing an unaccompanied tour requests approval from the appropriate authority to change the tour of duty type to an accompanied tour, the tour of duty must be equal to the accompanied tour for that location, minus the tour of duty completed/served under the initial (unaccompanied) agreement, or 12 months, whichever is greater. These changes are ordinarily to permit dependents to travel to the OCONUS PDS and for HHG to be transported there.

d. Unaccompanied to Accompanied Example. Location B tour lengths are 24-month accompanied, 12-months unaccompanied. If the employee requests to change the tour of duty type from unaccompanied to accompanied after serving 11-months; they must serve an additional 13-months of service to complete the tour of duty. (Modified tour of 24-months minus 11-months served, equals 13-months, exceeding the 12-month minimum.)

5842 STARTING TOUR OF DUTY

A. Transfer to and within CONUS. A tour of duty ICW transfers to/between CONUS PDSs begins on the date the employee reports for duty at the new PDS.

B. Appointment to First PDS. A tour of duty ICW a first PDS appointment in the U.S., begins on the date the appointee reports for duty at the PDS.

C. OCONUS Agreements

1. Initial Agreements

a. Individuals Recruited Outside the Geographical Locality of the OCONUS Activity. The tour of duty
begins on the date the individual reports at the OCONUS activity.

b. Individuals Recruited Locally. The tour of duty begins on the date the individual begins duty.

c. Locally Hired Married Individuals in the Circumstances Described in Par. 5836-E2b(2). The tour of duty begins on the date the individual executes an agreement.

2. Renewal Agreement. The tour of duty, under a renewal agreement, begins on the date the employee reports for duty at the OCONUS PDS following completion of RAT unless that travel is delayed and authorized/approved to be performed within a tour of duty. See par. 5950-F.

5844 ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY

A. General. An employee, serving under a service agreement at any PDS, may be released from the tour of duty requirement specified in the agreement for reasons beyond the employee’s control that are acceptable to the DoD component. Except as provided in par. 5844-C, the commanding officer/designee at the employee’s assigned activity must make the determination of acceptability.

B. Acceptable Reasons for Release from Tour of Duty Requirements

1. General. Examples of acceptable reasons for release from tour of duty requirements include:

   a. Illness not induced by misconduct;

   b. Enlistment/call to active duty in the Armed Forces;

   c. Exercise of statutory re-employment rights within a time limitation that precludes completion of a tour of duty;

   d. Release for the Gov’t's convenience (e.g., separation because of physical/mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned); NOTE: An employee separated because of illness induced by misconduct or because of misconduct is not separated for the Gov’t's convenience.

   e. Separation as a result of reduction in force;

   f. See par. 5840-C10 when employee’s services not required for entire tour of duty period.

2. OCONUS. In addition to the examples listed in par. 5844-B1, the following are acceptable reasons for an OCONUS employee:

   a. The employee’s immediate presence is required in the geographical locality in which the actual residence is located because of an unforeseen emergency;

   b. Completion of the agreed tour of duty would result in extreme personal hardship because of circumstances beyond the employee’s control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness/death in the immediate family, imminent breakup of the family group. NOTE: Falsification of facts ICW employment is not a reason beyond the employee's control.; or

   c. There are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in Qtrs allowance payment which may be reduced for other reasons.
C. Transfer to Other Departments/Agencies

1. Except as indicated in par. 5502-C, an employee, serving under a service agreement who transfers to another DoD component/Gov’t agency, must be released from the tour of duty requirement specified in the employee's current agreement.

2. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

3. The employee must continue in Gov’t service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.

D. Verification. The nature and extent of the "unforeseen emergency" or “extreme personal hardship” must be established to the determining official’s satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 11: SERVICE AGREEMENTS

SUBSECTION e: AGREEMENT VIOLATION

5846 AGREEMENT VIOLATION

A. General. An individual violates an agreement by failing to meet/comply with the conditions specified in it.

B. Individual’s Financial Responsibility. An individual who violates a service agreement is not eligible for travel and transportation allowances and/or is indebted and subject to collection action described in this Part (pars. 010102 and 010103).

C. Agreement Violation. A violation includes failure to:

1. Meet/comply with the conditions specified in an agreement (for reasons unacceptable to the employing activity);
2. Report for duty;
3. Return to the country/geographical locality in which actual residence is located ICW a renewal agreement;
4. Use travel and transportation allowances within a reasonable time after separation.

5848 AGREEMENT VIOLATION PENALTIES (FTR §302-2.15)

An employee/appointee who violates a service agreement (other than for reasons beyond the employee’s control and that are acceptable to the Service/Agency) must reimburse the Gov’t all costs paid for relocation expenses paid based on that service agreement including withholding tax allowance (WTA) and RIT allowance. See pars. 5854 and 5856 for agreement violations.

5850 TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT

An individual loses eligibility for travel and transportation allowances under a service agreement and/or is indebted and subject to collection action described in this Part for travel and transportation furnished if there is a:

1. Loss of dependency status under which there was a previous authorization (e.g., a child reaches age 21); or
2. Duplication of travel and transportation allowances under separate statutes.

5852 RESPONSIBILITIES

A. Employee. An employee:

1. Is responsible for reporting to the designated PDS,
2. Who:
   a. Does not arrive at the new PDS, or
   b. Upon arrival at the new PDS refuses to perform the mission, or
c. Resigns

is financially liable to reimburse the Gov’t for the PDT allowances paid by the Gov’t, and

3. May be indebted to the Gov’t for travel, transportation, and relocation expenses incurred on behalf of an employee under other circumstances in this Chapter (CBCA 3804-RELO, 24 June 2014).

B. Civilian Personnel Officer. The appropriate civilian personnel officer must:

1. Notify the finance/fiscal/disbursing officer when an employee violates a service agreement;

2. Ensure that an indebtedness determination is made prior to processing the employee’s separation; and

3. Include in the employee’s official personnel folder a copy of the Statement of Liability or Credit described in this Part that is provided by the finance/fiscal/disbursing officer.

C. Finance, Fiscal, or Disbursing Officer

1. Travel and Transportation Allowances Determination

   a. The appropriate finance/fiscal/disbursing officer must determine an employee's travel and transportation allowances under this Part.

   b. A determination must be made prior to processing the employee's separation.

   c. If a violation occurs, travel and transportation allowances previously furnished and/or to be furnished must be computed by the activity at which the violation occurred.

2. Liability/Credit Statement. In each service agreement violation instance, the finance/fiscal/disbursing officer must:

   a. Provide the employee with a statement of the employee’s liability/credit that states, in detail, the liabilities, credits (and an explanation of how the credits may be used/applied), and other obligations, as provided in this Part.

   b. Send a copy of the above statement to the civilian personnel officer for inclusion in the employee’s personnel folder.

   c. Inform the employee of the right to file a claim if the employee disagrees with the liability/credit statement.

   A sample statement and examples of calculations in cases of renewal agreement violations during the first and second years of an additional tour appear later in this Part.

3. Collection. If the finance/fiscal/disbursing officer determines that an employee is indebted to the Gov’t, the officer must immediately initiate collection IAW appropriate finance directives.

5854 AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS

A. General. A service agreement provision for a transfer to/from/within CONUS requiring 12 months service following the effective date of transfer is not voided by:

1. A subsequent transfer within that period, whether at the employee's request or in the Gov’t’s interest; or

2. Another service agreement being signed incident to a subsequent transfer.
B. **Exceptions.** The service agreement time limit is waived if failure to comply with the requirement is for reasons beyond the employee’s control that are acceptable to the employing department/agency. In this case, there is no employee liability. The time limit for each service agreement violated must be waived separately.

C. **Examples.** The employee’s financial responsibility to the Gov’t for travel and transportation PCS allowances and cost is determined separately under each service agreement, as illustrated in the following examples.

1. **Example 1.** An employee at PDS A is required to serve 12 months.
   
   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
   
   b. After serving 4 months at PDS B, the employee resigns.
   
   c. Under these conditions, the employee is indebted to the Gov’t for the travel and transportation allowances and cost paid by the Gov’t ICW the transfer to PDS A, and from PDS A to PDS B. This is because the combined total service period at PDSs A and B is less than 12 months.

2. **Example 2.** An employee at PDS A signs a 12-month service agreement.
   
   a. After serving 6 months, the employee is authorized a PCS to PDS B, and signs a new 12-month service agreement.
   
   b. The employee serves 7 months at PDS B and then resigns.
   
   c. The total service at PDSs A and B is 13 months.
   
   d. The 12-month service requirement under the service agreement relating to PDS A is satisfied and there is no liability for travel to PDS A.
   
   e. The employee is, however, financially responsible for the travel and transportation cost and related allowances paid for travel from PDS A to PDS B.

**5856 AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE**

A. **Violation during the First Year of Service under an Initial Service Agreement**

1. An OCONUS employee, who leaves Gov’t service for reasons unacceptable to the last assigned agency before completing 12 months of service under the initial service agreement, is financially responsible to the Gov’t for travel and transportation allowances and costs associated with the move to that PDS (see par. 5848) of:
   
   a. The employee;
   
   b. The employee’s dependents;
   
   c. HHG including SIT and NTS of HHG;
   
   d. A POV; and
   
   e. A mobile home.

2. Return travel becomes the employee’s financial responsibility.

3. An employee who departs from an OCONUS PDS in an authorized leave (with or without pay) status before the end of the first year of an initial service agreement, and resigns while away for reasons unacceptable to the
agency, is allowed credit for the authorized leave time toward completion of the minimum service requirement. See B-184948, 18 November 1975.

4. Pars. 5856-A and 5856-B apply to each OCONUS employee.

5. Additional penalty conditions in par. 5856-D apply to a DODEA teacher.

B. Violation after One Year of Service under an Initial Service Agreement. An employee who completes one year of an OCONUS assignment and, for reasons unacceptable to the employing DOD component, fails to satisfy an initial service agreement in excess of one year:

1. Is not financially responsible for the travel and transportation cost and related allowances associated with the move to the OCONUS PDS, except for charges for NTS of HHG incurred after the end of the first year.

2. Is financially responsible for all HHG transportation costs after the violation date and must be advised immediately.

3. Is not authorized to return POV transportation.

4. May not be provided Gov’t funded commercial transportation.

5. Who has insufficient funds, may be authorized repatriation transportation in Ch 3.

C. Employee Serving under Renewal Agreements

1. Failure to Complete One Year of Service. When an employee fails to complete one year of service under a renewal agreement, the employee is financially responsible for the costs of:

   a. Transportation and per diem for the employee and transportation for the employee’s dependents from the former PDS to the actual residence and from the actual residence to the last PDS at which the employee failed to complete one year of service;

   b. Transportation for any of the employee’s dependents who traveled between the former PDS and the last PDS without going to the employee’s actual residence;

   c. HHG transportation (including SIT) from the former PDS to the last PDS;

   d. POV transportation or NTS of the HHG, unless an earned allowance exists for the NTS of the HHG or return transportation of the POV; and

   e. The MEA paid for a transfer from a former to the last PDS.

2. Unused Allowances Accrued under a Prior Agreement

   a. The employee is authorized:

      (1) Certain unused allowances accrued under a prior service agreement under which the employee completed the agreed-upon service period.

      (2) Unused allowances for personal transportation, and the transportation for dependents and HHG (including SIT) from the PDS at which the service requirement was satisfied, to the actual residence.

      (3) Credit against the employee’s financial responsibility for the costs that would have been incurred, since the employee did not use this allowance, provided the employee is actually separated from Gov’t service.
b. If the amount of credit is less than the employee’s financial responsibility, the difference remains the employee’s financial responsibility.

c. If the credit is larger than the liability, the difference is applied to the employee's costs of moving from the PDS, where the employee failed to complete a year of service, to the actual residence.

d. If the amount available to be applied to these costs equals/exceeds the costs, the Gov’t may procure and pay for such transportation in full.

e. If the amount available is less than the cost, the Gov’t may procure and pay for the transportation, but must collect, from the employee, the difference between the total costs and the amount to be applied against the costs.

f. The employee may elect to pay the total costs and submit a reimbursement claim for the applicable amount.

g. Additional penalty conditions for DODEA teachers are in par. 5856-D.

3. Employee Completes One or More Years but Does Not Complete the Specified Service

a. If an employee serves one or more years under a renewal agreement but does not serve the entire period specified in the renewal agreement, the employee is not liable for travel and transportation allowances for:

   (1) Travel from the PDS, at which the employee completed the previous tour, to the actual residence;

   (2) Travel from the actual residence to the PDS at which the employee failed to complete the agreed-upon tour; and

   (3) Direct travel of dependents, and HHG shipment (including SIT) between the PDS where the employee failed to complete the service agreement and the previous PDS where the employee satisfied the previous service agreement.

b. If the PDS is different, the employee is:

   (1) Financially responsible for the costs of transportation for self, dependents and HHG from the PDS at which the employee did not complete the agreed-upon tour, under the renewal agreement, to the actual residence.

   (2) Credited against this liability, is an amount equal to the costs of transporting, from the former PDS at which the service requirement was completed to the actual residence, the employee's HHG and any of the employee’s dependents who did not accompany the employee to the actual residence for leave, provided the employee was separated from Gov’t service. These credits and any remaining liability are computed as in par. 5856-C2.

D. DoDEA Teacher. In addition to the other penalties for violation of agreements (see par. 5848), a DoDEA teacher who fails to report for service at the beginning of the next school year is financially responsible to the employing Military Department for the reasonable value of any storage provided during the recess period. See the Civilian Personnel Manual for discussion of any LQA repayment or Qtrs value repayment responsibility.

5858 COMPUTATIONS

A. General. Computations of an employee's liabilities and credits, including those remaining from an employee's previous tour(s) of duty, must be based on actual costs and/or constructed costs (i.e., the rates applicable at the time the employee fails to fulfill the terms of the new service agreement).
B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs

1. The space-required rate must be used in computing MSC transportation cost.

2. The common user tariff rate must be used in computing the AMC transportation cost.

3. If these rates are not available at the OCONUS activity, they may be obtained from the nearest MSC or AMC traffic officer.

4. Requests for MSC and AMC tariff rates should contain the travel and transportation dates, terminal points, names of persons concerned, and baggage weight.

C. Commercial Carrier Transportation Costs. Computation of commercial carrier transportation cost within CONUS must be made on the basis of the Gov’t cost, without tax, for the accommodations furnished under par. 020207. The employee must be allowed appropriate credit for Gov’t-procured transportation documents or wholly/partially unused tickets that are returned.

D. Travel Time Compensation. Travel time compensation is not a travel cost and is not considered in computing liability.

E. Per Diem. Per diem for travel performed is a travel cost item and must be considered in computing liability.

F. Employee Financial Responsibility to the Gov’t

1. An employee’s financial responsibility to the Gov’t must be based on travel to/from the first PDS following a period of RAT.

2. Travel and transportation allowances for subsequent reassignments within the OCONUS command, directed by the employing activity, are not the employee’s financial responsibility.

G. Return Travel Costs

1. Gov’t’s Obligation. When sufficient travel and transportation allowances exist to cover travel costs for the full distance from the official OCONUS PDS to the actual residence, they are authorized and the Gov’t’s obligation is fulfilled.

2. Employee's Obligation. When it is determined that insufficient travel and transportation allowances exist to cover travel costs for the full distance from the OCONUS PDS to the actual residence; the employee is financially responsible for the costs to the actual residence that exceed the employee's allowances. The employee:

   a. Is authorized Gov’t transportation, if available, from the OCONUS area to the POD, or beyond, by these regulations. In such cases, collections should be made before the travel begins, if required by finance regulations.

   b. May be authorized repatriation transportation (see par. 0310) if the employee is without sufficient funds to pay for return HHG shipment expenses (including SIT at origin), and the conditions in par. 0310 are met.

   c. May provide the transportation and be reimbursed for the Gov’t's share upon submission of an appropriate voucher.


   e. Is responsible for reimbursement of the Gov’t's share based on the return transportation mode that would have been used over a usually traveled route to the actual residence. See par. 020207.
H. Sample Statement of Liability/Credit Violation of Renewal Agreement

NOTE: The per diem/mileage rates and transportation costs used in the following example(s) are for illustrative purposes only and may not reflect current rates. See the DTMO Website for current TDY mileage rates and the current MALT rate.

Employment History

<table>
<thead>
<tr>
<th>Name, Designation, Grade</th>
<th>Richard A. Rowe, Administrative Assistant GS-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Station</td>
<td>Munich, Germany</td>
</tr>
<tr>
<td>Actual Residence</td>
<td>Buffalo, NY</td>
</tr>
<tr>
<td>Dependency Status</td>
<td>Single, no dependents</td>
</tr>
</tbody>
</table>

Service Record

- Appointed 1 July 1990.
- Completed initial tour 30 June 1993.
- Signed renewal agreement 1 July 1993.
- Provided return transportation to Buffalo, NY, and after a period of leave, transportation to Munich, Germany where a new tour began on 20 August 1993.
- Resigned 15 January 1994 for reasons not acceptable to the Department of the Army.

Travel And Transportation Allowances Liability Or Credit

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round trip rail transportation from Munich, GE, to Frankfurt, GE</td>
<td>$ 28.00</td>
</tr>
<tr>
<td>Round trip AMC transportation from Frankfurt, GE, to McGuire AFB, NJ</td>
<td>162.00</td>
</tr>
<tr>
<td>Round trip transportation service from McGuire AFB, NJ, to Philadelphia, PA (airport)</td>
<td>7.00</td>
</tr>
<tr>
<td>Round trip commercial air transportation from Philadelphia, PA, to Buffalo, NY</td>
<td>52.00</td>
</tr>
<tr>
<td>Per diem to and from Munich, GE (tabulate number of days to appropriate rates)</td>
<td>+$ 16.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$265.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail transportation from Munich, GE, to Frankfurt, GE</td>
<td>$ 14.00</td>
</tr>
<tr>
<td>AMC transportation from Frankfurt, GE, to McGuire AFB, NJ</td>
<td>81.00</td>
</tr>
<tr>
<td>Transportation service from McGuire AFB, NJ, to Philadelphia, PA</td>
<td>3.50</td>
</tr>
<tr>
<td>Commercial air transportation from Philadelphia, PA, to Buffalo, NY</td>
<td>26.00</td>
</tr>
<tr>
<td>Per diem from Munich, GE, to Buffalo, NY</td>
<td>+$ 8.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$132.50</td>
</tr>
</tbody>
</table>

Liability $265 - Credit $132.50 = $132.50 due to the Gov’t. There is no further Gov’t liability.

Statement approved:

A. B. Person, Civilian Personnel Officer
17 January 2011

Explanation: The employee satisfactorily completed the service required by the initial service agreement and is not liable for the travel and transportation allowances for travel from Buffalo to Munich. The employee violated the renewal agreement prior to completion of one year of service and owes the Gov’t for round-trip travel and transportation allowances for travel from Munich to Buffalo. However, since the employee completed the first tour and is authorized one return to Buffalo at Gov’t expense, the employee is given the credit of $132.50. Return travel from Munich to Buffalo is at personal expense.

I. Sample Cases. Liability/credit statements as a result of renewal agreement violation are prepared in the same manner as above for the following cases:

1. **Case No. 1.** An employee is transferred from the Army Materiel Command Headquarters, Ft Belvoir, VA, to London, England, for a 3-year tour. The employee has a spouse, son, daughter, and dependent parent. The spouse, son, and dependent parent travel to London with the employee. The daughter remains at a school in the U.S. HHG (7,800 lbs.) are transported to London at Gov’t expense. Total travel and transportation allowances are $1,500.

   Upon completion of the tour in London, the employee signed a renewal agreement for a 2-year tour in Berlin,
Germany. The employee, spouse, and son returned to Washington for leave. The HHG (8,750 lbs.) were stored in London for 90 days prior to shipment to Berlin. The dependent parent visited Paris and returned to London while the employee was in Washington on leave. The employee’s daughter, who had remained in the U.S., traveled at Gov’t expense to Berlin with the employee, spouse, and son. The employee’s dependent parent and HHG (8,750 lbs.) were transported at Gov’t expense from London to Berlin.

Prior to completion of the first year of the renewal agreement, the employee was removed from the position and separated from Gov’t service because of misconduct. Since the removal resulted in violation of the renewal agreement, the employee is liable for the costs of transporting self, family, and HHG from Berlin to Washington.

a. Computations

(1) Since the employee satisfactorily completed the service required by the initial service agreement, the employee is not liable for the travel and transportation allowances for travel of self, spouse, son, and parent from Washington to London.

(2) Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation for self, spouse, and son from London to Washington, DC</td>
<td>$627.00</td>
</tr>
<tr>
<td>Transportation for self, spouse, daughter, and son from Washington, DC, to Berlin</td>
<td>944.00</td>
</tr>
<tr>
<td>Transportation of dependent parent from London to Berlin</td>
<td>131.00</td>
</tr>
<tr>
<td>Per diem for the employee from London to Washington, DC, and from Washington, DC, to Berlin</td>
<td>7.50</td>
</tr>
<tr>
<td>Per diem for spouse, son, daughter, and dependent parent from London to Berlin</td>
<td>6.00</td>
</tr>
<tr>
<td>Packing, drayage, and storage of HHG in London</td>
<td>140.00</td>
</tr>
<tr>
<td>Crating, drayage, transportation, and unpacking of HHG from London to Berlin</td>
<td>275.00</td>
</tr>
<tr>
<td>Miscellaneous Expense Allowance</td>
<td>+$1,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,130.50</strong></td>
</tr>
</tbody>
</table>

(3) Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation of self, spouse, son, and dependent parent from London to Washington</td>
<td>$836.00</td>
</tr>
<tr>
<td>Packing, crating, drayage of HHG in London</td>
<td>90.00</td>
</tr>
<tr>
<td>Transportation, SIT and unpacking of HHG (8,750 lbs.) from London to Washington</td>
<td>1,240.00</td>
</tr>
<tr>
<td>Per diem for employee, spouse, son, and dependent parent from London to Washington</td>
<td>+$ 12.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,178.00</strong></td>
</tr>
</tbody>
</table>

(4) Liability $3,130.50 - Credit $2,178 = $952.50 due to the Gov’t. There are no further allowances. No credit is allowed for HHG storage in London between tours of duty since the renewal agreement was violated before completion of one year.

2. Case No. 2. An employee is recruited under a service agreement for a position in Okinawa for a 24-month tour. The employee is married and has one son. The employee is provided travel and transportation allowances for travel to Okinawa for self, spouse, and son, but HHG remain at Atlanta, GA, the actual residence. The employee completed the required tour in Okinawa and was furnished return transportation to Atlanta, GA, after signing a new renewal agreement for a 24-month tour in Ankara, Turkey.

After a period of leave in Atlanta, the employee, spouse, and 6,000 lbs. of HHG are transported to Ankara at Gov’t expense. The son remains in Atlanta to attend school and at the end of nine months travels at Gov’t expense under the renewal agreement from Atlanta to Ankara.
The employee completed the tour at Ankara and signed a renewal agreement for a 2-year tour at Bremerhaven, GE. The employee was furnished return transportation to Washington, DC, but was not accompanied by spouse and son. After a period of leave in Washington, the employee was provided transportation to the new station in Bremerhaven. During his absence, the HHG were packed, crated, and shipped from Ankara to Bremerhaven, and placed in SIT for 30 days prior to the family’s arrival. The spouse and son were furnished Gov’t transportation from Ankara to Bremerhaven.

The employee serves 18 months under the renewal agreement, resigns to return to the U.S. to enter private business, and was separated from Gov’t service. Since the resignation is prior to the expiration of the 2-year tour, the service agreement is violated and the employee is liable for transportation costs from Bremerhaven to Atlanta.

a. Computations

(1) The tour in Okinawa was completed and employee is not liable for any of the travel and transportation allowances paid.

(2) The tour in Ankara was completed and no liability exists for travel and transportation allowances paid.

(3) Since the employee served 18 months at Bremerhaven, the employee is not indebted for any of the travel and transportation allowances previously paid under the agreement.

(4) Credits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation for spouse and son (Ankara to Atlanta)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Transportation HHG (8,700 lbs. gross packed and crated at time of violation)</td>
<td>$840.00</td>
</tr>
<tr>
<td>Packing, crating, drayage, and unpacking of HHG in Ankara and Atlanta</td>
<td>$180.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,520.00</strong></td>
</tr>
</tbody>
</table>

(5) The cost of transportation for the employee, spouse, and son, and HHG from Bremerhaven to Atlanta, is $1,340. Since the employee was authorized a credit of $1,520, which exceeded the cost of transportation from Bremerhaven to Atlanta, the Gov’t paid for all transportation to Atlanta.

NOTE: The cost figures used in the sample statement and case histories are for illustrative purpose only and are not correct, actual, or constructed costs.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 12: HHT

5860 GENERAL (FTR §302–5.1)

A HHT:

1. Is discretionary. The AO, not the employee, determines if a HHT is necessary.

2. May only be authorized on a case-by-case basis, when an employee has accepted a permanent transfer, and the circumstances indicate the need.

3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.

4. May be authorized only for an employee and/or spouse.

5. May be performed separately by an employee/spouse to the new PDS at Gov’t expense NTE the cost that would have been incurred on one round trip when the employee’s travel order is issued IAW Agency/Service regulations.

6. Is not authorized for a domestic partner, as a domestic partner is not a spouse.

7. May be authorized for an attendant/escort when ICW travel for a disabled traveler (59 Comp. Gen. 461 (1980)).

If the HHT is allowed, it should lower the Gov’t’s relocation costs by reducing the time in temporary lodging.

5862 ELIGIBLE EMPLOYEE (FTR §302–5.3)

An employee may be authorized a HHT when:

1. A PCS is authorized;

2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in NE and the other in Guam);

3. Gov’t/other prearranged housing is not going to be assigned at the new PDS; and,

4. The old and new PDSs are 75 or more miles apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDSs is DTOD (par. 020204).

5864 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302–5.4)

A HHT may not be provided for a/an:

1. New appointee/new appointee’s spouse if par. 5558 applies; or

2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. 032602 instead of per diem/AEA while at the training location; or

5866 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302–5.9)

A. General. Separate HHT round trips by the employee and spouse are allowed; however, the Gov’t’s overall cost is limited to the cost of one round trip for the employee and spouse traveling together.

B. Cost Comparison. The Gov’t’s overall cost for comparison and computation purposes includes per diem, transportation costs, and reimbursable expenses.

C. Duration

1. The HHT trip duration including travel time is limited to 10 days.

2. Separate spouse HHT does not increase the 10-day limitation regardless of the circumstances (par. 5878).

D. AEA. AEA is not authorized for HHT (par. 5884-B).

E. Lump Sum Payment. HHT (lump sum) cost comparison, computations or lodging receipts are not required for separately performed HHT trips by the employee and spouse (par. 5884-B). HHT (lump sum) is irrevocable once the employee signs a service agreement.

F. Example. If the Gov’t’s overall round trip cost of one HHT for the employee and spouse between the old/new PDSs is $800; and the employee/spouse each performed a separate round trip HHT for a combined total of $1,200 – the Gov’t’s overall reimbursement for both HHT trips is limited to $800. The excess HHT trip cost of $400 is the employee’s personal financial responsibility.

5868 WHEN A HHT MAY BEGIN (FTR §302–5.10)

A HHT may begin after the:

1. Employee signs a service agreement;

2. DoD Component establishes, and informs the employee of, the reporting date to the new PDS, and

3. After the travel order has been issued (CBCA 3612-RELO, 13 March 2014).

5870 WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)

Round trip house hunting travel must be completed by the:

1. Employee one day before the employee reports to the new PDS, and

2. Spouse:

   a. One day before the family begins relocation to the new PDS, or

   b. The expiration of the maximum time for completing allowable travel and transportation (see par. 5518).

5872 HHT AUTHORIZATION (FTR §302–5.5)

A. General. After considering par. 5874-A, an AO/AO designee may authorize a HHT.

B. Determination. The AO/AO’s designee must determine:

1. If a HHT is necessary;

2. Whether subsistence reimbursement is per diem under the Lodging Plus method (par. 5884-B1) or a lump
sum (par. 5884-B2);

3. The appropriate HHT duration (NTE the maximum IAW par. 5878);

4. The authorized transportation mode(s) for:
   a. The HHT to/from the new PDS location; and
   b. Local travel while house-hunting at the new PDS location.

5874 CONSIDERATIONS

A. General

1. The HHT must be minimized/avoided when other satisfactory and more economical alternatives are available.

2. An AO/AO designee must consider pars. 5874-B through 5874-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Gov’t, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

C. Arranging a Permanent Residence while in Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to limitations, until the employee finds a permanent residence.

D. Avoiding an Advance Trip. If TQSE is authorized, a HHT may possibly be avoided. It might be more advantageous to the Gov’t and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

E. TDY at the New PDS. When an employee is TDY at what is already known to become a new PDS - before the permanent transfer is effective - a HHT should not be necessary.

F. Housing Information Assistance. It might be possible for the DoD Component to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

5878 TRIP DURATION (FTR §302–5.11-12)

A. General. A HHT should be for a reasonable time period considering the:

1. Distance between the old and new PDSs,

2. Transportation mode, and

3. Housing situation at the new PDS.

B. Time Limitation. A funded HHT, including travel time, is NTE 10 calendar days.
5880 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302–5.14)

Effective date of transfer of 1 August 2011 or later.

1. When authorizing/approving a transportation mode, the objective is to minimize en route time and maximize new PDS time.

2. When the new PDS is less than 250 miles, POV transportation is to the Gov’t’s advantage. However, a traveler cannot be required to use a POV so the AO may authorize another transportation mode.

3. When the distance to the new PDS is 250 or more miles, common carrier is to the Gov’t’s advantage. The AO may authorize/approve POV to the Gov’t’s advantage when, and only when, a written cost comparison demonstrates POV is cost effective.

4. If POV transportation is to the Gov’t’s advantage, the PCS MALT rate applies.

5. If the employee travels by other than the authorized transportation mode, reimbursement is for the lesser of the actual transportation expenses or the authorized transportation cost.

6. The employee is authorized transportation expenses (including transportation between carrier terminals).

5882 LOCAL TRANSPORTATION

A. General Expenses. Reasonable expenses for local transportation at the new PDS are allowed.

B. Local Transportation

1. Local transportation by common carrier, other public transit systems, DTMO negotiated car rental agreement (par. 020209 regarding mandatory TMC use), commercially rented automobile, or a POV at the appropriate MALT rate may be authorized.

2. The local transportation mode must be consistent with the transportation mode authorized for travel to/from the PDS (e.g., a rental car should not be authorized if POV transportation to the new PDS is authorized).

C. Special Conveyance Use. Special conveyance reimbursement is limited to transportation between carrier terminals and the places of lodging.

5884 SUBSISTENCE

A. General

1. HHT subsistence expenses are ordinarily reimbursed under the Lodging Plus method as in par. 5884-B1.

2. A DoD Component may offer to pay a lump sum for subsistence expenses. See par. 5884-B2 and FTR, §302-5.104. The following are factors in determining whether or not to offer lump sum reimbursement:

   a. Administration Ease. Per diem payment under par. 5884-B1 (Lodging Plus method) requires submission of a travel claim for lodging expense amount validity review, accuracy, and reasonableness. A lump sum paid under par. 5884-B2 is easier to administer because an expense review is not required.

   b. Cost Considerations. Evaluate the cost of each subsistence reimbursement option on a case by case basis. A single generic decision for all PCS moves is not authorized.

   c. Employee Treatment. When the lump sum reimbursement method is offered to the employee, the employee may choose between the Lodging Plus method or the lump sum method for the HHT subsistence expense reimbursement. The Agency should consider employee morale and productivity as well as direct
costs in determining which method to offer.

B. Methods. Calculate an employee’s subsistence allowance IAW par. 5884-B1 or 5884-B2.

**Effective date of transfer of 1 August 2011 or later.**

1. **Lodging Plus Computation Method.** The standard CONUS per diem rate applies, using the computation in pars. 020310 and 5592, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

2. **Lump Sum.** The amount calculated below, as applicable:
   
   a. The employee and spouse both travel (together or separately), multiply the applicable locality per diem rate by 6.25, or
   
   b. If only one person (the employee or the spouse) travels, multiply the applicable locality per diem rate by 5.

3. **AEA.** AEA in par. 020307, may not be authorized/approved for a HHT.

4. **Lump Sum Payment**
   
   a. The lump sum determined in par. 5884-B2a or 5884-B2b applies for the entire trip without regard to the number of days authorized for the HHT.

   b. Any balance from the determined lump sum not used by the employee for expenses:

      (1) Belongs to the employee,

      (2) Is not subject to collection, and

      (3) May be taxable (FTR §302-5.18).

C. **Subsistence Calculation Examples.** The per diem rates used in the examples below are for illustrative purposes only and may not reflect current per diem rates or the current standard CONUS per diem rate.

1. **General.** An employee and spouse are authorized a 10 day HHT to Arlington, VA. For the examples below the following information is applicable:

   a. Per diem for Arlington, VA, at the time of travel is $201 ($150/$51).

   b. The single occupancy lodging cost is $130.

   c. The DoD Component offers a HHT and the option of either the Lodging Plus (par. 5884-B1) or the lump sum option (par. 5884-B2).

   d. When the employee elects per diem under the Lodging Plus computation method for a HHT, and the spouse accompanies the employee, the employee’s computation for the lodging rate is computed at the single room rate.
2. **Example 1.** The traveler is authorized a 10 day HHT with per diem computed under the Lodging Plus computation method. The standard CONUS per diem rate applies. See par. 5884-B1. The traveler and spouse travel together. The traveler must provide lodging receipts.

<table>
<thead>
<tr>
<th>Employee’s Per Diem</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel day to Arlington: 75% x $51 = $38.25 + $70 (single lodging cost) =</td>
<td>$ 108.25</td>
</tr>
<tr>
<td>8 days in the Arlington Area: $70 (lodging) + $51 (M&amp;IE) = $121/day x 8 days =</td>
<td>$968.00</td>
</tr>
<tr>
<td>Travel day back to the PDS: 75% x $51 =</td>
<td>+ $ 38.25</td>
</tr>
<tr>
<td>Total Per Diem for Employee</td>
<td>$1,114.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spouse’s Per Diem</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Using par. 5592-B, the maximum amount allowable is 75% of the per diem rate to which the employee is authorized under par. 020310.</td>
<td></td>
</tr>
<tr>
<td>Total Per Diem for Spouse</td>
<td>75% x $1,114.50 (employee’s per diem) =</td>
</tr>
<tr>
<td>Employee’s per diem</td>
<td></td>
</tr>
<tr>
<td>Spouse’s per diem</td>
<td>+ $835.87</td>
</tr>
<tr>
<td>Total Per Diem for Employee and Spouse</td>
<td>$1,950.37</td>
</tr>
</tbody>
</table>

3. **Example 2.** The employee is authorized a lump sum HHT. See par. 5884-B2a. No lodging receipt is required.

| Total Lump Sum Subsistence for the Employee and Spouse | $201 (locality rate) x 6.25 (lump sum rate for employee and spouse) = | $1,256.25 |

4. **Example 3.** The employee reports to the new PDS without performing a HHT. The spouse performs a HHT alone.

<table>
<thead>
<tr>
<th>Situation A:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee elects the 10-day HHT with per diem computed under the Lodging Plus computation method (par. 5884-B1). Using par. 5592-C, the employee is authorized per diem for the spouse up to the Standard CONUS per diem rate. The employee must provide lodging receipts. NOTE: If the spouse lodges with the employee at the new PDS location, there is no lodging reimbursement unless there is an additional charge for the spouse.</td>
<td></td>
</tr>
<tr>
<td>Travel day to Arlington: $91 (lodging) + $38.25 (75% x $51) =</td>
<td>$ 129.25</td>
</tr>
<tr>
<td>8 days in the Arlington area: $91 + $51 = $142/day x 8 days =</td>
<td>$1136.00</td>
</tr>
<tr>
<td>Travel day back to the PDS: 75% x $51 =</td>
<td>+ $ 38.25</td>
</tr>
<tr>
<td>Total Per Diem for Spouse</td>
<td>$1,303.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Situation B:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee elects the lump sum HHT (par. 5884-B2b) for the spouse. No lodging receipts are required.</td>
<td></td>
</tr>
<tr>
<td>Total Lump Sum Subsistence for the Spouse</td>
<td>$201 x 5 (lump sum for one person) =</td>
</tr>
</tbody>
</table>
5. **Example 4.** The employee is authorized a 10-day HHT with per diem computed under the Lodging Plus computation method. See par. 5884-B1. The employee and the spouse perform separate HHTs. The employee must provide lodging receipts.

| Employee’s Per Diem | | | |
|---------------------+-------------------------+------------------|
| Travel day to Arlington: | $130 (single lodging cost) + 75% x $51 = $38.25 = | $ 168.25 |
| 5 days in the Arlington Area: | $130 (lodging) + $51 (M&IE) = $181/day x 5 days = | $ 905.00 |
| Travel day back to the PDS: | 75% x $51 = | + $ 38.25 |
| Total Per Diem for Employee | | | $1,111.50 |

| Spouse’s Per Diem | | | |
|-------------------+-------------------------+------------------|
| Travel day to Arlington: | $130 (single lodging cost) + 75% x $51 = $38.25 = | $ 168.25 |
| 4 days in the Arlington Area: | $130 (lodging) + $51 (M&IE) = $181/day x 4 days = | $ 724.00 |
| Travel day back to the PDS: | 75% x $51 = | + $ 38.25 |
| Total Per Diem for Spouse | | | $ 930.50 |

| Total Per Diem Payment | | | |
|-----------------------+-------------------------+------------------|
| Employee’s Per Diem | | | $1,111.50 |
| Spouse’s per diem | | | + $ 930.50 |
| Total Per Diem for Employee and Spouse | | | $2,042.00 |

**D. Round-trip House Hunting Travel**

1. **Spouse Travels Independently.** When an employee’s spouse travels independently to house-hunt, the per diem rate for the spouse is computed the same as the employee's using par. 020310.

2. **Employee and Spouse Travel Together.** When the employee and spouse travel together to house-hunt, the per diem rate for the spouse is 75% of the employee's per diem rate computed using par. 020310.

3. **Limitations.** A comparison must be made to ensure that the cost of separate HHT trips does not exceed the cost of a single HHT trip made together by the employee and spouse.

**5886 EXPENSE DOCUMENTATION**

**A. Transportation.** To receive reimbursement for HHT transportation expenses, an employee must itemize the transportation expenses and have appropriate receipts. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

**B. Subsistence Expenses**

1. **Lodging Plus Method.** An employee paid per diem under par. 5884-B1, using the Lodging Plus method must itemize lodging expenses and have lodging receipts. See par. 010301 and DoD FMR 7000.14-R, Volume 9.

2. **Lump Sum.** An employee, paid for a HHT using the lump sum computation under par. 5884-B2, does not require itemization or receipts for payment.

**5888 STATUS WHILE ON HHT**

An employee is in a travel status (App A) while performing house hunting travel during the authorized absence period.
NO RETURN TO OLD PDS

1. A HHT consists of travel to the new PDS vicinity to locate permanent housing and return to the old PDS before performing en route PCS travel to the new PDS.

2. If a HHT is authorized under the Lodging Plus method, and the employee reports for duty at the new PDS instead of returning to the old PDS, TQSE, if authorized, is payable in lieu of house hunting subsistence for the days spent seeking permanent housing up to the day before reporting for duty at the new PDS, NTE the number of days authorized for the HHT.

3. The one way transportation is PCS travel (GSBCA 16339-RELO, 18 February 2004).

4. Under the circumstances in par. 5890 an employee is not in a duty status while house-hunting.


HHT ADVANCE (FTR §302–5.16)

1. A HHT expenses advance may be paid if a HHT under the Lodging Plus method is offered and elected.

2. The advance is NTE the sum of the anticipated transportation costs and the maximum per diem allowable under the Lodging Plus method in par. 5884-B1 for the HHT location and duration.

3. If a lump sum HHT is offered and elected, the anticipated transportation costs may be advanced.

4. The lump sum per diem payment under par. 5884-B2 is a payment, not an advance.

HHT ICW TQSE

A. TQSE(AE). If an employee is paid/reimbursed for HHT days, and authorized TQSE(AE) is subsequently claimed for more than 30 days, the actual number of HHT days (NTE 10) paid/reimbursed (on either a Lodging Plus or lump sum basis) are deducted from the first authorized 30 day TQSE(AE) period. See par. 5810.

B. HHT Deductions. For a reimbursed:

1. 5 day HHT, deduct 5 days from the first authorized TQSE(AE) 30 day period,

2. 6 day HHT, deduct 6 days from the first authorized TQSE(AE) 30 day period, or

3. 10 day HHT, deduct 10 days (or the actual number of days used, whichever is less) from the first authorized TQSE(AE) 30 day period.

C. TQSE(LS). The number of days paid/reimbursed for a HHT are not deducted from TQSE(LS) IAW par. 5796.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES

SUBSECTION a: TEMPORARY CHANGE OF STATION (TCS)

5896 GENERAL (FTR §302-3.404, FTR §302-3.500, and FTR §302-3.502)

A. TCS Authorization. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for long-term TDY (between 6 and 30 months) (FTR §302-3.406).

B. Official Duty Station. The TCS location is the employee’s temporary official duty station (FTR §302-3.411).


5898 ELIGIBILITY (FTR §302-3.402)

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform a long-term TDY at another duty station outside the local area as described in par. 020603-B;

2. The assignment is not less than 6 months or more than 30 months;

3. TDY travel and per diem otherwise are payable; and

4. The AO determines TCS is more advantageous than TDY IAW par. 5900.

B. Employees Ineligible for a TCS (FTR §302-3.403). A TCS assignment may not be considered for a/an:

1. New appointee;

2. Individual employed intermittently in the Gov’t service as a consultant/expert and paid on a daily ‘when actually employed’ basis;

3. Individual serving without pay or at $1 a year;

4. Employee assigned under the Gov’t Employees Training Act (5 USC §4109) (par. 032602); or

5. Employee assigned to/from a State or local Gov’t under the Inter-Governmental Personnel Act (see 5 USC §3372 and par. 5907).

5900 CONDITIONS

A. Component Cost Considerations (FTR §302-3.401). Consider a TCS when a cost comparison indicates TCS is to the Gov’t’s advantage when comparing:

1. Long-term TDY (per diem/AEA for the entire period of the assignment), and,

2. TCS (substantial relocation allowance payments at the beginning and end of the assignment, and less substantial payments for extended storage and property management services, when authorized).
B. **Employee Tax Consideration (FTR §302-3.502)**

1. An employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements. A traveler should contact state and local authorities concerning potential income tax.

2. An employee who performs a TCS is subject to income tax on some, but not all, of the TCS reimbursements, and receives a RIT allowance.

3. TCS should be considered if a long-term TDY results in a non-reimbursable income tax liability on an employee.

C. **Employee Concerns.** Consider the possible negative effect of a long-term absence from the PDS and immediate family on the employee’s morale and job performance, and other employee pays such as locality pay and non-foreign cost of living allowances.

D. **Equity Concerns.** Consider the financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances.

E. **Assignment Length**

1. **Assignment less than 6 Months (FTR §302-3.407).** A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short for reasons other than separation from Gov’t service, TCS expenses are paid.

2. **Assignment more than 30 Months (FTR §302-3.408).** If the assignment exceeds 30 months, the employee:

   (a) Must be permanently assigned to the temporary official station or returned to the previous official station;

   (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and

   (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. **Distance Requirement (FTR §302-3.409).** No minimum distance between a PDS and TCS location is required to qualify for a TCS.

5902 **TCS ALLOWANCES** (FTR §302-3.412, and §302-3.413)

A. **Basic Allowances**

1. **Authorized Allowances.** An employee is authorized:

   a. MALT, if a **POV** is used;

   b. Employee’s travel and transportation expenses (par. 5534-C1b for per diem);

   c. Transportation and dependent per diem (Ch 5, Part B3);

   d. HHG transportation and SIT (Ch 5, Part B5);

   e. MEA (Ch 5, Part B10);
f. Mobile home transportation instead of HHG transportation (Ch 5, Part B7);
g. POV(s) transportation (Ch 5, Part B6);
h. RIT allowance (Ch 5, Part B16); and
i. Storage of POV ICW support of Contingency Operations only (par. 5742).

2. **Allowances Not Authorized.** An employee is not authorized:
   a. TDY travel allowances (including per diem),
   b. TDY transportation allowances,
   c. AEA (par. 020307),
   d. Non-emergency storage of a POV.

B. **Discretionary Allowances.** The employee may be authorized:

1. A HHT (Ch 5, Part B12);
2. TQSE, while occupying temporary lodging (Ch 5, Part B9);
   a. HHG may be in NTS for the TCS duration.
   b. The TO determines the NTS location.
   c. The total weight of HHG stored plus the weight of HHG transported is NTE 18,000 lbs. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 lbs.; and
4. **Property Management (PM) Service at the Employee’s Old PDS Residence, for the TCS Duration**
   a. See Ch 5, Part B15b.
   c. PM services may be authorized only for a residence at the employee’s PDS in CONUS/non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).

C. **Allowances upon Assignment Completion.** The employee is authorized all of the allowances in pars. 5902-A and 5904-B, except property management services (par. 5904-B6) and a HHT (par. 5904-C1) when returning to the original PDS (FTR §302-3.422).

D. **TCS Allowances vs. Per Diem (FTR §302-3.422).** If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

Ch 5: Permanent Duty Travel
Part B: Employees Only/Sec 13: Temporary Assignments That Allow Limited PCS Allowances Instead Of TDY Allowances/Subsection a: TCS

A. Allowance Duration. TCS allowances (par. 5902) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (par. 020310), and dependent(s) (Ch 5, Part B3) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;

2. Transportation and per diem (Ch 5, Part B3) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;

3. TQSE while occupying temporary lodging (Ch 5, Part B9) may be authorized but is not mandatory in extraordinary circumstances;

4. Real estate expenses (Ch 5, Part B14);

5. Residence-related relocation service expenses may be authorized but is not mandatory (Ch 5, Part B15);

6. Property management expenses may be authorized but is not mandatory (Ch 5, Part B15b);

7. Transportation of HHG not previously transported to the temporary official station (NTE 18,000 lbs.);

8. Transportation of POVs not previously transported, if authorized, in Ch 5, Part B6 (for a CONUS to CONUS TCS being converted to a PCS); and

9. Short distance HHG move (NTE 18,000 lbs.) if the residence at the new PDS changes.

C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:

1. A HHT to the temporary official station,

2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station, and

3. Per diem.

5906 SEPARATION FROM GOV’T SERVICE (FTR §302-3.423, §302-3.424, and §302-3.425)

A. After TCS Completion

1. An employee who separates (retires/resigns) from Gov’t service after TCS completion is authorized the same PCS expenses that are payable had the employee not separated from Gov’t service.

2. If the employee returns to other than the PDS or remains at the TCS location, PCS allowances, on a constructed basis, are allowed NTE the amount that would have been paid incident to return to the PDS.

B. Before TCS Completion

1. An employee who separates from Gov’t service prior to TCS completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (par. 5900-E1) that are payable had the employee not separated.

2. Otherwise, payments are limited to what would have been payable had the TCS been performed as TDY.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 13: TEMPORARY ASSIGNMENTS THAT ALLOW LIMITED PCS ALLOWANCES INSTEAD OF TDY ALLOWANCES

SUBSECTION b: INTER-GOVERNMENTAL PERSONNEL ACT (IPA) MOBILITY PROGRAM

5907 IPA MOBILITY PROGRAM

A. Temporary Assignment of an Employee between the Federal Gov’t and a State or Local Government or Institution of Higher Education Authorized by the IPA Mobility Program. A participant is treated as an “employee” and travel expenses, or limited relocation expenses, may be authorized. OPM maintains oversight of the IPA Mobility Program. Assignments solely for training are not made using this authority.

B. Authority. Title 5 USC §3371-§3375 provide authority for the temporary assignment of an employee between the Federal Gov’t, and:

1. State or local government;
2. Institutions of higher education;
3. Indian tribal governments;
4. Federally funded research and development centers; or
5. Other eligible organizations.

C. Allowable Travel and Transportation Reimbursement. The employee must sign a written service agreement for one year or the length of the assignment, whichever is shorter, to be eligible for payment of per diem at the assignment location, or limited relocation expenses. The following may be authorized:

1. Round trip travel, transportation, and per diem for the employee (taxable for an indeterminate period or a period of more than one year) IAW par. 0203, or
2. Relocation Allowances(IAW Ch 5) limited to:
   a. Employee and dependent(s) travel and transportation expenses to and from the assignment location;
   b. Transportation and SIT expenses of the employee's HHG and personal effects;
   c. TQSE when the assignment starts and when it is completed;
   d. An MEA; and
   e. Employee expenses for NTS of HHG and personal effects, when the employee is assigned to an isolated location IAW par. 5630-B.

D. Time Limitation. An assignment may be:

1. Up to 2 years in duration,
2. Intermittent, part time, or full time,

3. Extended for up to an additional 2 years, when beneficial to both organizations, and

4. Terminated at any time.

E. **IPA Mobility Program Allowances.** Employee and dependent travel, transportation and related allowances under the IPA Mobility Program must be IAW 5 CFR, Part 334.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION a: GENERAL

5908 GENERAL

A. Conditions

1. Eligibility. An eligible employee is authorized reimbursement for certain expenses incurred ICW the:

   a. Sale of a residence,

   b. Settlement of an unexpired lease involving:

      (1) The residence, or

      (2) A lot on which a mobile home used as a residence was located at the old PDS; and/or

   c. Purchase (including construction) of a residence at the new PDS;

after the employee has signed the required service agreement, and met the requirements in par. 5908-B.

2. PM Services Selected and Subsequent Residence Sale

   a. An employee, who elects PM services after the DoD Component offers them, may later elect to sell the
      residence per par. 5934-D1 within the applicable time limitation and par. 5928-E provisions.

   b. The reimbursement, including the amount previously paid for PM services, may not exceed the
      reimbursement limitations in par. 5912-B.

   c. This authority does not extend to an employee enrolled in the Home Sale Program.

B. Requirements ICW Reimbursement. The following requirements must be met before expense reimbursement is
   authorized:

   1. PCS Authorized/Approved. A PCS is authorized/approved and, except as in par. 5908-D, the old and new
      PDSs are located in CONUS/non-foreign OCONUS areas;

   2. Actual Residence. The dwelling at the old PDS is the employee's actual residence when informed that
      transfer to a new PDS was definite;

   3. Time Limitation. The settlement dates for residential sale (or lease termination) and purchase are within the
      time limitation in par. 5908-C. See par. 5518 to authorize an extension on the time limitation for residence
      transactions.);

   4. Residence Location. The residence:

      a. Is the place from which the employee regularly commutes to and from work on a daily basis (weekend
         travel does not qualify).

      b. May be a mobile home and/or the lot on which that mobile home is located or is to be located.
Ch 5: Permanent Duty Travel
Part B: Employees Only/Sec 14a: Real Estate Allowances (General)

5908-5918

07/01/17

5B14a-2

c. Must be located in a CONUS/non-foreign OCONUS area.

d. Includes the dwelling in which the employee's dependent(s) reside or will reside if the PDS is in a remote area where adequate family housing is not available within reasonable commuting distance. The residence must reasonably relate to the PDS as determined by the AO.

C. Time Limit for Residence/Lease Termination Transactions

1. Settlement for the sale, purchase, or lease termination transactions should be not later than 1 year after the employee’s transfer effective date (see App A).

2. For an employee eligible under par. 5908-D, the new PDS is the PDS to which the employee reports for duty when reassigned/transferred from a foreign area.

3. The 1-year period begins on the employee’s transfer effective date and ends on the first anniversary of that date. For example: If an employee’s transfer effective date was 20 October 2011, settlement must occur no later than 20 October 2012.

4. The 1-year period may be extended for up to an additional year by the funding activity’s commanding officer/designee. See par. 5908-C10 for extension limits.

5. The employee should submit a written time extension request to the appropriate authority within the initial 1-year period.

6. Action on a request, submitted more than 30 calendar days after the initial 1-year expiration date, is at the option of the commanding officer of the activity bearing the cost.

7. An extension may be granted only if extenuating circumstances prevented the employee from completing the sale, purchase and/or lease termination transactions within the initial 1-year period and that the delayed transactions are reasonably related to the PCS. (CBCA 2092-RELO, 13 October 2010)

8. Costs for transactions completed after the 2-year period may not be reimbursed. (CBCA 2793-RELO, 23 August 2012; B-191018, 26 December 1978).

9. The 1-year extension is effective for an employee whose transfer effective date (App A) is on or after 1 August 2011.

10. There is no authority to waive the 2-year time limitation under any circumstances. The time limitation is imposed in FTR §302-2.8 and 302-2.11 which have the force and effect of law. See CBCA 985-RELO, 21 May 2008; B-245281, 20 February 1992; GSBCA 16889-RELO, and GSBCA 16790-RELO.

D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS

1. Definitions. The following definitions apply for the purposes of par. 5908-D:

a. Former CONUS/Non-foreign OCONUS PDS. The PDS, not in a foreign area, from which the employee was transferred when assigned to a foreign area PDS.

b. Foreign Area. App A.

2. Applicability

a. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned/transferred to a different CONUS/Non-foreign OCONUS PDS (other than the one from which transferred when assigned to the foreign PDS) is authorized reimbursement under this Part.
b. The distance between the residence and the old and new CONUS/non-foreign OCONUS PDSs must meet the criteria in par. 5566-C for a short distance transfer.

3. **Ineligible Employee.** An employee who was not initially an employee who after signing a service agreement ICW a transfer from a PDS in CONUS/non-foreign OCONUS area, to the foreign PDS, was moved to the foreign PDS at Gov’t expense under a civilian PCS travel order is not eligible for real estate allowances. The following are ineligible:

   a. A locally hired employee in par. 5836-E2a(1) (former member of U.S. armed forces).

   b. A locally hired employee in par. 5836-E2a(2) unless the individual was an employee of an agency who was initially transferred from a PDS in CONUS/non-foreign OCONUS area to the foreign area PDS;

   c. A locally hired employee in par. 5836-E2b(2) (employee who accompanied or followed the spouse to the OCONUS area); and

   d. An employee hired in CONUS/non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area.

   e. A former employee with a break in service (see App A) who is rehired in CONUS or a non-foreign OCONUS area for assignment to a first PDS and the PDS is in a foreign area (GSBCA 16811-Relo, 13 March 2006).

4. **Reimbursable Expenses.** Expenses incurred incident to the following transactions are reimbursable:

   a. Residence sale (or the settlement of an unexpired lease) at the PDS from which the employee was transferred when assigned to a foreign area PDS; and/or

   b. Residence purchase at the new PDS.

   It is not necessary for an employee to be reimbursed the expenses in par. 5908-D4a to be eligible for expense reimbursement in par. 5908-D4b.

5. **Limitations.** Expenses incident to a sale/unexpired lease settlement/purchase transaction that occurs prior to the employee being officially notified (ordinarily in the form of a PCS travel order) that instead of returning to the former CONUS/non-foreign OCONUS area PDS, reassignment/transfer is to a different CONUS/non-foreign OCONUS area PDS and may not be reimbursed.

6. **Service Agreement Required.** A signed service agreement in par. 5522 is required for reimbursement of residence transaction expenses authorized under par. 5908.

E. **Residence Sale in Anticipation of Transfer**

1. **Following Base Closure Announcement**

   a. An employee is authorized reimbursement for real estate expenses incurred before, and in anticipation of, a transfer if a clearly evident administrative intent exists, at the time the expenses are incurred, to transfer the employee (58 Comp. Gen. 208 (1979)).

   b. The announcement of a base closure, accompanied by an offer to assist in finding new positions for an affected employee, is a clearly evident intent to transfer the employee (B-249451, 7 January 1993).

   c. Registering an employee in Priority Placement Program (PPP) constitutes an offer to assist in finding a new position.

   d. An employee, registered in the PPP or other placement program, who sells a residence in anticipation of a
PCS, is authorized reimbursement for residence sale expenses when transferred to a new PDS, if otherwise eligible under this Part.

e. Each employee should be cautioned that eligibility for real estate expenses reimbursement exists only if the employee subsequently employed in a position that involves a PCS with a service agreement.

f. If the PCS is to a foreign area, reimbursement for the expenses may be made only after the employee completes a tour of duty at the new foreign PDS and subsequently is transferred to a different CONUS/non-foreign OCONUS area location than that from which transferred to the foreign area PDS mentioned above as in par. 5908-D.

2. Employee Officially Notified of Return to a Different CONUS/Non-foreign OCONUS Area PDS

a. An employee who is officially notified that return is to be to a different CONUS/non-foreign OCONUS area PDS may sell the residence at the former CONUS/non-foreign OCONUS area PDS following official notification receipt. Real estate expense reimbursement is IAW this Part upon completion of a tour of duty in the foreign area and subsequent transfer to a different CONUS/non-foreign OCONUS area PDS.

b. Reimbursement. Each employee should be cautioned that reimbursement:

(1) Is not allowed for any real estate transaction that occurs prior to official notification that the employee's return is to be to a PDS other than the one from which transferred to the foreign PDS. A travel order transferring the employee from a foreign PDS to a PDS other than the one from which the employee was transferred to the foreign PDS ordinarily constitutes official notification. (72 Comp. Gen. 130 (1993), CBCA 1994-RELO, 19 August 2010).

(2) Must not be made until the employee is transferred back to a CONUS/non-foreign OCONUS area PDS.

(3) Must not be made incident to the transfer to the foreign area PDS, even though the employee is notified at that time that return is not to be to the same PDS after the foreign area assignment completion.

(4) Is not allowed for an employee who returns to the actual residence for separation.

F. Examples. The following are examples drawn from Comp. Gen. and GSBCA decisions describing circumstances when reimbursement for real estate allowances were and were not allowed.

1. Example 1. An employee transferred from AK to a foreign PDS, Singapore, in the Gov’t’s interest. The employee sold the AK residence after being notified by agency officials that return would not be to AK and that return rights would be to the prior position in Savannah, GA. Upon Singapore tour of duty completion, the employee was transferred back to a prior position which had been relocated to Charleston, SC. Upon the employee’s transfer to Charleston, an official station other than the one from which the employee was transferred to the foreign PDS, the employee became eligible for the allowable expenses incurred in the residence sale in AK since it was sold after the employee had been officially notified that the return would not be to AK but to a different duty station in CONUS or non-foreign OCONUS area (72 Comp. Gen. 130 (1993)).

2. Example 2. An employee assigned at Fort Shafter, HI, was notified that the employee would be transferred to Fort McPherson, GA. In anticipation of the transfer, the employee signed a listing agreement to sell the residence in HI. However, before the sale, the employee accepted a position in Seoul, Korea, and reported for duty at that duty station. The residence in HI was sold while the employee was in Korea and the employee requested reimbursement for real estate expenses. The request was denied on the basis of statutory and regulatory provisions that provide that both the old and new duty station must be located within the U.S. (including non-foreign OCONUS locations) or other named locations for such expenses to be reimbursable. The employee stated that reimbursement was authorized because the position has mandatory mobility, and governing regulations prohibit the employee from staying overseas for more than 5 years. Since the employee...
would have completed 5 years overseas after the assignment in Korea, it would have been impossible for the employee to return to HI. The employee was later transferred from Korea to Huntsville, AL. The record contains a memorandum indicating that the employee was advised that the assignment in Korea would be followed by an assignment to Headquarters, which at that time was Alexandria, VA, or in the alternative, Huntsville, AL, if the function was transferred there. The Comp. Gen. believed that this constituted official notice to the employee that the employee would not be returning to the old duty station in HI. The employee sold the residence in HI after receiving the official notice. The Comp. Gen. authorized real estate allowances for the employee’s residence sale in HI since the criteria enunciated in 72 Comp. Gen. 130 (1993) was satisfied. The criteria enunciated in that decision are: (1) official notice prior to an overseas assignment that the employee would not be returning to that duty station; (2) residence sale after such official notice; (3) an agency regulation that provides that an employee is not to be returned to the old duty station; and (4) the employee's return to another official duty station (B-255822, 17 May 1994).

3. **Example 3.** An employee who transferred to Brasilia, Brazil from Grand Junction, CO, and returned to the former duty station upon overseas assignment completion is not authorized reimbursement of expenses incurred in the Grand Junction residence sale since return was to the same CONUS duty station (B-242558, 19 Jun 1991).

4. **Example 4.** (BRAC – Sale of Residence in Anticipation of Transfer). In early July 1993 a civilian employee saw reports in the local media indicating that the base at which employed was on the Base Closure and Realignment Commission (BRAC) list of bases proposed to be closed. Anticipating a transfer to another location, the employee sold a house in Newark, CA, on 29 July 1993. The BRAC list, however, did not become final until it was approved by Congress in September 1993. An employee who works at a base scheduled to be closed is permitted to register in the Priority Placement Program (PPP), a program which helps a soon-to-be displaced employee find a new position within DoD. The employee’s base was not scheduled to be closed until September 1996, and each employee who worked at that base did not receive permission to enroll in the PPP until October 1994. The employee concerned participated in the PPP in October and was eventually transferred to Jacksonville, FL. The employee’s claim for reimbursement of the expenses incurred ICW the home sale was denied because the sale predated both final approval of the BRAC list and the employee’s registration in the PPP (GSBCA 13699-Relo, 21 March 1997).

5. **Example 5.** (BRAC – Sale of Residence in Anticipation of Transfer). A DoD civilian employee listed a residence for sale in anticipation that the base at which the employee worked would be closed and went to settlement on the residence before registering with the agency's job placement program. The agency questioned whether the employee may be reimbursed real estate expenses for the residence sale based on an agency regulation allowing reimbursement of real estate expenses for an employee who is registered in the placement program. Reimbursement was authorized. Neither the regulation nor the decision, B-249451, 7 January 1993, which is cited in the regulation, requires an employee to be registered in the placement program to receive reimbursement for real estate expenses. Rather, an employee may be reimbursed real estate expenses incurred after an agency has demonstrated a clear administrative intent to transfer the employee and the employee is transferred and signs an employment agreement. Although registration in the agency placement program is evidence of intent to transfer, an agency may look to all the facts of a particular case to determine whether or not this intent existed. In this case, the employee was acting on information that the base was about to be closed and that an offer to assist him in finding another job would be forthcoming (B-261836, 13 November 1995).

6. **Example 6.** (BRAC – Sale of Residence ICW Transfer). The employee in this case incorrectly assumed that a BRAC listing constituted official notification that he would be transferred back from a PDS in South Korea to a different PDS in the U.S. other than one in the vicinity of Pueblo, CO, from which the employee was transferred to South Korea. As a result the employee believed the residence could be sold prior to the employee being officially notified of a transfer from South Korea back to the U.S. In 1988, the employee’s agency in Pueblo, CO, was placed on the BRAC list. On December 10, 1991, the employee was transferred to Camp Humphries in South Korea. In August 1992, the employee sold the house in Pueblo and incurred real estate transaction expenses. In June 1998, the employee was transferred to McAlester, OK. The employee’s agency denied the employee’s claim for real estate expenses for residence sale in Pueblo because the residence was sold in 1992, well before official notification of the transfer from South Korea to McAlester, OK. Under the JTR, an employee is not authorized reimbursement for any expenses of a transaction that occurs prior to official notification that the employee's return would be to a permanent duty station (PDS) other than the one from...
which the employee transferred to the foreign post of duty (GSBCA 14889-Re lo, 7 April 1999). The Comp. Gen. noted in this decision that the PDS includes the residence or other Qtrs from which the employee regularly commutes to and from work. A base closure would not result in transfer to a PDS other than the one transferred from before the foreign tour of duty, if there were another PDS to which an employee could be assigned within the commuting distance of the employee's last domestic residence.

G. General

1. Title Requirements. The title to the residence at the old/new PDS, or the interest in a cooperatively owned dwelling or in an unexpired lease, must be:

   a. In the employee’s name alone,

   b. Jointly in the names of the employee and one or more dependent(s), or

   c. Solely in the name of one or more dependent(s).

2. Title Interest Must Have Been Acquired Prior to Transfer Notification. At the old PDS, the employee's property interest must have been acquired prior to the date the employee was officially notified of transfer to the new PDS. In the case of an employee covered by par. 5908-D, the employee's interest must have been acquired prior to the date the employee was officially notified of the foreign area transfer.

   a. Legal Title Interest. Except as in par. 5908-G2b, title to the residence is determined by the name of the party (or parties) on the title document (e.g., the deed).

   b. Equitable Title Interest. An employee, and/or dependent(s), in a situation described below is deemed to have title to the residence whether or not named on the title document.

      (1) Title Held in Trust. The property is held in trust and the:

          (a) Property is the employee's residence as described in par. 5908-B2;

          (b) Employee and/or dependent(s) is/are the only trust beneficiary(ies);

          (c) Employee and/or dependent(s) retain the right to distribute the property for life;

          (d) Employee and/or dependent(s) retain the right to manage the property;

          (e) Employee and/or dependent(s) are the only trust grantor/settler, or retain the right to direct property distribution upon trust dissolution or death; and

          (f) Employee provides the DoD Component concerned with a trust document copy.

      (2) Title Held by Financial Institution. The title is held in the name of a financial institution and the;

          (a) Property is the employee's residence as described in par. 5908-B2;

          (b) Employee and/or a dependent(s) executed a financing agreement (e.g., mortgage) with the financial institution;

          (c) State or local law requires that lending parties take title to perfect (i.e., protect) a security interest in the property, or the financial institution requires that it take possession of title as a financing agreement condition; and

          (d) Employee provides the DoD Component concerned with a financing document copy.
The DoD Component concerned may also require that the employee provide proof of state or local laws governing secured credit.

(3) Title Includes an Accommodation Party(ies) (GSBCA 16938-RELO, and GSBCA 16943-RELO)

(a) An accommodation party is an individual who signs an employee's financing agreement (e.g., a mortgage) to lend a name (i.e., credit) to the arrangement.

(b) The title is held both in the names of: the employee singularly, or the employee and one or more dependents jointly; or one or more dependents and an individual (accommodation party) who is not a dependent and the:

-1- Property is the employee's residence (par. 5908-B2);

-2- Employee and/or a dependent(s) has the right to use the property and to direct property conveyance;

-3- Lender requires the accommodation party’s signature on the finance document;

-4- Employee and/or dependent(s) is liable for payments under the financing arrangement (e.g., mortgage);

-5- Accommodation party's name is on the title;

-6- The accommodation party does not have a financial interest in the property unless the employee and/or dependent(s) defaults on the financing arrangement; and

-7- Employee provides the DoD Component concerned with acceptable accommodation documentation. The documentation may include a financing document copy and/or a written statement from the employee certifying that the conditions in par. 5908-G2b(3) apply. The documentation also may include a written statement from the accommodation party certifying no financial interest in the property and any other documentation is required by the DoD Component concerned.

(4) Title Held by Property Seller. The title is held in the property seller’s name and the:

(a) Property is the employee's residence as described in par. 5908-B2;

(b) Employee and/or dependent(s) have the right to use the property and to direct property conveyance;

(c) Employee and/or dependent(s) signed a financing agreement (e.g., land contract) with the property seller providing for fixed periodic payments and title transfer to the employee and/or dependent(s) upon payment schedule completion; and

(d) Employee provides the DoD Component concerned with a financing agreement copy.

(5) Other Equitable Title Situations. The title is held both in the names of the employee singularly, or the employee and one or more dependent(s) jointly, or one or more dependents; and an individual who is not a dependent; and:

(a) The property is the employee's residence as described in par. 5908-B2;

(b) The employee and/or dependent(s) has the right to use the property and to direct conveyance;

(c) Only the employee and/or dependent(s) has made payments on the property;
H. Reimbursement

1. Employee Must Actually Incur the Expenses. An employee is reimbursed only for expenses actually incurred and paid by the employee/dependent(s). If any expenses were shared by persons other than the employee/dependent(s), reimbursement is limited to the portion actually paid by the employee and/or dependent(s).

2. Pro Rata Reimbursement. If an employee and/or dependent share title to a residence with someone else, or if an employee has title interest under par. 5908-G2b, the employee is reimbursed on a pro rata basis to the extent of the employee’s actual/deemed title interest in the residence. Additionally, an employee is reimbursed on a pro rata basis in the following situations:

   a. Multiple Occupancy Dwelling. If the residence is a duplex/other type of multiple occupancy dwelling which is occupied only partially by the employee, or whenever the employee shares responsibility for a leased property (e.g., a shared apartment arrangement), expenses are reimbursed on a pro rata basis (GSBCA 15720-RELO, 28 March 2002).

   b. Excess Land. The employee is limited to pro rata reimbursement when land, in excess of that which reasonably relates to the residence site, is bought/sold (CBCA 787-RELO, 6 February 2008).

I. FTA and HSTA Lease Penalty. For guidance on the FTA and/or HSTA portion about a lease penalty expense, refer to DSSR sections 240 and 250 as stated in par. 5819.

5912 ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE

A. Reimbursable Expense
1. **Broker's Fees or Real Estate Commission.** A broker's fee/real estate commission for services in selling the residence is reimbursable, but not in excess of rates generally charged for such services in the old PDS locality. No such fee/commission is reimbursable ICW the new PDS home purchase.

2. **Other Advertising and Selling Expenses.** Costs of newspaper, bulletin board, multiple-listing services, or other advertising for residence sale at the old PDS are reimbursable if the employee has not paid for such services in the form of a broker's fee or real estate agent's commission. Customary costs of appraisal also are reimbursable.

3. **Legal and Related Costs.** To the extent they are not included in broker's or similar services for which reimbursement is claimed under other categories, the following expenses are reimbursable with respect to a residence sale (if customarily paid by the residence seller at the old PDS) and purchase (if customarily paid by a purchaser at the new PDS). These expenses are payable to the extent they do not exceed amounts customarily charged in the residence locality:

   a. Searching title, preparing abstract and legal fees for a title opinion, or where customarily furnished by the seller, the cost of a title insurance policy;
   
   b. Preparing conveyances, other instruments, and contracts;
   
   c. Related notary fees and recording fees;
   
   d. Making surveys, preparing drawings or plats when required for legal financing purposes;
   
   e. Special services when transferred employee is unable to physically attend settlement, and services were procured by the transferred employee or someone working with the employee (not the lender), and, if necessary for reasons other than personal preference (CBCA 1825-RELO, 17 March 2010):
      
      (1) Fee for Courier delivery or similar service;
      
      (2) Cost of preparing power of attorney; and
   
   f. Similar expenses. When a single over-all legal fee is charged, that fee may be paid without itemization if it is within the customary range of locality residence transaction charges (56 Comp. Gen. 561(1977)). Litigation costs are not reimbursable.

4. **Miscellaneous Expenses**

   a. **Reimbursable Items.** The expenses listed below are reimbursable ICW residence sale (if customarily paid by a seller of a residence at the old PDS) and/or purchase of a residence (if customarily paid by a buyer of a residence at the new PDS), to the extent they do not exceed specifically stated limitations, or in the absence of limitations, amounts customarily paid in the residence locality with appropriate supporting documentation provided by the employee:

      (1) FHA or VA fee for a loan application;
      
      (2) Loan origination fees and similar charges such as loan assumption fees and loan transfer fees; (A loan origination fee is a fee paid by a borrower to compensate a lender for administrative-type expenses incurred in originating and processing a loan. Reimbursement for a loan assumption fee, a loan transfer fee, or a similar charge also may be allowed, if it is assessed in lieu of a loan origination fee and reflects charges for services similar to those covered by a loan origination fee. An employee may be reimbursed for these fees in an amount not in excess of 1% of the loan amount without itemization of the lender's administrative charges. Reimbursement may exceed 1% only if an employee shows by clear and convincing evidence that: (a) the higher rate does not include prepaid interest, points, or a mortgage discount; and (b) the higher rate is customarily charged in the residence locality.)
locality;)

(3) Cost of preparing credit reports;

(4) Mortgage and transfer taxes;

(5) State revenue stamps;

(6) Other fees and charges similar in nature to those listed above, unless specifically prohibited in par. 5912-A4b below;

(7) Charge for prepayment of a mortgage or other security instrument ICW the sale of a residence at the old PDS to the extent the terms in the mortgage or other security instrument provide for this charge; (This prepayment penalty also is reimbursable when the mortgage or other security instrument does not specifically provide for prepayment, provided this penalty is customarily charged by the lender. In this case, the reimbursement is NTE 3 months' interest on the loan balance.);

(8) Mortgage title insurance policy paid for by an employee on a residence purchased by the employee for the protection of, and required by, the lender;

(9) Owner's title insurance policy, provided it is a prerequisite to financing or the transfer of property; or the owner's title insurance policy cost is inseparable from the other insurance costs, which is a prerequisite to property financing or transfer;

(10) Expenses ICW construction of a residence, that are comparable to expenses reimbursable ICW the purchase of an existing residence;

(11) Expenses ICW environmental testing and property inspection fees when required by Federal, State, or Local law; or by a lender as a precondition to sale or purchase; and

(12) Environmental protection fee if required as a mortgage condition (GSBCA 16053-Relo, 10 June 03).

b. Non-reimbursable Items. Except as otherwise provided in par. 5912-A4a, the following expenses are not reimbursable:

(1) Owner's title insurance policy, "record title" insurance policy, mortgage insurance or insurance against loss or damage of property, and optional insurance paid for by an employee ICW the purchase of a residence for the employee’s protection;

(2) Interest on loans, points, and mortgage discounts;

(3) Property taxes;

(4) Operating or maintenance costs;

(5) No fee, cost, charge or expense determined to be part of the finance charge under the Truth in Lending Act, Title I, P.L. 90-321, and Regulation Z issued IAW P.L. 90-321 by the Board of Governors of the Federal Reserve System, unless specifically authorized in par. 5912-A4a above;

(6) Expenses that result from residence construction; and

(7) VA funding fee (64 Comp. Gen. 674 (1985)).

5. Losses Due to Prices or Market Conditions. Losses may not be reimbursed when caused by:

a. Failure to sell a residence at the old PDS at the price asked, or at its current appraised value, or at its
original cost;

b. Failure to buy a dwelling at the new PDS at a price comparable to the selling price of the residence at
the old PDS; or

c. Any similar causes.

6. Other Expenses of Residence Sale and Purchase. Incidental charges made for required Services in selling
and purchasing residences are reimbursable if they are customarily paid by a seller of a residence at the old PDS
or if customarily paid by a purchaser of a residence at the new PDS, to the extent that they do not exceed
amounts customarily charged in the residence locality.

7. Procedure and Claim Requirements. See par. 5914.

B. Reimbursement Limit. Total reimbursements must not exceed the percentages below. The percentages are fixed
and may not be reduced:

1. 10% of the actual sale price of the residence at the old PDS, and

2. 5% of the purchase price of a residence at the new PDS.

5914 REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301
and 302)

A. Application for Reimbursement of Expenses

1. General. To be reimbursed for expenses, an employee must prepare and submit DD Form 1705,
Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses. The form details most of the
authorized real estate expense items for which reimbursement may be claimed. Amounts claimed must be
entered in the appropriate space on the form. Amounts must be supported by documentation, as prescribed in
pars. 5914-A2 and 5914-A3, showing that the employee in fact incurred and paid the expense.

2. Residence Sale. The following supporting documents are required:
   a. Sales agreement;
   b. Property settlement document;
   c. Mortgage document (if prepayment fee is claimed, the document must include the payment terms);
   d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
   e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item; and
   f. Property settlement document and approved claim application if there has been a prior claim settlement
      ICW a residence purchase.

3. Residence Purchase. The following supporting documents are required:
   a. Purchase agreement;
   b. Property settlement document;
   c. Loan closing statement;
   d. Title document (e.g., the deed) necessary to determine title to the residence as required in par. 5908-G;
e. Paid invoices or receipts (of $75 or more) for each additional claimed expense item;

f. Property agreement document and approved claim application if there has been a prior claim settlement ICW a residence sale; and

g. Finance charge disclosure statement when provided by a lending institution in compliance with P.L. 90-321 "The Truth in Lending Act."

B. Claim Submission. DoD FMR Vol. 9, Chapter 6.

C. Review and Approval of Reasonable Charges

1. Official Responsible for Review

   a. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:

      (1) Reasonable in amount, and

      (2) Customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

   b. Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved.

   c. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received.

   d. The official at the new duty station forwards the claim to the appropriate payment official for payment approval.

   e. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee.

   f. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P.L. 90-321).

2. Assistance

   a. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable.

   b. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are

D. Approval of Payment. The approval authority must approve the DD Form 1705 IAW Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval
official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. The total claimed is within prescribed limitations,
2. All the conditions and requirements under which claims may be paid have been met, and
3. The expenses claimed are reimbursable.

E. Privacy Act Statement. The Privacy Act of 1974 (5 USC §552a) is implemented by adding the Privacy Act Statement for "Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program.

5916 UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. Applicable laws or the lease terms provide for payment of settlement expenses,
2. They cannot be avoided by subleasing or other arrangement,
3. The employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. The broker's fees or advertising charges are NTE those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim IAW directions in the DoD FMR, Volume 9 for reimbursement of costs incurred incident to settlement of an unexpired lease. Rental penalty cost must not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate. Allowable cost items are limited to those payments made by the employee that represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total expenses amount must be entered on the voucher. The employee must be prepared to provide the following documentation, a/an:

1. Copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. Statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. Itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

NOTE: For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area, DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. 5819.

5918 RETURN FROM MILITARY DUTY

See par. 5562 for PCS allowances, including allowances provided in Ch 5, when an employee is reinstated at a new PDS after return from military duty.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION b: RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

5920 RESIDENCE TRANSACTION EXPENSES - HOME PURCHASE

A. Adaptation. This information is adapted from GSA provided material.

B. Reference/Decision Search. To search for a reference/decision, go to the following websites and use the internal search tool:

1. FTR. See http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl (i.e., FTR 302-11.200(f)(2)).

2. GSBCA. See http://www.gsbca.gsa.gov/ (i.e., GSBCA 15706-Relo (07/17/02)).

3. CBCA. See http://www.cbca.gsa.gov/ (i.e., CBCA 1743-Relo (04/28/10)).

C. Fee and Description Chart. See Residence Transaction Expenses – Home Purchase Closing Disclosure chart for information.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 14: REAL ESTATE ALLOWANCES

SUBSECTION c: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART

5922 GSBCA, CBCA AND CG DECISIONS

A. Decisions Search. To search for a decision, go to the following websites and use the internal search tool:

1. Comp Gen/GAO. http://www.gao.gov/search?q (e.g., 52 Comp. Gen. 769 (1973) or B-183436, 22 July 1975))

2. GSBCA. http://www.gsbcagsa.gov/ (e.g., GSBCA 15706-Relo (07/17/02))

3. CBCA. http://www.cbca.gsa.gov/ (e.g., CBCA 1743-Relo (04/28/10))

B. Decisions

1. Reimbursable and Non-reimbursable Expenses

<table>
<thead>
<tr>
<th>GSBCA 15706-Relo (07/17/02)</th>
<th>GSBCA 15591-Relo (08/29/01)</th>
<th>GSBCA 15506-Relo (08/15/01)</th>
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<td>B-227567 (08/26/88)</td>
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<td>60 Comp. Gen. 451 (1981)</td>
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<td>B-191235 (10/25/78)</td>
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2. Broker’s Fees and Real Estate Commissions

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<tr>
<th>CBCA 1743-Relo (04/28/10)</th>
<th>GSBCA 15867-Relo (07/11/02)</th>
<th>GSBCA 15669-Relo (07/02/02)</th>
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3. Advertising, Selling, and Appraisal Expenses

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4. Legal and Related Expenses

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<td>56 Comp. Gen. 862 (1977)</td>
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5. Miscellaneous Expenses

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Part B: Civilian Employees Only

Sec 14c: Real Estate Allowances (CBCA, GSBCA, CG Decisions)

<table>
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<tr>
<th>CBCA 1827-Relo (07/27/10)</th>
<th>GSBCA 16281-Relo (12/09/03)</th>
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8. Loan Origination Fees and Similar Charges

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6. Reimbursable Items

| B-248906 (11/18/92) | 71 Comp. Gen. 316 (1992) | B-221162 (06/10/86) | B-199888 (03/25/81) |

7. FHA or VA Loan Application Fee

| GSBCA 15672-Relo (01/18/02) | 71 Comp. Gen. 316 (1992) | B-221162 (06/10/86) | B-199888 (03/25/81) |
| B-189639 (03/24/78) |

9. Mortgage and Transfer Taxes

| CBCA 1963-Relo (08/02/10) | GSBCA 16424-Relo (07/23/04) | B-248301 (09/25/92) | B-189488 (08/18/77) |
| B-185487 (08/03/76) | B-183162 (01/27/76) | B-182082 (01/22/75) | B-181795 (11/11/74) |
| B-171878 (08/08/74) |
10. State Revenue Stamps

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11. Other Similar Charges

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12. Charge for Prepayment of Mortgage

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13. Mortgage Title Insurance Policy

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14. Owner’s Title Insurance Policy

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15. Expenses Related to Construction of a Residence that Are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence

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16. Expenses that Result from Construction of a Residence

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17. **Non-reimbursable Items**

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<th>CBCA 1883-Relo (05/13/10)</th>
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18. **Owner’s Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property**

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<th>GSBCA 16277-Relo (04/28/04)</th>
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<td>B-190902 (02/14/78)</td>
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<td>B-184928 (09/15/76)</td>
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19. **Interest on Loans, Points, and Mortgage Discounts**

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<tr>
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<tr>
<td>B-218955 (04/11/86)</td>
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20. **Property Taxes**

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21. **Operating or Maintenance Costs**

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22. **Finance Charges**

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<td>B-204015 (09/18/81)</td>
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23. Losses Due to Prices or Market Conditions at the Old and New PDS

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24. Other Sale and Purchase of Residence Expenses

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25. Overall Limitations

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26. Settlement of an Unexpired lease

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<th>B-232394</th>
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27. Exclusions

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28. Employee Must Incur Costs

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29. Employee Must Actually Sell/Purchase Real Estate

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30. Miscellaneous Expenses

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31. Regularly Commutes

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<td>CBCA 1244-Relo (12-18-08)</td>
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<td>GSBCA 15480-Relo (06/12/01)</td>
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32. Relocation Services

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33. Title Issues

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<td>GSBCA 15499-Relo (06/13/01)</td>
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34. Home Inspection Fee

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35. Home Marketing Incentive Program

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<td>CBCA 1710-Relo (03/29/10)</td>
<td>CBCA 1796-Relo (01/14/10)</td>
<td>GSBCA 15621-Relo (02/14/02)</td>
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36. **Extensions for Sale of Residence**

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<thead>
<tr>
<th>GSBCA 15866-Relo (06/28/02)</th>
<th>GSBCA 15639-Relo (10/03/01)</th>
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37. **Real Estate -- New Employee**

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<tr>
<th>GSBCA 15577-Relo (01/15/02)</th>
<th>GSBCA 15686-Relo (11/07/01)</th>
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38. **Waiver of Debt**. Whether agency waives employee’s debt is solely within discretion of the agency.

<table>
<thead>
<tr>
<th>CBCA 1828-Relo (05-07-10)</th>
<th>CBCA 1793-Relo (02-23-10)</th>
<th>GSBCA 14758-Relo, (03/04/99)</th>
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</thead>
</table>

39. **Retirement**

Employee sold residence at old PDS after retiring and was reimbursed costs since the sale was within the prescribed time limit of the PCS travel authorization/order to the last PDS and the terms of service agreement were fulfilled.

<table>
<thead>
<tr>
<th>GSBCA 16494-Relo, (11/04/04)</th>
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</thead>
</table>

40. **Relocation Income Tax (RIT) Allowance**. The RIT allowance reimburses an eligible transferred employee for substantially all of the additional Federal, State, and local income taxes incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes

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<tr>
<th>CBCA 1980-Relo (06/17/10)</th>
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</table>
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION a: GENERAL

5924 GENERAL

A. DoD Contract Services. A DoD Component may offer relocation services to an eligible employee. The DoD National Relocation Program (DNRP) offers authorized transferring DoD employees departure and destination area relocation services including:

1. Home Marketing Assistance;
2. Guaranteed Home Sale;
3. Property management (PM) services (Ch 5, Part B15b);
4. Home Finding Assistance; and
5. Mortgage Assistance.

DNRP relocation services are provided by national Relocation Service Company (RSC) third-party contractors.

B. DoD Component Responsibilities. Each DoD Component must:

1. Determine to which employee relocation services use is offered, and
2. Determine to what extent relocation services are offered, and
3. Determine the conditions under which relocation services are offered, and
4. Provide relocation information counseling at the earliest possible date after selection of an employee and prior to an employee transferring within/between DoD Components or to another agency, and
5. Determine how counseling provided will be monitored and evaluated.

5926 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the Gov’t’s interest (not primarily for the employee’s convenience/benefit, or at the employee’s request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;
2. An employee assigned under the Gov’t Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
Ch 5: Permanent Duty Travel

Part B: Employees Only/Sec 15a: Relocation Services (General)

a. Residence transaction expenses reimbursement in par. 5908-D, and

b. PM services IAW Ch 5, Part B15b.

C. Limitations. If the employee violates the service agreement terms, the Gov’t reserves the right to recover, from the employee, all payments made on the employee’s behalf to the relocation company IAW Ch 5, Part B11.

D. TCS. A service agreement is not required for PM services, IAW par. 5936, for a TCS.

5928 PROCEDURAL REQUIREMENTS AND CONTROLS

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract (CBCA 647-RELO, 9 Aug 2007 and FTR, §302-12.5).

C. Payment Restrictions

1. An eligible employee must meet the title requirements in par. 5908-G.

2. A DoD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-Gov’t employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. 5908-H. The same logic and provisions apply regarding relocation services.

D. Maximum Home Value

1. Under the DoD relocation contract the maximum home value for which home sale services are payable is $750,000, unless waived by the funding activity.

2. If a home is sold under a home sale program at a price exceeding $750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

E. Order

1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) ICW App I, par. C5a(2)(g).

2. An exception may be made if mandatory authorization (BRAC move) was omitted through error or inadvertence in preparing the order (GSBCA 16437-RELO, 22 Sep 2004).
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION b: PROPERTY MANAGEMENT (PM) SERVICES

5930 GENERAL

A. Purpose. The purpose of property management allowances is to reduce the Gov’t’s relocation costs by using the property management allowance in place of allowances for the sale of the employee’s residence; and to relieve an employee transferred to OCONUS duty stations from the cost of maintaining a home in CONUS during the tour of duty.

B. When PM Services May Be Authorized

1. A DoD Component may permit PM services use when the PCS is in the Gov’t’s interest.

2. Payment for PM services is to assist an employee in offsetting costs associated with retaining a residence at the old PDS from which the employee commuted daily to the old work location.

3. Payment for PM services may be authorized when an employee:

   a. Transfers in the Gov’t’s interest to a foreign PDS; or

   b. Is assigned to a foreign PDS, is transferred back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee left when transferred to the foreign PDS, and the employee is eligible to sell a residence with Gov’t expense reimbursement; or

   c. Transfers within the U.S. (including to/from/between non-foreign OCONUS areas) and is eligible to sell a residence with Gov’t expense reimbursement; or

   d. Is authorized a TCS (Ch 5, Part B13).

NOTE: In pars. 5930-B3b and 5930-B3c above, PM services are in lieu of the sale of the employee’s residence at Gov’t expense.

C. Obtaining PM Services. PM services may be:

1. Obtained under the DoD National Relocation Program contract, or

2. Employee-procured rental agency services with reimbursement of normal and customary property management fees NTE 10% of monthly rental amount or to authorize reimbursement up to 10% of established monthly rental value.

D. PM Services. PM services are intended to assist an employee manage a residence at the old PDS as a rental property. The services include:

1. Obtaining a tenant;

2. Negotiating the lease;

3. Inspecting the property regularly;
4. Managing repairs and maintenance;

5. Enforcing lease terms;

6. Collecting the rent;

7. Paying the mortgage and other carrying expenses from rental proceeds and/or the employee's escrow funds;

8. Accounting for the transactions and providing periodic reports to the employee; and

9. Similar services.

E. Income Tax Consequences of PM Services

1. The IRS and state and local authorities determine the degree to which an employee is taxed on the amount of PM services expenses that the Gov’t:
   a. Pays a relocation service company, or
   b. Reimburses an employee.

2. The DoD Component must pay the employee a RIT allowance for additional Federal, State and local income taxes incurred on PM services expenses paid to the:
   a. Relocation company for service to the employee, or
   b. Employee for self-procured PM services.

3. The employee should be advised to consult with a tax advisor:
   a. To determine the tax consequences of these payments, and
   b. On maintaining the residence as a rental property.

F. Ineligible Employee. An employee ineligible for PM services payment is:

1. A new appointee;

2. An employee assigned under the Gov’t Employees Training Act (5 USC §4109); and

3. An employee transferring between PDSs both of which are in foreign areas. NOTE: Relocations within a foreign area, or from one foreign area to a different foreign area do not affect previously authorized PM services for a residence at the employee’s last PDS in a CONUS/non-foreign OCONUS area as long as the employee continues to meet the requirements of par. 5932.

5932 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS

A. General

1. A DOD Component, through the Secretarial Process, may authorize PM services payment on behalf of an employee when:
   a. A transfer to a foreign PDS is in the Gov’t’s interest;
   b. The employee and/or a member(s) of the employee’s immediate family hold title to a residence that the employee would be eligible to sell at Gov’t expense under pars. 5908 or 5924 if transferred to/within the
c. The employee signs a service agreement.

2. PM services payment may be authorized only on a residence at an employee’s last CONUS/non-foreign OCONUS PDS from which the employee transferred to a foreign PDS.

B. PM Services Payment Duration. PM services payment may be made from the time an employee transfers to a foreign PDS until one of the following occurs, the employee:

1. Transfers back to a CONUS/non-foreign OCONUS PDS;
2. Completes the tour of duty at the PDS and remains there, but does not sign a new service agreement/renewal agreement, or
3. Separates from Gov’t service.

C. PM Services Continuation. To ensure that payment for PM services continues after completing a tour of duty, an employee must sign a new service agreement that includes, at the command’s discretion, PM services continuation.

5934 PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS

A. Authorized PM Services. The AO may authorize PM services:

1. Only for a residence at the old PDS (CONUS/non-foreign OCONUS) from which the employee commuted daily to the work location.
2. When an employee is transferred:
   a. Back to a CONUS/non-foreign OCONUS PDS different than the one from which the employee transferred to a foreign PDS; or
   b. Within CONUS/non-foreign OCONUS areas
3. Only if:
   a. The employee's transfer is in the Gov't's interest;
   b. The employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Gov't expense under par. 5908 or 5924;
   c. PM services are to the Gov't's advantage and more cost effective for the Gov't than the sale of the employee's residence; and
   d. The employee has signed a service agreement incident to a CONUS/non-foreign OCONUS area PCS.

B. PM Services in Lieu of Residence Sale. If PM services are offered, the employee then has the option to accept or decline such services in lieu of selling the residence with the Gov't reimbursing expenses.

C. Repayment of PM Expenses. An employee is not required to repay PM expenses paid by the Gov't for a residence in the CONUS/non-foreign OCONUS area while the employee was assigned at a foreign PDS if the employee elects to sell a CONUS/non-foreign OCONUS area residence at Gov't expense when transferred from a foreign PDS to a CONUS/non-foreign OCONUS PDS different than the one from which transferred to the foreign PDS.
D. Residence Sale after Electing PM Services (FTR §302-15.11 and 302-15.70)

1. An employee, who is offered and elects PM services, may later elect to sell the residence within the applicable time limitation of Ch 5, Part B14 with the Gov’t reimbursing expenses per DoD Component regulations IAW par. 5928-E. This authority does not extend to an employee enrolled in the Home Sale Program.

2. Payment for residence sale with the Gov’t reimbursing expenses is NTE the maximum amount in par. 5912-B1, less the amount paid for PM services.

3. If the amount paid for PM services equals/exceeds the maximum amount in par. 5912-B1, no reimbursement is allowed for residence sale.

E. PM Services Payment Duration

1. PM services payment is NTE 1 year from the employee’s transfer effective date.

2. For transfers within the CONUS/non-foreign OCONUS areas (e.g., both PDSs are in the CONUS/non-foreign OCONUS area), an extension under par. 5908-C, NTE one additional year, may be allowed.

5936 PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS

A. General. An employee, authorized PM services ICW a TCS under Ch 5, Part B15b, is authorized PM services for the residence at the previous CONUS/non-foreign OCONUS PDS from which the employee commuted daily to the work location provided the employee and/or a member of the employee’s immediate family holds title to the residence.

B. PM Services Payment Duration. Authority for PM services payment is from the time the employee transfers to the temporary official station until one of the following occurs, the:

1. Employee transfers back to the PDS;

2. Employee separates from Gov’t service;

3. Temporary official station becomes the PDS; or

4. End of the 30th month following transfer to the TCS duty station.

C. Residence Sale Incident to Temporary Official Station Becoming the PDS. An employee, authorized PM expenses for residence sale because the temporary official station becomes permanent, is required to repay PM fees paid under par. 5936 after the temporary official station becomes the employee’s PDS.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 15: RELOCATION SERVICES

SUBSECTION c: HOME MARKETING INCENTIVE PAYMENTS

5938 GENERAL (FTR §302-14)

A. Purpose

1. The home marketing incentive payment:

   a. Is intended to reduce the Gov’t’s relocation costs by encouraging a transferred employee, who participates in the home sale program, to independently and aggressively market, and find a buyer for, the residence.

   b. Significantly reduces the fees/ expenses a DoD Component must pay to a relocation services company and effectively lowers the relocation program cost.

2. An employee enrolled in the Home Sale Program is limited to the payment limitations in par. 5944.

3. Subsequent reimbursement is not authorized IAW par. 5928-B for real estate transaction and unexpired lease expense allowances (par. 5908-A2) or property management (PM) services (par. 5934-D1) after enrolling in the Home Sale Program.

B. Definitions

1. Amended Value Sale. Home sale transaction that occurs when the relocating employee receives a bona fide offer from a qualified potential buyer before the employee has accepted an appraised value offer from the relocation services company (RSC). The RSC amends its offer to match the net outside sale price.

2. Appraised Value Sale. Type of home sale transaction that occurs when the relocating employee accepts the offer from the RSC to buy the employee’s home based upon the average of a specific number of appraisals conducted by designated certified appraisers.

3. Buyer Value Option (BVO). Home sale transaction with procedures the same as the amended value program except that the buy-out offer from the RSC is based on a bona fide offer received by the employee from a qualified buyer after marketing by the employee and prior to appraisals being ordered. Once the offer is determined to be bona fide, the RSC offers to buy the home from the employee at a price based on the outside sale price.

4. Home Marketing Incentive Payment. Payment made to a transferred employee to encourage the employee to independently and aggressively market the employee’s residence and find a qualified potential buyer.

5. Home Sale Program. A program under which a relocation services company, under contract with DoD, purchases a transferred employee’s residence at the higher of either a market based or appraised value offer, then independently markets, and sells the residence.

C. Tax Consequences. Subject to IRS, state and local requirements:

1. A home marketing incentive payment is income.

2. A DoD Component must withhold, and the employee may be liable for, federal, state, and local income taxes.
3. No authority exists to pay a WTA or a RIT allowance to offset the Federal, state and local income taxes on the incentive payment.

5940 ELIGIBILITY

A DOD Component may offer a home marketing incentive to an employee who is authorized to transfer; and who otherwise meets the requirements for residence sale with the Gov’t reimbursing expenses.

5942 PAYMENT CONDITIONS

A. Eligible Employee. To qualify for a home marketing incentive payment, an employee must:

1. Enter the residence in the DoD Component’s home sale program,
2. Independently and aggressively market the residence,
3. Find a buyer for the residence as a result of independent marketing efforts,
4. Transfer the residence to the relocation company through which the buyer completes the sale, and
5. Meet any additional conditions established by the DoD Component.

B. Relocation Services Fee. The DoD Component must pay a reduced fee/expenses to the relocation company as a result of the employee’s independent marketing efforts.

C. Authorization (FTR §302-14.101(c)). The following offices have been delegated the authority to authorize payment of a home marketing incentive payment:

1. Army: A commander of an Army Command, commander of an Army Service Component Command, Commander/Superintendent of a Direct Reporting Unit, and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of Headquarters, Department of the Army (HQDA), their staff and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA. This authority may be re-delegated at the commander’s/agency head’s discretion, but no lower than the local commander or activity head.


4. Air Force: AFPC/DPIFSA
555 E. Street West, STE 1
Randolph AFB, TX 78150-5771

Only an employee traveling under Civilian Career funding may be authorized.

5. DoD Components: Each DoD agency must determine whether a Home Marketing Incentive payment is authorized and make certain each agency employee knows who to contact for information.

5944 MAXIMUM AMOUNT PAYABLE

A. Payment Limitations

1. The DoD Component determines the home marketing incentive payment amount; however, the payment may not exceed the least of:
a. One to five percent of the price the relocation service company paid when it purchased the residence from the employee; or

b. $10,000; or

c. One half of the savings realized from the reduced fee/expenses paid as a result of the employee finding a bona fide buyer with whom the sale is closed.

2. If no savings are realized, a home marketing incentive may not be paid.

B. Payment Examples. The percentages shown are for illustrative purposes only.

1. Example 1

   a. The relocation company gives the employee a buyout offer of $150,000 for the residence.
   
   b. The DoD Component decides how much of an incentive they wish to pay (1% to 5%).
   
   c. If a 1% incentive is paid, the incentive computed under this item for comparison to the other two items is $1,500 ($150,000 x 1%) = $1,500).
   
   d. A 3% incentive is $4,500 ($150,000 x 3% = $4,500).
   
   e. A 5% incentive is $7,500 ($150,000 x 5% = $7,500).

2. Example 2

   a. The relocation company gives the employee an “amended value” or “amend-from-zero” offer or closes an “assigned sale” offer that matches the outside buyer’s $150,000 offer.
   
   b. The service cost to the DoD Component for the relocation company to provide the regular “guaranteed home sale” service is 20.84% of the appraised value of the home.
   
   c. An “amended value”, “amend-from-zero”, or “assigned sale” offer home sale service cost is 12.43% of the amount of the outside buy offer.
   
   d. The Service is willing to pay a 4% incentive under par. 5944-A1a.
   
   e. A regular “guaranteed” appraised value offer is $150,000 x 20.84% = $31,260 service fee to the relocation company for providing the home sale service.
   
   f. The “amended” or “amend-from-zero” or “assigned sale” offer is $150,000 x 12.43% = $18,645 service fee to the relocation company.
   
   g. In this example:

      (1) The 4% incentive is $6,000 ($150,000 x 4% = $6,000).
      
      (2) The flat limitation of $10,000, and one half of the savings realized is $6,307.50.
      
      (3) There is a service fee savings to the DOD Component of $12,615 ($31,260 - $18,645 = $12,615).
      
      (4) One half of $12,615 = $6,307.50.
      
      (5) Based on the comparison of $6,000), $10,000 and $6,307.50, the employee receives $6,000.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 16: RIT ALLOWANCE

5946 RIT ALLOWANCE

A. Purpose

1. The RIT allowance reimburses an eligible transferred employee for the additional Federal, State, and local income taxes incurred by the employee (or by an employee and spouse if a joint tax return is filed) as a result of reimbursement, or payment, of certain travel and transportation expenses and relocation allowances that are not excludible from gross income for Federal income tax purposes. FTR, Part 302-17/5 USC §5724b.

2. A domestic partner is not a spouse and the employee cannot be reimbursed for additional Federal, State, and local income taxes incurred by the employee’s domestic partner if a joint tax return is filed.

B. Payments/Reimbursements. RIT allowance:

1. Does not include reimbursement for employment type taxes (e.g., Federal Insurance Contributions Act and Federal Unemployment Tax Act). Unless the payments or reimbursements qualify for exclusion from gross income, they constitute additional compensation to the employee.

2. Payment is:

   a. Authorized for income taxes paid to the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the U.S. possessions (67 Comp. Gen. 135 (1987)); and

   b. IAW calculation procedures in FTR, Part 302-17.
CHAPTER 5: PERMANENT DUTY TRAVEL

PART B: EMPLOYEES ONLY

SECTION 17: RENEWAL AGREEMENT TRAVEL (RAT)

5950 RAT LEAVE

A. General. An employee, and the employee’s accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. See pars. 5950-C and 5950-D for an employee serving tours of duty in AK or HI.

NOTE: When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.

B. Eligibility Requirements for All OCONUS Areas

1. Eligibility. An employee must meet the requirements in par. 5950-B2 to be eligible for the allowances in par. 5950-A.

2. Requirements. Prior to departure from the OCONUS PDS an employee must have:

   a. Satisfactorily completed the prescribed tour of duty (see par. 5840-C and the DTMO website for prescribed tours of duty), and

   b. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location IAW pars. 5950-N1, 5950-N2, and 5950-N3 and return and any additional cost paid by the Gov't as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and

   c. (For HI or AK) Eligibility under pars. 5950-C and 5950-D.

C. Employee Stationed in AK or HI on 8 September 1982. An employee whose status on 8 September 1982 was any of the situations below, involving a PDS in AK or HI, continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within AK or HI (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in AK or HI; or

2. En route to a PDS in AK or HI under a written service agreement to serve a tour of duty; or

3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in AK or HI.

D. Employee Assigned, Appointed, or Transferred to a Post of duty in AK or HI after 8 September 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a PDS in AK or HI after 8 September 1982, unless the DoD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in AK or HI.

2. This authority may be used only when required to fulfill DoD Component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill
remote area positions.

3. DoD Component written material must prescribe criteria and guidelines to determine the need for RAT.

4. The DoD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in AK or HI must be reviewed and re-confirmed in writing periodically, but not less than every five years.

5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either AK or HI. An employee must be advised in writing of this limitation.

NOTE: The successive tours must be in the same State. A tour in HI followed by a tour in AK, or vice versa, does not qualify.

E. Allowable Travel and Transportation

1. An eligible employee and dependent(s) is authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS.

2. Transportation also is authorized from the actual residence to an OCONUS PDS; except for AK and HI. When AK and HI are involved, the return must be to a PDS in the same State (AK or HI) as the PDS at which the employee served immediately prior to RAT (par. 5950-C).

3. See par. 010201 for the mandatory use of TMCs for transportation arrangements.

4. See par. 5950-L for per diem.

5. POV mileage is not authorized for RAT while on an OCONUS tour (FTR, §302-4.301).

F. RAT Denial/Delay

1. RAT Denial. Except for teachers as in par. 5950-P, RAT may be denied only when the employee:
   a. Is being processed for separation, or
   b. Is going to be involved in a RIF, or
   c. Has a removal action pending, or
   d. Has been reassigned to a U.S. position, or
   e. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

2. RAT Delay
   a. General
      (1) Delay may not be imposed on a DoDEA teacher.
      (2) RAT at Gov’t expense may not be denied to an employee who has earned it except IAW par. 5950-F1.
      (3) The time at which leave is granted (to perform RAT) is subject to appropriate personnel written
material.

(4) RAT ordinarily is performed between OCONUS tours of duty (par. 5842-C2). Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel written material.

b. Delay at Management's Request

(1) Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if:

(a) The employee is engaged on a project that is scheduled for completion within a reasonable time,

(b) There is a temporary personnel shortage, or

(c) For other good reasons.

(2) Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

c. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned (par. 5840-C3). In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

(1) The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or

(2) 12 months.

d. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5 year (or other year) limit on OCONUS assignments contained in personnel written material, unless the employee is not affected by, or has been released from, the 5 year (or other year) OCONUS service limitation (par. 5840-C5).

e. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by an OCONUS Service Limitation

Example: An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

G. Unaccompanied Dependent Travel. An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for
teachers IAW par. 5950-P.

H. RAT Non-Cumulative. RAT must be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). RAT authorization is not cumulative from one period of service to another if not used.

I. Baggage Transportation

1. General. Travelers should transport minimal baggage with them during RAT. The maximum baggage allowance that may be authorized at Gov’t expense for an employee and dependents returning to the actual residence to take leave between overseas tours of duty is determined by whether the baggage is accompanied or unaccompanied.

2. Excess Baggage
   a. Excess accompanied baggage weight allowance for each traveler is 100 lbs./person (gross weight).
   b. The 100 lb. weight limit does not include free checkable accompanied baggage.

3. Unaccompanied Baggage (UB). UB:
   a. Is authorized for up to 100 lbs./person (net weight).
   b. Does not accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

J. UB of a DODEA Teacher Authorized an Extended Leave of Absence. A teacher performing RAT for the purpose of advanced studies at a university in the U.S. and who also is on approved extended leave with/without pay for the current school is authorized transportation of:

1. 350 lbs. of UB for each eligible adult, and
2. 175 lbs. of UB for each dependent under age 12.

The allowable weight is limited to baggage necessary to accommodate the employee's reasonable needs for additional clothing/personal effects. Up to 100 lbs. excess accompanied baggage is authorized in addition to that allowed in par. 5950-I. Transportation under par. 5950-J is in place of UB the employee may be authorized to transport under the provisions of par. 5950-I.

NOTE: See par. 5656-B for UB ICW PDT.

K. HHG SIT. See Ch 5, Part B for up to 90 days of HHG SIT.

L. Per Diem

1. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route directly between old and new OCONUS duty stations. See par. 5950-E for allowable travel and transportation allowances.

   NOTE: AEA in par. 020207 may not be authorized/approved for RAT/PCS travel.

2. Per Diem Computation Example. The following example illustrates the method for per diem computation.
incident to RAT. See the DTMO website for the Standard CONUS per diem rate.

<table>
<thead>
<tr>
<th>Renewal Agreement Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.</td>
</tr>
<tr>
<td>2. Itinerary</td>
</tr>
<tr>
<td>9/1</td>
</tr>
<tr>
<td>9/2 – 9/30</td>
</tr>
<tr>
<td>10/1</td>
</tr>
<tr>
<td>10/2</td>
</tr>
<tr>
<td>3. The employee is authorized per diem since actual time exceeds 12 hours. See par. 5550-B.</td>
</tr>
<tr>
<td>4. Maximum per diem rate at time of travel $142 ($91/ $51) and OCONUS PDS per diem rate is $239 ($131/ $108). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)</td>
</tr>
<tr>
<td>5. Reimbursement:</td>
</tr>
<tr>
<td>9/1</td>
</tr>
<tr>
<td>9/2 – 9/30</td>
</tr>
<tr>
<td>10/1</td>
</tr>
<tr>
<td>10/1 – 10/2</td>
</tr>
<tr>
<td>Total Reimbursement</td>
</tr>
<tr>
<td>6. Par. 5550-B applies and the destination M&amp;IE rate ($51) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.</td>
</tr>
<tr>
<td>7. On the return trip, the M&amp;IE rate applicable to the OCONUS PDS (destination) is used for computing per diem. See par. 5550-B2a &amp; 5550-B3.</td>
</tr>
<tr>
<td>8. Per diem for dependents is not authorized for RAT.</td>
</tr>
</tbody>
</table>

**M. Leave Status during Absence from Duty**. The written material concerning leave of a Service or DoD Component applies regarding the employee's leave ‘status’. Certain limitations may apply to teachers in the DoDEA IAW par. 5950-P.

**N. Alternate Destination**

1. **Authorization**
   a. An employee/dependent is authorized to perform RAT to a destination (other than the employee's actual residence) in:
      
      (1) A CONUS/non-foreign OCONUS location, or
      
      (2) The country of the employee's actual residence.
   
b. Either destination listed above is an official travel destination.

c. Contract city pair airfares may be available for use. If the employee/dependent travels to a more expensive alternate destination, city pair airfares are not authorized for any transportation related to the alternate destination and the employee is financially responsible for all excess cost.

d. The policy constructed airfare (App A) is to be used for constructed cost purposes (App P, par. A, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

2. **Examples**. The locations and transportation costs used in the following examples are for illustrative purposes only.
a. Example 1

<table>
<thead>
<tr>
<th>Employee's PDS is in OCONUS Location A and the actual residence is CONUS Location B.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no city pair airfare between OCONUS Location A and CONUS Location B.</td>
<td></td>
</tr>
<tr>
<td>The policy constructed airfare (App A) between OCONUS Location A and CONUS Location B (incorporating some city pair airfare connections):</td>
<td>$1,200</td>
</tr>
<tr>
<td>Employee desires to utilize RAT to CONUS Location C.</td>
<td></td>
</tr>
<tr>
<td>City pair airfare to/from CONUS Location C:</td>
<td>$1,400</td>
</tr>
<tr>
<td>Least expensive policy-constructed airfare to/from CONUS Location C:</td>
<td>$1,600</td>
</tr>
<tr>
<td>Since transportation to/from CONUS Location C is more expensive than transportation to/from CONUS Location B, no city pair airfare may be used to/from CONUS Location C.</td>
<td></td>
</tr>
<tr>
<td>The employee’s financial responsibility is $1,600 of which $1,200 is reimbursable.</td>
<td></td>
</tr>
</tbody>
</table>

b. Example 2

<table>
<thead>
<tr>
<th>Employee's PDS is OCONUS Location A and the actual residence is CONUS Location B.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Round trip city pair airfare trip cost:</td>
<td>$980</td>
</tr>
<tr>
<td>Employee desires to utilize RAT to/from CONUS Location C.</td>
<td></td>
</tr>
<tr>
<td>Round trip city pair airfare to/from CONUS Location C:</td>
<td>$840</td>
</tr>
<tr>
<td>Since transportation to/from CONUS Location C is less expensive than the transportation to/from the actual residence in CONUS Location B, the employee is authorized city pair airfare to/from CONUS Location C ($840) NTE the $980 cost to the actual residence.</td>
<td></td>
</tr>
</tbody>
</table>

3. Time and Location Requirement. If an employee’s actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee’s dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

4. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

   a. Does not meet the conditions in par. 5950-P,

   b. Is merely routed through the country of actual residence en route to another country, or

   c. Travels to various points for personal reasons (e.g., a "travel tour").

5. Administration. An alternate destination:

   a. Is determined in advance of travel and stated in the order,

   b. Omitted from the order may be later added to the order as an amendment, or

   c. May be specifically approved on the reimbursement voucher if permitted by finance written material.

6. Reimbursement. RAT reimbursement for travel to an alternate destination is NTE the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

O. Limitations

1. HHG. There is no authority (ICW RAT) for HHG transportation except for necessary UB IAW pars. 5950-I and 5950-J. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior order that was unused (38 Comp. Gen. 653 (1959)).

2. Unaccompanied Dependents. See par. 5950-G for an unaccompanied dependent’s travel and transportation authority.
3. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

4. Duplicate Eligibility. Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a ‘dependent’ of the other).

5. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

P. DoD Education Activity (DoDEA) Teacher

1. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

2. Exceptions
   a. General
      (1) A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.

      (2) Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.

      (3) Par. 5950-G (Unaccompanied Dependent Travel) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.

      (4) The exceptions in par. 5950-P2 may be authorized/approved during a period of continuous service IAW pars. 5950-P2b and 5950-P2c.

   b. Reassignment at Management's Request
      (1) Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.

      (2) The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.

      (3) Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.

      (4) The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

   c. Attendance at an Accredited College/University
      (1) When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:
(a) Under an agreement to attend an accredited college/university,

(b) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoDEA, or

(c) Pursuing other specific professional preparations meeting current DoDEA requirements, or

(d) Attending courses that are required for continued certification in the teacher's home State.

(2) The renewal agreement is signed before leaving the OCONUS area.

(3) The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.

(4) The teacher becomes financially responsible for previously Gov't-paid travel costs, when travel was at Gov't expense to a CONUS/non-foreign OCONUS location to attend a course of study and there is no satisfactory proof of:

   (a) Course(s) completion, or

   (b) Reasons for not completing the course(s).

(5) A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. 5950-P1 begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

d. Attendance at an Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

   (1) Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,

   (2) Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and

   (3) Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:

      (a) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,

      (b) Evidence that the course of study is not feasible through other means,

      (c) Proof/acceptance of the course of study, and

      (d) Information regarding successful course completion.

e. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. Personnel written material applies for pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.
3. **HHG Storage between School Years.** See par.5662-A.

   a. **Conditions.** See par. 5662-A for HHG storage between school years.

   b. **In Addition to SIT.** Authority for storage between school years (par. 5662-A) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

   c. **Substitute and Part-Time Teachers.** Substitute and part-time teachers are not eligible for storage between school years.

   d. **Administrative Arrangements**

      (1) The industrial relations/civilian personnel officer (administrative responsibility) must furnish the TO notification about storage between school years. The notification must specify the storage period beginning and ending dates.

      (2) The TO is responsible for storage arrangements.

      (3) The TO must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

   e. **Indebtedness Notification.** Appropriate financial written material addresses indebtedness and appropriate notification so that collection action can be taken.

   f. **Consecutive School Terms in Different Locations**

      (1) If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for transportation to the new PDS.

      (2) The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

      (3) Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

Q. **Dependent Transportation**

1. **When Authorized.** Dependent transportation may be authorized ICW the employee’s RAT and subject to the conditions in this Part, the dependent transportation cost is NTE the Gov’t’s cost for transportation to the employee’s authorized destination.

2. **Dependent Eligibility.** A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

   a. Traveled to the OCONUS PDS within the prescribed 1- year limit, or

   b. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement.

3. **Authorization Limitations.** A dependent:

   a. At the OCONUS PDS may:

      (1) Accompany the employee, and/or
(2) Travel before/after the employee but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.

b. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.

c. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.

d. Travels, performed after the employee’s RAT, must be completed within 6 months of the employee’s RAT start date.

e. May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).

4. **New Tour at Different OCONUS PDS.** If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remains at the old OCONUS PDS, is authorized to travel from the old to the new PDS.

5. **TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS.** The dependent may return to the OCONUS PDS after the leave, when the employee:

   a. And dependent travels to the actual residence for leave before beginning a new OCONUS tour, and

   b. Performs TDY or attends a training course after the leave but before returning to the OCONUS PDS.

R. **Relocation Allowances Table.** This table lists allowances ICW RAT, and provides references to regulations that prescribe the applicable allowances. FTR refers to the Federal Travel Regulation. JTR is an administrative implementation for DoD civilian employees of the FTR, which applies to all Federal Executive Branch civilian employees. References to the FTR are included for research purposes.

<table>
<thead>
<tr>
<th>Renewal Agreement Travel (RAT) Relocation Allowances (FTR, Part 302–3.209)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOD Component Must Pay/Reimburse:</strong></td>
</tr>
<tr>
<td>1. Transportation for employee and immediate family member(s) (Ch 5, Part B and FTR, Part 302–4).</td>
</tr>
<tr>
<td>2. Per diem for employee only (par. 5950-L and FTR, Part 302–4).</td>
</tr>
</tbody>
</table>

S. **Travel and Transportation Funding**

1. **Return to the Same OCONUS PDS.** When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. **Return to a Different OCONUS PDS**

   a. **Losing Activity Costs.** Except for a DoDEA employee, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DoD Component, the losing OCONUS activity must pay the costs en route to the actual residence (see App A) or alternate point until return travel begins.

   b. **Gaining Activity Costs.** The gaining OCONUS activity in the same or another DoD Component must pay:
(1) Costs en route from the actual residence/alternate point to the new OCONUS PDS.

(2) Transportation costs of dependents, who did not accompany the employee on the RAT, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)).

(3) All PCS costs when an employee transfers between activities funded by DoDEA.

3. Obtaining a Position while on Leave in the U.S.

a. An employee:

(1) Who:

(a) Returns to the U.S. under a renewal agreement, and

(b) Arranges a move to a PDS in the U.S. while on leave,

(2) Is authorized reimbursement for travel and transportation expenses to the new PDS instead of to the actual residence in the OCONUS service agreement.

b. The losing OCONUS activity must pay the travel and transportation costs to the new PDS, NTE the cost to the actual residence.

c. If the Gov’t incurs additional expenses because of RAT performed to the actual residence by the employee/dependent, those expenses must be recovered from the employee.

d. Additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the order to provide for return from the losing activity to the actual residence for separation.

e. Travel and transportation expenses for separation are funded IAW par. 5516-D.

T. RAT Eligibility Table. The following eligibility table is ICW RAT for round-trip travel between overseas tours of duty for leave purposes, when return is to the same PDS or another PDS in the same locality.

<table>
<thead>
<tr>
<th>RAT Eligibility Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Required</td>
</tr>
<tr>
<td>Employee &amp; Dependent Transportation</td>
</tr>
<tr>
<td>Employee Per Diem</td>
</tr>
<tr>
<td>Dependent Per Diem</td>
</tr>
<tr>
<td>HHT Per Diem &amp; Transportation</td>
</tr>
<tr>
<td>TQSE</td>
</tr>
<tr>
<td>MEA</td>
</tr>
<tr>
<td>Sell &amp; Buy Residence Lease Termination</td>
</tr>
<tr>
<td>HHG SIT</td>
</tr>
<tr>
<td>NTS of HHG</td>
</tr>
</tbody>
</table>
## TABLE OF CONTENTS

### CHAPTER 6: EVACUATION TRAVEL

**0601 EVACUATION AUTHORITY**

- 060101. Authority to Order an Evacuation
- 060102. Identifying Evacuees
- 060103. Choosing an Evacuation Destination
- 060104. Evacuation Funding
- 060105. Funds Advance
- 060106. Receiving Payments for Evacuation Travel
- 060107. Who Can Terminate Evacuation Allowances

**0602 ALLOWANCES FOR SERVICE MEMBERS’ DEPENDENTS**

- 060201. Eligibility for Evacuation Allowances
- 060202. Travel and Transportation Allowances
- 060203. Escort during Evacuation
- 060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS
- 060205. Allowances While at the Safe Haven
- 060206. Standard Allowances While at Designated Place
- 060207. Allowances when an Evacuation is Canceled
- 060208. Preparing for Return Trip
- 060209. Non-Command-Sponsored Dependent Returns to PDS

**0603 HOUSEHOLD GOODS (HHG) SHIPMENT FOR A SERVICE MEMBER’S DEPENDENTS**

**0604 STANDARD ALLOWANCES FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS**

- 060401. Travel and Transportation Expenses
- 060402. Subsistence Expense Allowance or Per Diem
- 060403. Shipment of HHG
| 060404. | Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS |
| 060405. | Emergency POV Storage Due to an Evacuation OCONUS |
| 060406. | POV Shipment |
| 060407. | Pet Transportation and Quarantine –Evacuation from Foreign PDS |
| 060408. | Subsistence Expense at the PDS When Home is Uninhabitable |
| 060409. | POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation |
| 060410. | Limited Evacuations |
| 060411. | Allowances when an Evacuation is Canceled |
| 060412. | Family Visitation Travel (FVT) during an Evacuation |
CHAPTER 6: EVACUATION TRAVEL

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. The information in this chapter complements the Department of State (DoS) Standardized Regulations (DSSR) Chapter 600 (Payments During an Ordered/Authorized Departure) and the Office of Personnel Management (OPM) Code of Federal Regulation (CFR), Title 5 U.S. Code (U.S.C.), Subpart D (Payments During Evacuation). See Table 6-1 to determine which Agency’s evacuation policy applies in addition to the JTR.

<table>
<thead>
<tr>
<th>Table 6-1. Identifying which Evacuation Policy to Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuee</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>DoD Service Member’s Dependent</td>
</tr>
<tr>
<td>Non-DoD Service Member’s Dependent</td>
</tr>
<tr>
<td>DoD Civilian Employee</td>
</tr>
<tr>
<td>DoD Civilian Employee’s Dependent</td>
</tr>
</tbody>
</table>

0601 Evacuation Authority

The authority to evacuate an area depends on whether it is in the CONUS, a non-foreign location OCONUS, or a foreign location. Tables 6-1 through 6-12 identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in 37 U.S.C. § 475a, 5 U.S.C. § 5725, and DoDD 3025.14 (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013.

060101. Authority to Order an Evacuation

A. Eligibility. A Service member’s dependent, a civilian employee, or a civilian employee’s dependent may leave a threatened area at their own expense. However, the Government authorizes evacuation allowances when one of the individuals or agencies identified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

B. Cuba Evacuation. The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the USD (P&R) has the authority to evacuate the U.S. Naval Base.

C. Limited Evacuation. A limited evacuation is a temporary relocation to the nearest available accommodations, which may be Government quarters. A limited evacuation is available from a CONUS location for a Service member’s dependent, a civilian employee, or a civilian employee’s dependent. The civilian employee and his or her dependent can also be authorized a limited evacuation from a non-foreign location OCONUS.
Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS

<table>
<thead>
<tr>
<th>Service or Agency</th>
<th>Location Being Evacuated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DoD Components</strong></td>
<td></td>
</tr>
<tr>
<td>(Service member’s Dependent, Civilian Employee, and Civilian Employee’s Dependent)</td>
<td>Any of the officials listed below may order or authorize an evacuation within their area of authority:</td>
</tr>
<tr>
<td></td>
<td>● Secretary of Defense (Sec Def) or his or her designee.</td>
</tr>
<tr>
<td></td>
<td>● Secretary concerned.</td>
</tr>
<tr>
<td></td>
<td>● Head of the Component or his or her designee.</td>
</tr>
<tr>
<td></td>
<td>● Commander of the Installation or the Coast Guard District Commander.</td>
</tr>
<tr>
<td></td>
<td>● Commander, head, chief, or supervisor of the organization or office.</td>
</tr>
<tr>
<td><strong>National Guard Member’s Dependent</strong></td>
<td>State or Territory authority for the National Guard member serving on active duty or full-time National Guard duty under 32 U.S.C. § 502(f).</td>
</tr>
<tr>
<td><strong>U.S. Coast Guard, Only in Time of War</strong></td>
<td>Secretary of Homeland Security or his or her designee.</td>
</tr>
<tr>
<td><strong>U.S. Public Health</strong></td>
<td>Secretary of Health and Human Services or his or her designee.</td>
</tr>
<tr>
<td><strong>National Oceanic and Atmospheric Administration</strong></td>
<td>Secretary of Commerce or his or her designee.</td>
</tr>
</tbody>
</table>

D. Foreign Locations. The DoS decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

Table 6-3. Authority to Evacuate from a Foreign Location

<table>
<thead>
<tr>
<th>Situation or Assignment</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>President declares a national emergency</td>
<td>Sec Def or his or her designee after consulting with the Secretary of State</td>
</tr>
<tr>
<td>Directed reinforcement of U.S. Armed Forces in a theatre</td>
<td></td>
</tr>
<tr>
<td>Accommodation of force protection</td>
<td></td>
</tr>
<tr>
<td>Antiterrorism considerations</td>
<td></td>
</tr>
<tr>
<td>U.S. Country Team (DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel, and others as determined by the CCDR and Chief of Mission)</td>
<td>DoS</td>
</tr>
<tr>
<td>U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Sec Def or USD (P&amp;R) without jeopardizing the evacuees</td>
<td>CCDR, the senior commander in the country concerned, or the DoD Attaché</td>
</tr>
<tr>
<td>U.S. Naval Base at Guantanamo Bay, Cuba</td>
<td>USD(P&amp;R)</td>
</tr>
</tbody>
</table>

060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS) order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4
identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

<table>
<thead>
<tr>
<th>Table 6-4. Who Can Be Evacuated at Government Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individuals</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Service Member</td>
</tr>
<tr>
<td>Service Member's Dependent</td>
</tr>
<tr>
<td>Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. § 502(f)</td>
</tr>
<tr>
<td>Civilian Employee</td>
</tr>
<tr>
<td>Civilian Employee's Dependent</td>
</tr>
<tr>
<td>Non-Command Sponsored Dependent</td>
</tr>
<tr>
<td>Authorized Escort for a Dependent or Civilian Employee</td>
</tr>
</tbody>
</table>

**060103. Choosing an Evacuation Destination**

The anticipated duration of the evacuation is critical to determining whether a dependent travels to a safe haven or a designated place. A safe haven is a temporary location to which a dependent is sent. The safe haven and the evacuated area may be in the same city or country or may be in different cities or countries. If the conditions causing an evacuation are expected to improve and it is anticipated that the dependent will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. The appropriate official determines whether an evacuee will go to a safe haven or a designated place.

**A. Eligibility**. The Government may provide evacuation allowances for a Service member’s dependent, civilian employee, or a civilian employee’s dependent when they evacuate to an authorized location selected by the authority in Table 6-2 or Table 6-3.

<table>
<thead>
<tr>
<th>Table 6-5. Who Determines Authorized Destinations for a Service Member’s Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evacuation Destination</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Safe Haven</td>
</tr>
<tr>
<td>Alternate Safe Haven</td>
</tr>
</tbody>
</table>
Table 6-5. Who Determines Authorized Destinations for a Service Member’s Dependent

<table>
<thead>
<tr>
<th>Evacuation Destination</th>
<th>Location Being Evacuated</th>
<th>Location Being Evacuated</th>
<th>Foreign Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONUS</td>
<td>Non-Foreign Location OCONUS</td>
<td>OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>● USD (P&amp;R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.</td>
</tr>
</tbody>
</table>

OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. Non-DoD Services obtain authorization through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant.

- DoD Services obtain authorization from the Secretary concerned.
- Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS.

B. Additional Authority. Authorities for a civilian employee or a civilian employee’s dependent are similar, but different than those for a Service member’s dependent, as listed in Table 6-6.

Table 6-6. Who Determines Authorized Destinations for a Civilian Employee or a Civilian Employee’s Dependent

<table>
<thead>
<tr>
<th>Evacuation Destination</th>
<th>Location Being Evacuated</th>
<th>Location Being Evacuated</th>
<th>Foreign Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONUS</td>
<td>Non-Foreign Location OCONUS</td>
<td>DoS with DoD coordination. USD (P&amp;R) for U.S. Naval Station at Guantanamo Bay, Cuba.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&amp;R). See DSSR 614.</td>
</tr>
<tr>
<td>Safe Haven</td>
<td>The authority who orders or authorizes the evacuation. See Table 6-2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Safe Haven</td>
<td>Obtained authority through the Secretarial Process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designated Place</td>
<td>● Secretary concerned or the Secretary’s designated representative. See pars. 6505-C and 6510-C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● The JTR does not cover non-DoD civilian employees.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact location within the designated geographic area. If the United States is listed as the safe haven, a DoD evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS
must be authorized or approved by USD (P&R). If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

D. Alternate Safe Haven. A Service member or civilian employee may request permission for a dependent to evacuate to an alternate safe haven through the process described in Table 6-7.

<table>
<thead>
<tr>
<th>Location of Safe Haven</th>
<th>CONUS</th>
<th>Non-Foreign Location OCONUS</th>
<th>Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Within a Safe Haven</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Principal Deputy USD (P&R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following:
- Family support at the requested destination.
- Co-location with the Service member at an alternate work site.
- Similar factors to support that relocation is in the Government’s best interest.

DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.

- The Service member’s or civilian employee’s command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See pars. 6015-B2 and 6565; and DSSR 614c.
- A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&R) with the DoS authorization attached. The Principal Deputy USD (P&R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee’s travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS.
- A non-DoD Service member must obtain authorization through the Secretarial Process.

060104. Evacuation Funding

Accounting classifications used for evacuation allowances for a dependent of a U.S. Army or U.S. Air Force Service member are listed in Table 6-8. Accounting information for other Services is available through the references in Table 6-9 and Table 6-10.
### Table 6-8. U.S. Army and U.S. Air Force Accounting Codes during Evacuation

<table>
<thead>
<tr>
<th>U.S. Service</th>
<th>Accounting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Army</strong></td>
<td>Located in the DCS, G-1, <a href="https://www.adpaa.army.mil">Army Disaster Personnel Accountability and Assessment System (ADPAAS) website</a>, under Command, Reference, PA Messages. (Only ADPAAS unit CORs can access this LOA document).</td>
</tr>
<tr>
<td>Air Force</td>
<td>Replace the “*” in the accounting citations with the current fiscal year.</td>
</tr>
</tbody>
</table>

**US Army Active Duty Officer Dependent Travel:**

- 57*3500
- 32* 5710.0D 525725

**US Army Active Duty Officer Dependent Per Diem:**

- 57*3500 32* 5710.0K 525725

**US Army Active Duty Enlisted Dependent Travel:**

- 57*3500
- 32* 5810.0D 525725

**US Army Active Duty Enlisted Dependent Per Diem:**

- 57*3500 32* 5810.0K 525725

For Air Force civilians and dependents, should refer to the local Financial Management office for instructions.

### Table 6-9. U.S. Marine Corps Finance Resources during Evacuation

**References**

- Marine Corps Order 4650.37A (Defense Travel System)
- The [Marine Corps Travel Instruction Manual](https://www.mcallc.mil/)

**Accounting Code Location**

- HQMC Finance Policy

### Table 6-10. Points of Contact for Finance Resources during Evacuation

**U.S. Navy**

- Chief of Naval Operations (N130C)
  - Building 12, Room 3R180
  - 701 S. Courthouse Road
  - Arlington, VA 22204-2472
  - Phone: (703) 604-5476/7/4  DSN 664
  - E-mail: [NXAG_N130C@navy.mil](mailto:NXAG_N130C@navy.mil)
- National Oceanic and Atmospheric Administration
  - Director, CPC
  - 8403 Colesville Road, Suite 500
  - Silver Spring, MD 20910-6333
  - FAX: (301) 713-4140
  - Phone: (301) 713-3444

**U.S. Coast Guard**

- U.S. Coast Guard Commandant (CG-832)
  - STOP 7618
  - 2703 Martin Luther King Jr Avenue, SE
  - Washington, DC 20593-7618
  - Phone: (202) 372-3577
  - Email: [HQS-DG-LST-CG-832@uscg.mil](mailto:HQS-DG-LST-CG-832@uscg.mil)
  - Refer to [COMDTINST M7100.3E](https://www.uscg.mil) for charge codes related to evacuation funds
- U.S. Public Health Service
  - Director, Division of Commissioned Corps Personnel and Readiness
  - ATTN: Travel Coordinator
  - Plaza Level, Suite 100
  - 1101 Wootton Parkway
  - Rockville, MD 20852
  - FAX: (240) 453-6141
  - Phone: (240) 453-6059

### 060105. Funds Advance

An advance for evacuation travel and transportation allowances, including allowances while at a safe haven, may be paid as soon as an order is issued for the Service member’s dependent, civilian employee, civilian employee’s dependent, or an escort to travel from the evacuation area.

A. **Safe Haven Allowance**. A safe haven-allowance advance is limited to an estimated 30 days at the authorized safe haven or designated place.

B. **Dislocation Allowance (DLA)**. A DLA advance may be paid to a Service member’s designated
dependent before the dependent travels to a designated place. See par. 5452 for DLA rates.

C. Civilian POV. Civilian employees may be paid an advance of funds for transportation and emergency storage of a POV, limited to the estimated expense amount that the AO authorizes for that specific purpose.

060106. Receiving Payments for Evacuation Travel

Only specific individuals can receive payments for evacuation allowances on behalf of eligible evacuees. See Table 6-11 to determine who the Government may pay. Typically, the spouse is the person who receives the evacuation allowance payment; however, other people identified in Table 6-11 may receive the payments when the spouse is separated from other evacuees.

| Table 6-11. Who Is Eligible to Receive Payments on Behalf of an Evacuee | Location Being Evacuated |
|---|---|---|
| Individuals | CONUS | Non-Foreign Location OCONUS | Foreign |
| Service Member’s Spouse | Yes | Yes | Yes |
| Service Member’s Dependent 18 Years of Age or Older | Yes | Yes | Yes |
| A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age | Yes | Yes | Yes |
| Service Member’s Dependent who Turned 21 after Evacuation is Ordered or Authorized | Yes | Yes | Yes |
| Non-Command Sponsored Dependent | N/A | No* | No* |
| DoD Civilian Employee | Yes | Yes | Yes |
| DoD Civilian Employee’s Dependent | Yes (age 16 and older) | Yes (age 18 and older) | Yes (age 18 and older) |
| DoD Civilian Employee’s Designated Representative | Yes (age 16 and older) | Yes (age 18 and older) | Yes (age 18 and older) |

* Evacuees must be command-sponsored to receive evacuation allowances.

060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member’s dependent, a civilian employee, the civilian employee’s dependent, and a non-DoD Service member’s dependent.
A. **Allowance Expiration.** In addition to the authorities listed above terminating an evacuation, safe haven evacuation allowances terminate on the date a Service member detaches or permanently departs from the PDS from which the dependent’s evacuation was ordered or authorized. However, the evacuation allowances may continue when the PDTATAAC issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

B. **Time Limits.** Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member’s dependent or by the Secretarial Process for a non-DoD Service member’s dependent.

2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;

3. Expiration date established by the USD (P&R) for a DoD Service member’s dependent, and by the Secretarial Process for a non-DoD Service member’s dependent.

4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

**0602 Allowances for Service Members’ Dependents**

Allowances vary depending on the location of the evacuation and whether a dependent is authorized to be there.

**060201. Eligibility for Evacuation Allowances**

A. **Service Member’s Dependent.** A Service member’s dependent may be eligible for evacuation allowances in accordance with 37 U.S.C. § 475a and DoD Directive 3025.14, (Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad) dated February 26, 2013. A dependent must meet one of the criteria in Table 6-13 to qualify for allowances at the location being evacuated, safe haven, or designated place.

B. **RC Member’s Dependent.**
1. A dependent of an RC member (10 U.S.C. §§ 101, 10101) on active duty or full-time National Guard duty under 32 U.S.C. § 502(f) may be eligible for evacuation allowances if all of the following occur together:

   a. No evacuation allowances are authorized for a dependent for any period in which the RC member was not on active duty or full-time National Guard duty.

   b. The evacuation order is given when the RC member is on active duty.

   c. The dependent actually evacuates from his or her residence or continues to reside at a safe haven.

   d. The RC member’s primary residence when called or ordered to active duty or full-time National Guard duty is in the vicinity of a PDS.

2. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately, without a break in service, is called to full-time National Guard duty under 32 U.S.C. § 502(f), remains eligible for continued evacuation allowances.

3. The dependent of an RC member ordered to active duty under an involuntary authority (10 U.S.C. § 12302) in support of a contingency operation and whose order is amended to retain the RC member on active duty under a voluntary authorization (10 U.S.C. § 12301(d)) remains eligible for continued evacuation allowances.

4. In addition to the eligibility in this paragraph, the criteria in Table 6-13 also apply.

| Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances |
|----------------------------------|----------------------------------|----------------------------------|
| Location Being Evacuated        | Location Being Evacuated        | Location Being Evacuated        |
| CONUS                            | Non-foreign Location OCONUS      | Foreign Location                 |
| ● A dependent who resides         | ● A dependent who resides at the | ● A dependent who resides at the  |
| at the Service member’s PDS       | Service member’s permanent duty  | Service member’s permanent duty   |
| or in the PDS vicinity when the   | station (PDS) or in the PDS      | station (PDS) or in the PDS      |
| evacuation is ordered or         | vicinity when the evacuation is  | vicinity when the evacuation is   |
| authorized.                       | ordered or authorized. “In the  | ordered or authorized. “In the   |
| ● A dependent who is temporarily  | PDS vicinity” means:            | PDS vicinity” means:            |
| absent from the Service member’s  | ● A dependent is residing in the  | ● A dependent is residing in the  |
| PDS or in the CONUS or its vicinity. | foreign location or non-foreign | foreign location or non-foreign   |
| ● A dependent traveling to the    | location OCONUS within which the | location OCONUS within which the |
| Service member’s PDS in the CONUS | PDS is located.                 | PDS is located.                 |
| or its vicinity to establish a    | ● A Service member resides with  | ● A Service member resides with  |
| permanent residence with the      | the dependent in an area OCONUS  | the dependent in an area OCONUS   |
| Service member.                   | and commutes to the PDS from a   | and commutes to the PDS from a   |
|                                  | place located in an adjacent     | place located in an adjacent     |
|                                  | country.                        | country.                        |
|                                  | ● A dependent student who would  | ● A dependent student who would   |
|                                  | have traveled to the evacuated    | have traveled to the evacuated    |
|                                  | PDS, but instead travels to a    | PDS, but instead travels to a     |
|                                  | safe haven or designated place.  | safe haven or designated place.  |
|                                  | A dependent temporarily absent   | A dependent temporarily absent    |
|                                  | from the PDS for any reason after | from the PDS for any reason after |
|                                  | having established residence at  | having established residence at   |
|                                  | or in the vicinity of the PDS,   | or in the vicinity of the PDS,   |
|                                  | including a dependent student    | including a dependent student    |
|                                  | attending an OCONUS dormitory    | attending an OCONUS dormitory     |
|                                  | school away from the Service     | school away from the Service      |
|                                  | member’s PDS.                    | member’s PDS.                    |
|                                  | ● A dependent at, temporarily     | ● A dependent at, temporarily     |
|                                  | away, or en route to the Service  | away, or en route to the Service   |
|                                  | member’s PDS, who is not command  | member’s PDS, who is not command  |
|                                  | sponsored is authorized          | sponsored is authorized          |
|                                  | transportation only and is not    | transportation only and is not    |
|                                  | authorized per diem while traveling or safe have allowances. | authorized per diem while traveling or safe have allowances. |
### Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances

<table>
<thead>
<tr>
<th>Location Being Evacuated</th>
<th>CONUS</th>
<th>Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba</th>
<th>Foreign Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A dependent full-time student who is younger than 23 years of age.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>● A dependent who remained at the former PDS following the Service member’s assignment elsewhere. (effective 1 August 2017)*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*These dependents are authorized safe haven evacuation allowances, even though no longer command-sponsored (effective 1 August 2017).*

### 060202. Travel and Transportation Allowances

The evacuation order includes transportation instructions for departure. Allowances differ between a limited evacuation in the CONUS and a regular evacuation. Dependents at the Service member’s PDS OCONUS who are not command sponsored are authorized transportation only.

### Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated

<table>
<thead>
<tr>
<th>CONUS/Non-Foreign Location OCONUS/Foreign</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>● A dependent directed to go to a safe haven, which instead goes somewhere that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location.</td>
<td></td>
</tr>
<tr>
<td>● A dependent directed to go to a safe haven, which actually arrives at the safe haven and then leaves for personal reasons, receives no transportation to the personal location.</td>
<td></td>
</tr>
<tr>
<td>● The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary.</td>
<td></td>
</tr>
<tr>
<td>● Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member’s PDS when an evacuation is ordered or authorized. The following criteria must be met:</td>
<td></td>
</tr>
<tr>
<td>● A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has:</td>
<td></td>
</tr>
</tbody>
</table>
Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated

<table>
<thead>
<tr>
<th>CONUS/Non-Foreign Location</th>
<th>OCONUS/Foreign</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement.</td>
<td></td>
</tr>
<tr>
<td>• Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member’s PDS. A dependent who has dissolved the residence is considered to be en route to the Service member’s PDS. For example, a house is sold and a contract signed with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.</td>
<td></td>
</tr>
<tr>
<td>• A dependent who has not received official authorization to travel to the Service member’s PDS is not authorized transportation or reimbursement for transportation.</td>
<td></td>
</tr>
</tbody>
</table>

Transportation Allowances Specific to Location Being Evacuated

<table>
<thead>
<tr>
<th>CONUS</th>
<th>Non-Foreign OCONUS and Foreign Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters.</td>
<td></td>
</tr>
<tr>
<td>Reimbursement for using a POV is at the TDY mileage rate based on odometer readings.</td>
<td></td>
</tr>
<tr>
<td>Reimbursement is to the POV operator; passengers receive no transportation reimbursement.</td>
<td></td>
</tr>
<tr>
<td>A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member’s PDS.</td>
<td></td>
</tr>
<tr>
<td>The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent.</td>
<td></td>
</tr>
<tr>
<td>When a dependent does not have a port call, the Service member’s AO determines the appropriate action to take and furnishes timely notification to the dependent.</td>
<td></td>
</tr>
<tr>
<td>A dependent who has not received a port call or official authorization to travel to the Service member’s PDS is not authorized any transportation under this paragraph.</td>
<td></td>
</tr>
</tbody>
</table>

A. Per Diem while Traveling. A dependent evacuated from a location in the CONUS—a limited evacuation or regular evacuation—or a command-sponsored dependent evacuated from an OCONUS location is authorized the following per diem while traveling:

1. Per diem for travel to and from the safe haven location. This is paid using the computation method in par. 020301 and adjusted based on the age of the dependent.

| Table 6-15. Per Diem while Traveling to and from a Safe Haven |
|-------------------|------------------|
| Dependent’s Age  | Per Diem         |
| 12 Years or Older| The same per diem as a Service member on a TDY. |
| Under 12 Years    | An amount limited to one half of what a Service member traveling on a TDY receives. |

2. A dependent at the Service member’s PDS OCONUS who is not command sponsored is not authorized per diem.

B. Dependent Temporarily Absent from PDS. A dependent, including a dependent student, temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS can receive allowances for only one departure from the location being evacuated during each evacuation. This includes a dependent student attending a dormitory school in a foreign location away from the Service member’s PDS.
1. The dependent stays at the place where he or she is located when the evacuation is ordered or authorized and is considered to be at a safe haven until instructed otherwise. The appropriate authority determines whether the dependent will receive allowances to stay at the location, go to another location, or return to the PDS.

2. Safe haven allowances begin on the date the return travel to the PDS would have begun had the return not been prevented by the evacuation. The dependent or Service member furnishes this date as instructed by the Service or Agency. The date must not be earlier than the date the evacuation from the PDS actually began.

C. Dependent Student. The safe haven or designated place replaces the Service member’s PDS as the destination authorized under par. 5151 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

1. If the dependent student joins other dependents at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place. If the dependent student is the Service member’s only dependent, and if the CONUS is named in the evacuation authorization or order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within the CONUS that the dependent student or the Service member selects.

2. The dependent student receives evacuation allowances while at the safe haven as specified in Table 6-17. Transportation to a safe haven has no effect on the dependent student’s travel between the school and the Service member’s PDS OCONUS, as specified in Chapter 5.

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 5151 from the Service member’s PDS, whichever occurs first.

D. Transportation to Designated Place. A dependent at the safe haven who is directed to select a designated place and chooses a different location other than the current safe haven is authorized transportation from the safe haven to the designated place.

060203. Escort during Evacuation

A. Eligibility. The AO may authorize an escort for a dependent who cannot travel alone due to age, physical or mental incapacity, or other extraordinary circumstances.

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service Member. The escort is issued a TDY order and receives the standard travel and transportation allowances specified in Chapter 2.

2. A Civilian Employee. The escort is authorized the TDY allowances in regulations issued by the civilian employee’s Agency or Department. A DoD civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in Chapter 2.
for transportation. The Agency directing the travel funds the escort’s travel.

3. **A Person Other Than a Service Member or Civilian Employee.** The escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

**060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS**

A. **Eligibility.** A Service member is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to and from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. **Allowances.** If the Service member transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A Service member traveling on a separation or retirement order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

**060205. Allowances While at the Safe Haven**

A. **Eligibility.** See Table 6-13 to determine eligibility for safe haven allowances. A dependent at the Service member’s PDS OCONUS who is not command sponsored is not authorized safe haven allowances.

B. **Allowances**

   1. **Transportation**

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Safe Haven or Alternate Safe Haven</th>
<th>Designated Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Travel</td>
<td>Yes</td>
<td>Only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven.</td>
</tr>
<tr>
<td>POV Shipment</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>No</td>
<td>Only when a POV is scheduled for delivery and arrives late.</td>
</tr>
</tbody>
</table>

   a. A local travel allowance of $25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

   b. Shipment of a POV at Government expense to a safe haven is not authorized. When a Service member receives a PCS order while a dependent is at a safe haven, the authorization to transport a POV from the safe haven is in the Service member’s PCS order.

   c. A dependent directed to go to a safe haven, who instead goes somewhere that is not authorized or approved, is authorized the **Standard CONUS rate** at the percentage specified in Table 6-17.

2. **Safe Haven Allowances.** An evacuated dependent from the CONUS—a limited evacuation or
regular evacuation—or a command-sponsored dependent OCONUS is authorized the following safe haven allowances and miscellaneous expenses at the safe haven:

   a. Safe haven allowances during the first 30 days while at the safe haven location. This is paid using the computation method in par. 020301 and the safe haven locality per diem rate, combined with the age of the dependent. Safe haven evacuation allowances are initially authorized for 30 consecutive days. The 30-day clock begins on the day after the dependent’s arrival at the safe haven (see par. 020301 for the applicable computation rules).

     (1) Each dependent receives the appropriate percentage of the meals and incidental expense (M&IE) rate of the locality per diem rate. The dependent receives the M&IE regardless of whether there is a lodging expense on a given day.

     (2) The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven. Individual amounts are based on the lodging portion of the locality per diem rate and Table 6-17. A dependent receives this allowance for each day in an evacuation travel status.

     (3) No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. If the dependent rents a house or apartment with a valid, written lease from a friend or relative who does not jointly occupy the rental, then the evacuated dependent is authorized lodging costs as specified in Chapter 2.

     (4) If a Value-Added Tax relief certificate is used to avoid paying the lodging taxes in an area OCONUS, then the cost of the certificate is a miscellaneous reimbursable expense.

     (5) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

     (6) Tax paid on lodging while at a safe haven or designated place or traveling in CONUS or a non-foreign area OCONUS is a miscellaneous reimbursable expense (effective 1 August 2017).

     (7) Tax paid on lodging while at a safe haven or designated place or traveling in a foreign area OCONUS is not separately reimbursable. It is part of the lodging portion of per diem rate used to compute the safe haven allowances (effective 1 August 2017).

   b. Reimbursement of the expenses incurred for the unexpired lease period up to 30 days if a dependent signs a lease for lodging at the safe haven and is then authorized to return to the PDS or to move to a designated place. A dependent should avoid signing a long-term lease or a lease without a military clause while at a safe haven. The amount reimbursed is limited to what the dependent would have received for the lodging portion of the safe haven evacuation allowance for the unexpired lease period.

   c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The USD (P&R) can increase the safe haven allowances authorized in Table 6-17, after 30 days for a DoD Service member’s dependent up to 100% of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-DoD Service member’s dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to another, then the 180-day clock continues from the previous safe haven.
(1) If the reduced safe haven evacuation allowance specified in Table 6-17 is insufficient to cover the lodging, meals, and incidental expenses for a specific individual at a safe haven, then the dependent or the individual receiving the safe haven evacuation allowances on behalf of the dependent may request an increased rate.

(2) Send requests for an increased rate through the paying finance or disbursing office to the PDTATAC, Chief.

(a) It must contain the actual daily costs incurred for lodging, meals, and incidental expenses, and the finance or disbursing officer should add any pertinent information and recommendations. The PDTATAC contact information for this request is on the front page of this regulation.

(b) If the request is granted, then PDTATAC issues an Evacuation Allowance Determination specifying the amount of a dependent’s evacuation allowances at an authorized or approved safe haven. The Evacuation Allowance Determination, or the denial of the request, is sent directly to the dependent concerned, with a copy to the finance or disbursing office submitting the request. PDTATAC provides copies of all requests and approvals or disapprovals to the applicable Service representative.

<table>
<thead>
<tr>
<th>Table 6-17. Safe Haven Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration at Safe Haven</strong></td>
</tr>
<tr>
<td>First 30 Days</td>
</tr>
<tr>
<td>31-180 Days</td>
</tr>
<tr>
<td>Computation Examples</td>
</tr>
</tbody>
</table>

*The increase is effective on the 12th birthday.

d. Government dining facility availability or use has no effect on the safe haven evacuation allowances for a dependent, even though the dependent uses or may use the dining facility without charge.

e. A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence or to occupy the old residence at the PDS.

f. A dependent temporarily absent from the Service member’s PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed. The allowance begins at 0001 on the date the dependents would have begun return travel to the PDS. This date that the dependent would have begun return travel to the PDS must be confirmed from information secured from the Service member or dependents, but must be no earlier than the date the evacuation began.

g. A dependent traveling to the Service member’s PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed and using the computation method in par. 020301.
(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member’s PDS on personally procured transportation. The safe haven evacuation allowances continue until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

(2) If travel is authorized directly to the Service member’s PDS, then no safe haven evacuation allowances for travel to the PDS are authorized.

(3) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

h. An actual expense allowance (AEA) is not authorized for an evacuation.

060206. Standard Allowances While at Designated Place

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances at the designated place. An eligible dependent directed to select a designated place may choose to convert the current safe haven to the designated place or select a different location. That is important in determining allowances at the designated place. A dependent at the Service member’s PDS OCONUS who is not command sponsored is not authorized allowances at a designated place.

B. Allowances.

1. Transportation at the Designated Place. A local travel allowance of $25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven during an evacuation in the CONUS. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

2. Per Diem at the Designated Place. A dependent is authorized the following evacuation and safe haven allowances at the designated place:

   a. Once at a designated place, the dependent is authorized safe haven evacuation allowances as specified in Table 6-17 for a limited time to offset lodging and M&IE expenses while finding a house and establishing a permanent residence, limited to Table 6-18.

   b. Safe haven evacuation allowances at the designated place begin on the dependent’s arrival date at the designated place, or on the date the safe haven is converted to the designated place. The direction to relocate to a designated place must specify the date when the dependent’s safe haven evacuation allowances stop. The termination date of safe haven evacuation allowances are specified in Table 6-18.
Table 6-18. Terminating Safe Haven Allowances at a Designated Place

<table>
<thead>
<tr>
<th>If…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,</td>
<td>safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.</td>
</tr>
<tr>
<td>the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,</td>
<td>safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.</td>
</tr>
<tr>
<td>the dependent converts the safe haven to a designated place, and is receiving the reduced rate at a safe haven,</td>
<td>the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place. A Service member or the dependent may request a safe haven allowance rate at a higher percentage through the Secretarial Process on a case-by-case basis when justified by lodging and M&amp;IE costs.</td>
</tr>
<tr>
<td>the dependent chooses a designated place other than the safe haven and is at the designated place for 30 days but does not occupy a permanent residences within 30 days,</td>
<td>safe haven allowances end at 2400 hours on the 30th day after arrival. A Service member or the dependent may request a safe haven allowance period longer than 30 days through the Secretarial Process on a case-by-case basis when warranted.</td>
</tr>
<tr>
<td>the dependent chooses a designated place other than the safe haven, occupies a permanent residence, and is there for 30 or fewer days,</td>
<td>safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.</td>
</tr>
<tr>
<td>the dependent moves to a different location other than the current safe haven,</td>
<td>he or she receives the rate authorized in Table 6-17, until the dependent occupies a permanent residence or 2400 hours on the 30th day after arrival at the designated place.</td>
</tr>
</tbody>
</table>

3. POV Shipment to the Designated Place

a. When a dependent evacuated from OCONUS goes to a designated place, appropriate authority may authorize or approve the transportation of one POV to the designated place, including any ground transportation required. The Secretarial Process may determine POV transportation is prudent when a dependent evacuated from the CONUS cannot drive a POV to a designated place.

1. The POV must be in a port or vehicle processing center awaiting transportation, at the PDS area, or en route to the PDS when the evacuation is declared.

2. The POV must be owned by the Service member or the evacuated dependent.

3. When a dependent selects a designated place OCONUS, any taxes resulting from the POV move are the Service member’s or dependent’s financial responsibility.

b. When an authorized POV does not arrive at the designated place by the scheduled delivery date, or is not made available to the dependent on or before the scheduled delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for the dependent’s use. Reimbursement for a rental vehicle is limited to $30 per day with a maximum reimbursement of $210. The dependent may rent a vehicle as early as the day after the POV’s scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.
4. DLA is authorized when a command-sponsored dependent is evacuated to a designated place. DLA is also payable when return travel for a command sponsored dependent is authorized from the designated place to the Service member’s PDS. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid because of an evacuation. No DLA is payable when a dependent is relocated to a safe haven. No DLA is payable on behalf of a non-command-sponsored dependent.

**060207. Allowances when an Evacuation is Canceled**

A. **Eligibility.** A Service member’s dependent who was transported to a safe haven or designated location at Government expense may be eligible for allowances to return to the PDS.

B. **Allowances**

1. **Transportation**

   a. A dependent is authorized transportation as specified in Table 6-19.

   b. A dependent who turns 21 after evacuating to a safe haven is authorized the allowances in Table 6-19 if he or she was moved to the PDS OCONUS at Government expense and the Service member is still at that PDS. A dependent who was evacuated while residing at a location other than the Service member’s current PDS because the Service member is on an unaccompanied tour of duty may also receive the allowances in Table 6-19 if he or she turns 21 after the evacuation.

2. **Per Diem**

   a. Safe haven evacuation allowances stop on the day that transportation is first made available to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent’s control.

   b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

<table>
<thead>
<tr>
<th>Days Remaining on a Tour of Duty on the Dependent’s Scheduled Arrival Date</th>
<th>Authorized Allowance by Location Being Evacuated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONUS</strong></td>
<td><strong>Non-Foreign Location OCONUS/Foreign</strong></td>
</tr>
<tr>
<td><strong>60 or More</strong></td>
<td>Service members’ dependents receive transportation to return to the PDS or place from which evacuated.</td>
</tr>
<tr>
<td><strong>59 or Less</strong></td>
<td>Service members’ dependents receive transportation to return to the PDS or place</td>
</tr>
</tbody>
</table>
Table 6-19. Transportation for a Dependent’s Return

<table>
<thead>
<tr>
<th>Days Remaining on a Tour of Duty on the Dependent’s Scheduled Arrival Date</th>
<th>Authorized Allowance by Location Being Evacuated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONUS</td>
</tr>
<tr>
<td></td>
<td>Non-Foreign Location OCONUS/Foreign</td>
</tr>
<tr>
<td>from which evacuated.</td>
<td>dependent’s location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.</td>
</tr>
</tbody>
</table>

3.  POV Shipment from the Designated Place

   a.  When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return to the Service member’s PDS, one POV may be authorized or approved for shipment if both of the following apply:

   (1)  A POV was transported to the designated place under the evacuation order.

   (2)  At least 12 months remain on the Service member’s tour of duty after the date on which the POV is delivered to the port or vehicle processing center servicing the PDS, or the Secretarial Process authorizes or approves an exception to that 12-month requirement.

   b  When a dependent is at a designated place and a POV has been transported to the designated place at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member’s PCS order.

   c.  When a dependent is at a designated place after being evacuated from a location in the CONUS, and the dependent is authorized to travel to the Service member’s PDS, a POV may be transported to the PDS in the CONUS, including any overland transportation required, if the Secretarial Process authorized or approves the transportation based on the determination that circumstances make the POV move prudent.

060208. Preparing for Return Trip

A.  Eligibility.  A dependent who was transported to a safe haven or designated place at Government expense may be eligible for return transportation when an evacuation status is canceled.

B.  Allowances

1.  Transportation.  A dependent who is authorized to travel from the safe haven location or designated place to obtain a passport or a medical screening as a requirement to returning to the Service member’s PDS is authorized transportation for one round trip. Transportation is by one of the following:

   a.  Government-owned or Government-procured transportation.

   b.  Transportation in-kind.

   c.  Personally-procured commercial transportation.  Reimbursement is the actual
transportation cost, limited to what it would have cost to provide Government-procured transportation.

d. **POV reimbursed at the automobile TDY mileage rate for the official distance according to the Defense Table of Official Distance.** When two or more dependents travel together by POV, only the POV operator is authorized the TDY mileage allowance.

2. **Per Diem.** No additional safe haven evacuation allowances, meals, or lodging associated with the round trip are authorized.

060209. **Non-Command-Sponsored Dependent Returns to PDS**

A. **Eligibility.** A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member’s PDS OCONUS.

B. **Allowances.** Only the USD(P&R) may authorize transportation for a DoD Service member’s non-command-sponsored dependent. A non-DoD Service member’s dependent may be authorized transportation through the Secretarial Process.

0603  **Household Goods (HHG) Shipment for a Service Member’s Dependents**

A. **Eligibility.** A Service member’s evacuated dependent is authorized HHG transportation or storage from a location in the CONUS, non-foreign location OCONUS, or foreign location. HHG can be shipped from:

1. The Service member’s PDS to a safe haven, a designated place, non-temporary storage (NTS), or a new PDS.

2. One safe haven to another safe haven, a designated place, the old PDS, or a new PDS.

3. A designated place to the old PDS or to a new PDS.

B. **Allowances**

1. **Baggage.** Unaccompanied baggage is authorized when evacuated from a CONUS, non-foreign OCONUS, or foreign location. Table 6-20 provides the details for this allowance.

<table>
<thead>
<tr>
<th>Destination</th>
<th>12 Years of Age* and Older</th>
<th>Less Than 12 Years of Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe Haven</td>
<td>● Up to 350 pounds for each dependent, up to 1,000 pounds per family.</td>
<td>● Up to 175 pounds for each dependent, up to 1,000 pounds per family.</td>
</tr>
<tr>
<td></td>
<td>● The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</td>
<td>● The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</td>
</tr>
</tbody>
</table>
Table 6-20. Unaccompanied Baggage for an Evacuation

<table>
<thead>
<tr>
<th>Destination</th>
<th>12 Years of Age* and Older</th>
<th>Less Than 12 Years of Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Place</td>
<td>The unaccompanied baggage that was moved to the safe haven at Government expense.</td>
<td></td>
</tr>
<tr>
<td>or Old PDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New PDS</td>
<td>Listed in the PCS order.</td>
<td></td>
</tr>
</tbody>
</table>

*The increase is effective on the 12th birthday.

2. Air Freight Allowance

   a. An air freight allowance for the unaccompanied baggage may be authorized or approved when departing from and returning to the PDS OCONUS in accordance with Table 6-20.

   b. If the air freight allowance is not used to transport unaccompanied baggage because of circumstances beyond the dependent’s control, then the dependent may be authorized or approved an air freight-replacement allowance to purchase necessary items at the safe haven. The air freight-replacement allowance is in place of an air freight allowance for travel from the PDS. It is a set dollar amount and is intended to help offset costs of items ordinarily part of the authorized air freight shipment that must be purchased at the safe haven. When the air freight-replacement allowance is authorized for travel from the PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

   (1) Amounts authorized for an air freight-replacement allowance are: one evacuated dependent, $250; two evacuated dependents, $450 total (not each dependent); three or more evacuated dependents, $600 total.

   (2) No receipts are required.

3. HHG Shipment

   a. Table 6-21 contains the conditions and allowances for shipping HHG during or upon termination of an evacuation.

Table 6-21. HHG Shipment for an Evacuation

<table>
<thead>
<tr>
<th>If…</th>
<th>Then the Service member is authorized…</th>
</tr>
</thead>
<tbody>
<tr>
<td>a Service member’s dependent is evacuated,</td>
<td>HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense.</td>
</tr>
<tr>
<td></td>
<td>• Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent.</td>
</tr>
<tr>
<td></td>
<td>• A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 5210-D.</td>
</tr>
<tr>
<td></td>
<td>• If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 5210-D or 5210-E.</td>
</tr>
<tr>
<td>a Service member’s dependent is evacuated,</td>
<td>no more than 18,000 pounds of NTS at Government expense.</td>
</tr>
<tr>
<td>a Service member’s dependent is directed to move to a safe haven,</td>
<td>transportation of the following from the Service member’s PDS or NTS to the safe haven: Unaccompanied baggage for the dependent.</td>
</tr>
<tr>
<td></td>
<td>• HHG items authorized or approved by the appropriate authority as</td>
</tr>
</tbody>
</table>
**Table 6-21. HHG Shipment for an Evacuation**

<table>
<thead>
<tr>
<th>If...</th>
<th>Then the Service member is authorized...</th>
</tr>
</thead>
</table>
| a Service member’s dependent is authorized or directed to travel from one safe haven to another safe haven, | transportation between safe havens of:  
  - Unaccompanied baggage.  
  - HHG other than unaccompanied baggage that was transported to the former safe haven at Government expense or acquired there for the evacuated dependent’s comfort and well-being. |
| dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place, | to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area:  
  - Unaccompanied baggage.  
  - HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent’s comfort and well-being.  
  - HHG at the Service member’s PDS.  
  - HHG in NTS. |
| a dependent is authorized to go from a safe haven to the PDS, and the Service member is not in receipt of a PCS order from the evacuated area, | to either place HHG in NTS for the remainder of the Service member’s tour at the PDS or to transport the following HHG from the safe haven to the Service member’s residence at the PDS or the PDS vicinity:  
  - Unaccompanied baggage.  
  - HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the dependent’s comfort and well-being.  
  - HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation.  
  - No HHG to a PDS OCONUS if the Service member’s tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement. |
| a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area, | transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent’s comfort and well-being, from the safe haven to the location authorized in the Service member’s PCS order.  
  - This transportation is under provisions and funding of the Service member’s PCS order and part of the PCS HHG shipping allowance. |
| a dependent is at a designated place and the Service member receives a PCS order from the evacuated area, | transportation of HHG from the designated place to the location authorized in the Service member’s PCS order.  
  - Transportation of HHG in this case is under the provisions and funding of the Service member’s PCS order, and is part of the PCS HHG shipping allowance. |
| a dependent is at a designated place once the evacuation is canceled and the Service member is not in receipt of a PCS order from the evacuated area, | transportation of HHG:  
  - That was transported to the designated place.  
  - Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent’s comfort and well-being.  
  - That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in... |
### Table 6-21. HHG Shipment for an Evacuation

<table>
<thead>
<tr>
<th>If…</th>
<th>Then the Service member is authorized…</th>
</tr>
</thead>
</table>
| connection with the evacuation.  
  • From the designated place or NTS to the Service member’s residence in the PDS OCONUS vicinity, if appropriate, or the Service member may choose to place them in NTS for the remainder of the Service member’s tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member’s tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.  
  • To NTS for the remainder of the Service member’s tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location. | |

b. Table 6-22 contains the requirements and allowances for diverting HHG on its way to a PDS when an evacuation is ordered at the PDS. If the Government is shipping HHG to a PDS where an evacuation is ordered, or if the HHG was turned over to a Government agent for transport, then the Government must make every effort to stop or divert the shipment. If the Service member personally arranged for the HHG transportation to that PDS, then he or she is responsible for stopping or redirecting the HHG shipment.

### Table 6-22. Diverting HHG Shipment during an Evacuation

<table>
<thead>
<tr>
<th>If…</th>
<th>Then the Service member is authorized…</th>
</tr>
</thead>
</table>
| the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted, | to ship all of the HHG to the designated place or part of the HHG to either the safe haven or designated place and part to NTS for the following:  
  • Unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent’s comfort and well-being.  
  • To retain part of the HHG at the old PDS as necessary for the dependent’s comfort and well-being when the dependent is required to remain there because the new PDS is evacuated.  
  • To put the remainder of the HHG in NTS or send it to the PDS for the Service member’s use if the appropriate authority authorizes or approves the movement. |
| the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted, | payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense. |
| the Service member personally arranges for HHG transportation, | to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government’s costs when using the cost comparison required in pars. 5210-D or 5210-E. |
| efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized, | transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered. |
0604 Standard Allowances for Civilian Employees and Their Dependents

Refer to DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. Refer to 5 CFR §§ 550.401 through 550.409 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR refer to “Agency head,” the applicable authority for a DoD civilian employee or the civilian employee’s dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary’s designated representative, or the head of a DoD Component.

060401. Travel and Transportation Expenses

The en route travel and transportation expenses for a civilian employee or the civilian employee’s dependent who is ordered or authorized to depart the PDS for a safe haven are as specified in Chapter 2 for TDY travel.

<table>
<thead>
<tr>
<th>Dependent’s Age</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Years or Older</td>
<td>The same per diem as a civilian employee on a TDY.</td>
</tr>
<tr>
<td>Under 12 Years</td>
<td>An amount limited to one half of what a civilian employee traveling on a TDY receives.</td>
</tr>
</tbody>
</table>

Computation Examples

Example 1 | Example 2 | Example 3 | Example 4

060402. Subsistence Expense Allowance or Per Diem

A. Evacuation in a Foreign Location. The allowances in the DSSR, Chapter 600, apply when the evacuation is from a location OCONUS. The DSSR defines the subsistence expense allowance as the daily amount payable to assist in offsetting the cost of lodging, meals, and incidentals for evacuated civilian employees and their dependents. The subsistence expense allowance is computed differently, depending upon the type of lodging used, family composition, and certain formulas provided in the DSSR. For special family compositions not addressed by the DSSR, Chapter 600, submit requests for computational guidance through the appropriate CAP member to the Director, Office of Allowances, ATTN: (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

B. Evacuation in the CONUS or a Non-Foreign Location OCONUS. The allowances in 5 CFR §§ 550.401 through 550.409 apply when the evacuation is from a location in the CONUS or non-foreign location OCONUS. When the CFR §§ 550.401 through 550.409 cites TDY allowances, or refers to the FTR, the rules in the Chapter 2 apply. The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven.

060403. Shipment of HHG

A. HHG Shipment to Safe Haven. The shipment of HHG is authorized under the provisions of Title
5 U.S.C., Section 5727 when the evacuation is from a location in the CONUS or a non-foreign location OCONUS. Shipment may be authorized from the civilian employee’s PDS to a safe haven pending a determination as to whether the civilian employee or dependent will:

1. Return to the PDS from which evacuated.
2. Transfer or be reassignment to another PDS.
3. Return to his or her actual residence when a civilian employee is serving a prescribed tour for duty at a location OCONUS under a service agreement.

B. HHG Shipment to Next PDS or Actual Residence. If it is known at the time of the evacuation, or later determined, that the civilian employee or dependents are not to return to the evacuated PDS, transportation for the civilian employee or dependent and HHG may be authorized from the PDS or safe haven to the civilian employee’s next PDS, or actual residence if there is no PCS for a civilian employee serving at a PDS OCONUS under a service agreement.

060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. The civilian employee and dependents are authorized travel and transportation allowances if instructed to go to a safe haven. If the civilian employee is away on personal business when an evacuation is authorized, the cost of transportation to the safe haven is limited to what it would cost if traveling from the evacuated PDS to the safe haven. Upon arrival at the safe haven, payments of a subsistence expense allowance are authorized as specified in the DSSR, Chapter 600. A subsistence expense allowance is not paid to any evacuee authorized to receive per diem.

060405. Emergency POV Storage Due to an Evacuation OCONUS

A. Eligibility. If the civilian employee or the employee’s dependent must evacuate the PDS OCONUS, emergency storage of one POV may be authorized if one of the following applies:

1. The POV was transported, or authorized to have been transported, at Government expense to the PDS.
2. The civilian employee or the employee’s immediate family member drove the POV to the PDS and the POV use was in the Government’s interest.

B. Allowances

1. POV storage may be at a place determined to be reasonable by the DoD Component concerned, whether the POV is already located at, or being transported to, the PDS.
2. Expenses allowed for emergency storage of a civilian employee’s POV include:
   a. Actual POV storage expenses.
   b. Readying the POV for storage and then for return to the traveler after the emergency has ended.
   c. Local transportation expenses to and from storage.
   d. Other necessary expenses relating to POV storage and transportation.

3. The cost of insurance carried on the POV while it is in storage is the civilian employee’s financial responsibility.

C. Advance of Funds. An advance for transportation and emergency storage of a POV may be paid limited to the estimated expenses amount authorized for that purpose.

060406. POV Shipment

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the civilian employee transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A civilian employee traveling on a separation order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

060408. Subsistence Expense at the PDS When Home is Uninhabitable

A. Eligibility. A civilian employee who is required to work at the PDS whose home is uninhabitable in connection with the evacuation may be eligible for allowances.

B. Allowances

1. A civilian employee is authorized special allowance for subsistence expenses under 5 CFR § 550.405(b) when he or she returns to the PDS to work. A dependent who is not allowed to return to the PDS and remains at the safe haven receives safe haven allowances while the civilian employee was required to work at the PDS.

2. A dependent who returns to the PDS with the civilian employee and whose home is
uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to the uninhabitable home. Additional guidance is available in OPM’s *Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations* and the OPM e-mail, “Employee & Dependents Return to PDS But their Residence Uninhabitable,” November, 17, 2005.

060409. **POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation**

There is no authority to reimburse POV shipment or local travel at the safe haven incurred during an evacuation from CONUS or a non-foreign location OCONUS:

060410. **Limited Evacuations**

A. **Eligibility.** A civilian employee or his or her dependent residing at or in the vicinity of the PDS in a CONUS or a non-foreign OCONUS location is eligible for evacuation allowances when the appropriate official in par. 060101 orders or authorizes the limited evacuation.

B. **Allowances**

1. Transportation is for one round trip from the civilian employee’s evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

2. Per diem is as specified in par. 060408 while at the safe haven location. See Computation Example.

060411. **Allowances when an Evacuation is Canceled**

Refer to the DSSR, Chapter 600, and 5 CFR §§ 550-406 and 550-407 for allowances and conditions for a civilian employee’s dependent to return to the PDS when an evacuation is canceled.

060412. **Family Visitation Travel (FVT) during an Evacuation**

A. **Eligibility**

1. A civilian employee who is a U.S. citizen assigned to a foreign PDS OCONUS for a tour of duty that lasts more than 1 year may be eligible for FVT if he or she (10 U.S.C. § 1599b and 22 U.S.C. § 4081):

   a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.

   b. Has an *immediate* family member who was evacuated from his or her foreign PDS.
### Table 6-24. Travel for FVT (Authorized or Approved by the AO)

<table>
<thead>
<tr>
<th>Authorization</th>
<th>Limitation of EVT Visit</th>
</tr>
</thead>
</table>
| ● A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit immediate family members who were evacuated from the civilian employee’s foreign PDS.  
● If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the Government has already incurred for the FVT. | ● Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period.  
● More than two visits in a year to a foreign location must first be authorized. |

2. A civilian employee may request an exception to the time requirements specified in Table 6-25 for FVT to a foreign location through the Secretarial Process. Valid reasons must consider workload and scheduling.

### Table 6-25. Time Requirements for FVT Eligibility

<table>
<thead>
<tr>
<th>Limitation</th>
<th>FVT Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CONUS/Non-Foreign Location OCONUS</td>
</tr>
</tbody>
</table>
| Minimum Time at Current PDS | Minimum of 3 months after the family members complete either of the following:  
● Evacuation from the foreign PDS.  
● Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country. | After the family members have been evacuated for 4 weeks. |
| Intervals between FVT Trips | Minimum of 3 months.             | Minimum of 4 weeks.               |
| Scheduled Time Left at Current PDS | FVT trips are not permitted within the final 3 months before the civilian employee’s scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation. | FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates. |

B. Allowances. FVT is a discretionary allowance and is not authorized for travel within the country of assignment. To the maximum extent possible, FVT must be combined with official required travel.

1. Transportation. The AO determines the authorized transportation mode. The provisions for transportation specified in Chapter 2 apply to FVT. Reimbursement for transportation is limited to the policy-constructed airfare between authorized locations.

   a. If a POV is used, the mileage reimbursement is based on the “other mileage rate” specified in Chapter 2.

   b. Indirect routing is allowed only when official duties must be performed en route or when it is to the Government’s advantage to purchase a ticket in foreign currency at an intermediate point.

   c. Excess and near excess foreign currencies must be used to the maximum extent feasible.

2. Miscellaneous Reimbursable Expenses. When travel is by commercial air, rail, or bus, the
total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. When travel is by POV, mileage is paid at the TDY mileage rate instead of actual expense, and is limited to the Government-procured transportation cost between authorized locations. Table 6-26 lists the reimbursable expenses authorized and not authorized during FVT. Reimbursable transportation costs include the actual ticket cost and those identified in Table 6-26 when not included as part of the ticket cost.

<table>
<thead>
<tr>
<th>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</th>
<th>Allowances and Reimbursements not Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Travel Management Company fees.</td>
<td>● Per diem or meal tickets.</td>
</tr>
<tr>
<td>● Charges for the first checked bag up to the carrier’s standard checked baggage allowance.</td>
<td>● Excess accompanied baggage.</td>
</tr>
<tr>
<td>● Arrival or departure taxes or fees.</td>
<td>● Unaccompanied baggage.</td>
</tr>
<tr>
<td>● Currency conversion fees for allowable transportation costs.</td>
<td>● Ground transportation from the permanent duty station (PDS), home, or destination to the airport and return.</td>
</tr>
<tr>
<td>● Ground transportation between interim airports.</td>
<td>● Terminal parking fees.</td>
</tr>
</tbody>
</table>

3. FVT is to a CONUS or non-foreign location OCONUS
   a. No more than two round trips to the CONUS or non-foreign location OCONUS may be authorized during a single year.

   b. For FVT purposes, a year starts on the evacuation date of the civilian employee’s family or the date of return to the PDS OCONUS from RAT.

   c. The total cost of visitation travel during a 1-year period may not exceed the cost of two economy or coach class round trips to the family’s residence.

   d. One FVT may be permitted for each full six-month period of service at an evacuated PDS OCONUS.

   e. A civilian employee’s absence from the PDS for FVT is limited to a total of 48 calendar days in 1 year, including travel time, but excluding days on duty or in an official travel status. An FVT visit should not exceed 24 calendar days, including travel time.

   f. A civilian employee is expected to spend a minimum of 7 days per visit in the CONUS or non-foreign location OCONUS.

4. FVT is to a Foreign Location
   a. More than two visits to family members who are at a foreign location may be allowed during a 1-year period provided that:

      (1) The trips’ cost does not exceed the cost of two economy or coach-class round trips to the civilian employee’s actual residence.

      (2) The cost of each economy or coach-class round trip does not exceed the policy-constructed cost of a round trip to the civilian employee’s actual residence. The policy-constructed cost is calculated at the time the first trip is taken and applied to subsequent trips.
b. A civilian employee’s absence from the PDS may not exceed:

   (1) A total of 48 calendar days in 1 year. This includes travel time, but does not include
days on duty or in an official travel status.

   (2) Forty-eight calendar days divided by the fractional part of 1 year to ensure the
number of days FVT is taken does not exceed the portion of the calendar year during which the benefit
has accumulated.

C. Funding. The civilian employee’s command funds the FVT and reimburses the authorized
expenses. The civilian employee is financially liable for any expenditure not authorized or approved.
Directions on how and when to charge leave related to FVT are in DoDI 1400.25, Vol 630 (DoD Civilian
Personnel Management System: Leave) and DoDI 1400.25, Vol 1260 (DoD Civilian Personnel
Management System: Home Leave), both dated March 19, 2015 and incorporating Change 2, effective
May 8, 2015.
# TABLE OF CONTENTS

## CHAPTER 8: COST OF LIVING ALLOWANCE (COLA) IN THE CONTINENTAL UNITED STATES (CONUS)

### 0801 COLA FOR SERVICE MEMBERS ASSIGNED TO HIGH-COST AREAS IN THE CONUS (CONUS COLA)

- 080101. Definitions Specific to CONUS COLA
- 080102. CONUS COLA Eligibility
- 080103. CONUS COLA Rates Payable
- 080104. Secretarial Waiver When the Primary Dependent does not Reside at the CONUS PDS
- 080105. Concurrent Payment of OCONUS COLA and CONUS COLA

### 0802 CONUS COLA and Dependent Circumstances

- 080201. Service Member Paying Child Support
- 080202. Effect of Physical Custody of a Child on CONUS COLA
- 080203. Service Member Acquires a Dependent
- 080204. Advance and Delayed Dependent Travel to a PDS OCONUS
- 080205. Government Defers Dependent Travel
- 080206. Early Return of Dependents
- 080207. Service Member Serving in an Unaccompanied Status OCONUS

### 0803 CONUS COLA and Unusual Circumstances

- 080301. Service Member in a Missing Status
- 080302. Service Member in Confinement
- 080303. Service Member Requires Prolonged Hospitalization
- 080304. Service Member Whose PDS is Evacuated

### 0804 Reserve Component (RC) Member

- 080401. RC Member Called or Ordered to Active Duty
CHAPTER 8: COST OF LIVING ALLOWANCE (COLA) IN THE CONTINENTAL UNITED STATES (CONUS)  
(37 USC §403b)

0801 COLA FOR SERVICE MEMBERS ASSIGNED TO HIGH-COST AREAS IN THE CONUS (CONUS COLA)

This chapter identifies the eligibility requirements for a Service member to receive a cost of living 
allowance (COLA) for an assignment in the continental United States (CONUS) (37 USC §403b). It 
specifies the rates payable and the effect that a dependent has upon those rates.

080101. Definitions Specific to CONUS COLA

A. **Base Period.** The 1-year period beginning 1 July and ending the following 30 June, during which 
time data is gathered to provide the basis for designating a location a high-cost area.

B. **Threshold Percentage.** The threshold percentage is the limit for determining whether a location is 
a high-cost area. The Secretary of Defense, in consultation with the other Administering Secretaries, 
establishes the amount, which by law may not be less than 8%. It must be adjusted when necessary to 
ensure the total amount of CONUS COLA payments does not exceed the amount available to the 
Department of Defense for paying CONUS COLA that fiscal year.

C. **High-Cost Area.** A high-cost area is a location where a Service member’s cost of living is at least 
8% higher than the average cost of living in the CONUS. The data gathered during the base period is 
used to determine the cost of living at that location for the following fiscal year. When a location exceeds 
the threshold percentage, the CONUS COLA for that area begins on the first day of the new calendar year 
immediately following the base period.

D. **Service Member with a Dependent.** A Service member is with a dependent if he or she is 
authorized the basic allowance for housing (BAH) or would be authorized BAH at the with-dependent rate if Government quarters were not occupied. This does not include a Service member authorized BAH at the with-dependent rate solely based on paying child support. A spouse who is also a Service member on active duty may not be a dependent for CONUS COLA purposes. See Chapter 10 for BAH.

E. **Service Member without a Dependent.** A Service member is considered without a dependent if any of the following conditions are met:

1. The Service member is authorized BAH at the without dependent rate.

2. The Service member would be authorized the without dependent BAH rate if Government quarters were not occupied.

3. The Service member is authorized the with-dependent BAH rate solely based on paying child support.
F. Primary Dependent. A primary dependent is either the Service member’s spouse or, for an unmarried Service member, a dependent as defined in Appendix A, excluding the following:

1. A dependent transported outside the CONUS (OCONUS) at Government expense who then returns at Government expense after he or she no longer qualifies as a dependent.

2. A Service member’s or spouse’s parent, stepparent, parent by adoption, or any other person (including a former stepparent) authorized as a dependent.

3. A Service member’s former spouse, former dependents, or former dependent children authorized return transportation to the CONUS.

G. Unaccompanied Status. A Service member is considered to be in an unaccompanied status during any portion of an assignment to a permanent duty station (PDS) OCONUS while a dependent resides in, or returns to, a location in the CONUS to establish a permanent residence.

H. PDS for Service Member Assigned to Ship or Afloat Staff. The home port of the ship or afloat staff to which a Service member is assigned is his or her PDS for CONUS COLA purposes.

080102. CONUS COLA Eligibility

<table>
<thead>
<tr>
<th>CONUS COLA Eligible</th>
<th>CONUS COLA Ineligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>● A Service member is assigned to a high-cost area in the CONUS.</td>
<td>● During the travel days a Service member is authorized for a permanent change of station (PCS) between the old PDS and new PDS. If the Service member is receiving CONUS COLA before the PCS, then the CONUS COLA payments stop on the first travel day.</td>
</tr>
<tr>
<td>● A Service member is in an unaccompanied status OCONUS, if the Service member’s primary dependent resides in a high-cost area in the CONUS.</td>
<td>● During the travel days a Service member (including an RC member) is authorized for a PCS (see par. 050205) from the place last entered (or called to) active duty (PLEAD) to the first PDS. If the Service member is receiving CONUS COLA before the PCS, then the CONUS COLA payments stop on the day before the first travel day.</td>
</tr>
<tr>
<td>● A new Service member is ordered to active duty to a high-cost area through accession.</td>
<td>● For an RC member on active duty under an order for 139 or fewer days, unless the duty is in support of a contingency operation (see Section 0804.</td>
</tr>
<tr>
<td>● A Service member is married to another Service member. Each is authorized CONUS COLA. This authority exists whether the married Service members maintain a joint residence or separate residences.</td>
<td>● For more than one location at a time.</td>
</tr>
<tr>
<td>● A Service member is assigned to duty in the CONUS and the primary dependent does not reside at the PDS in the CONUS and it is determined through the Secretarial Process that both of the following conditions apply:</td>
<td></td>
</tr>
</tbody>
</table>
080103. CONUS COLA Rates Payable

A. Rates Based upon Location. CONUS COLA rates are based on the Service member’s PDS, his or her home port, a designated place, or the primary dependent’s location when authorized or approved through the Secretarial Process or authorized in this Chapter. The CONUS COLA rate paid to the Service member does not change when the Service member is on leave.

1. CONUS COLA based on the PDS begins on the day the Service member reports to the new PDS and ends the day before reporting to the next PDS. The CONUS COLA rate applicable to the primary dependent’s permanent residence starts on either the date the primary dependent arrives at the new residence or the date the Service member reports to the new PDS in connection with the transfer, whichever is later. When a Service member is departing from a PDS OCONUS and the new PDS is in the CONUS, then the Service member is authorized CONUS COLA for the new PDS starting on his or her reporting date at the new PDS.

   a. The CONUS COLA rate payable based on the primary dependent’s old permanent residence or the Service member’s old PDS continues through the day before the Service member reports to the new PDS or the rate for the new permanent residence begins. CONUS COLA at the old rate ends the day before the rate based on the new permanent residence begins.

   b. When a Service member is stationed OCONUS, but the primary dependent is in the CONUS, see par. 080207 for exceptions. That is true but par. 8016 applies only to Secretarial waivers and par. 080103 does not. This sentence may not be a stand-alone sentence. I added it below as subpar. 2a since par. 2 addresses Secretarial Process. I also added the current par. 8016-D5 & 6 as 2b & c.

2. The Service member may be authorized through the Secretarial Process CONUS COLA at the rate for the dependent’s location instead of the rate for the new PDS when it is necessary for the Service member and dependent to maintain separate residences.

   a. If the primary dependent does not relocate, CONUS COLA would continue to be based on the rate payable for the primary dependent’s permanent residence or the Service member’s old PDS.

   b. When the primary dependent’s permanent residence is at a location different than the old PDS, and the member was paid based on the rate for the old PDS, the rate payable for the primary dependent’s residence begins on the service member’s reporting day to the new PDS.

3. If two married Service members maintain a joint residence with a dependent, CONUS COLA is paid to one spouse at the with-dependent rate and to the other spouse at the without dependent rate.

4. When a Service member is on a PCS to a new PDS in the CONUS and has a TDY en route, CONUS COLA at the new PDS rate begins the day after per diem stops provided both of the following occur:

   a. The TDY is near but not at the PDS.

   b. The Service member commutes to the TDY location from what will become the permanent quarters after reporting to the new PDS.

B. Service Member Assigned to a Ship or Afloat Staff Home Port. Regardless of BAH eligibility, a Service member assigned to a ship or afloat staff is eligible for CONUS COLA unless the Service member is already drawing CONUS COLA for a dependent at another location.
1. The CONUS COLA rate is based on the home port of the Service member’s assigned ship or afloat staff.

2. For CONUS COLA related to a home port change:
   
a. The CONUS COLA rate for the old home port stops on the day before the effective date of the home port change, and the rate for the new home port begins on the effective date of the home port change.
   
b. A Service member without a dependent who ordinarily resides onboard the ship is authorized the CONUS COLA rate for the old home port until the day he or she moves back aboard the ship, under all of the following conditions:
      
      (1) Quarters on board the ship are not available, such as when a ship is in dry-dock.
      
      (2) The ship or afloat staff is delayed at the old home port after the effective date of the home port change.

C. Accessions. A new Service member is authorized CONUS COLA at the rate based upon whether he or she has a dependent.

   1. The without dependent rate is based on the duty location. The rate changes on the Service member’s arrival day at each duty location until the Service member arrives at the first PDS.

   2. A Service member may elect the with-dependent rate for either the duty location or the primary dependent’s location. If the Service member selects the primary dependent’s location, the rate is based on the primary dependent’s location until the day before the Service member’s arrival day at the first PDS.

D. Service Member Processing for Separation or Retirement. CONUS COLA is paid during separation or retirement processing based on one of the following:

   1. The last PDS rate.

   2. The primary dependent’s location immediately before separation processing, if previously authorized that rate instead of the PDS rate.

   3. The separation or retirement processing station in the CONUS for a Service member who separates in the CONUS from a PDS OCONUS.

080104. Secretarial Waiver When the Primary Dependent Does not Reside at the PDS in the CONUS

Ordinarily, CONUS COLA is paid based on the Service member’s PDS or a ship or afloat unit’s home port. However, the Service may determine through the Secretarial Process that a Service member’s assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize or approve CONUS COLA payment based on the dependent’s location. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent residence in the CONUS at a location other than the Service member’s PDS, the Service member may be authorized
CONUS COLA at the rate for the primary dependent’s permanent residence instead of for the Service
member’s PDS.

080105. Concurrent Payment of OCONUS COLA and CONUS COLA

A Service member assigned to a PDS OCONUS may be paid OCONUS COLA at the without
dependent rate and a CONUS COLA at the with-dependent rate applicable for the high-cost area in the
CONUS where the primary dependent resides only if no command-sponsored dependent is residing
OCONUS with the Service member.

A. Service Member Departs. If, after a Service member departs, the Service member is authorized an
extension of OCONUS COLA for a dependent residing OCONUS through the Secretarial Process, the
Service member may be paid OCONUS COLA at the with-dependent rate, and CONUS COLA at the
without dependent rate based on the new PDS. The specified COLA continues through the date the
OCONUS COLA extension ends.

B. Dependent Leaves Residence OCONUS. Beginning the day the dependent permanently leaves
the residence OCONUS, the Service member may be paid CONUS COLA at the with-dependent rate for
the PDS in the CONUS.

0802 CONUS COLA and Dependent Circumstances

080201. Service Member Paying Child Support

A Service member is authorized CONUS COLA at the without dependent rate when he or she is
authorized BAH at the with-dependent rate or BAH Differential (see Chapter 10) based solely on child-
support payment.

080202. Effect of Physical Custody of a Child on CONUS COLA

Ordinarily, a divorced or legally separated Service member who is not identified as the full-time legal
custodial parent of a child in the divorce decree or legal separation agreement is not authorized
CONUS COLA at the with-dependent rate.

A. Service Member has Physical Custody but not Legal Custody. A Service member parent who has
physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the with-
dependent rate if both of the following conditions are met:

1. The Service member is authorized BAH.

2. Physical custody is for a minimum of 90 consecutive days. A break of 5 or fewer days is not
considered an interruption of the 90-day period, even if there are multiple breaks of 5 or fewer days.

B. Two Service Members Divorce or Separate. When the divorce or separation is between two
Service members, it is possible for both Service members to be authorized CONUS COLA at the with-
dependent rate if each Service member has physical custody of one or more children at the same time.

C. Service Member Paying Child Support has Physical Custody. If a Service member paying child
support has physical custody of a child for 91 or more consecutive days, excluding any breaks for 5 or
fewer days, the Service member does not receive BAH at the with-dependent rate solely because of child
support payments.

080203. Service Member Acquires a Dependent

A. General Rules. When a Service member acquires a primary dependent, CONUS COLA is paid based on the PDS if the Service member is assigned to a PDS in the CONUS and when he or she meets the conditions in Table 8-2.

<table>
<thead>
<tr>
<th>Location of Service Member’s PDS</th>
<th>Basis for CONUS COLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>in the CONUS</td>
<td>If the dependent is located at or near the PDS, change CONUS COLA to the with-dependent rate based on the PDS as of the date the Service member gained the dependent. If the dependent is not located at or near the PDS, change CONUS COLA to the with-dependent rate based on the Service member’s PDS as of the date the Service member gained the dependent or, if the Service member requested and received a Secretarial waiver, based on the dependent’s location as of that date (see par. 080104).</td>
</tr>
<tr>
<td>OCONUS</td>
<td>The dependent’s location if the dependent does not reside at or near the PDS OCONUS. Start CONUS COLA at the with-dependent rate based on the dependent’s location as of the date he or she became a dependent.</td>
</tr>
</tbody>
</table>

B. Dependent Visits or Moves to the PDS. A dependent may visit the Service member for 90 or fewer days at the PDS without changes to the CONUS COLA. When the visit exceeds 90 days, the CONUS COLA rate changes to the rate for the Service member’s PDS location on the 91st day. If the dependent leaves the PDS area after the CONUS COLA changes, the CONUS COLA previously authorized for the dependent’s location is reinstated as of the departure date.

080204. Advance and Delayed Dependent Travel to a PDS OCONUS

When a PCS order is issued, the Service member’s family may perform PCS travel at a different time than the Service member. See par. 080104 when a dependent is required to reside away from the Service member’s PDS.

A. CONUS COLA Based on a Dependent’s Location or Old PDS

1. Unless otherwise authorized or approved, a Service member’s CONUS COLA is based on the PDS.

2. If authorized or approved through the Secretarial Process, a Service member may be authorized CONUS COLA based on the dependent’s permanent residence or the old PDS.

B. Applicable Rates. If a dependent relocates, the rate for the dependent’s location starts on the date the primary dependent arrives at the new residence. If the dependent does not relocate, CONUS COLA is based on the primary dependent’s location and continues until the primary dependent departs the authorized or approved location.
### Table 8-3. Dependent Performs PCS Travel before the Service Member

<table>
<thead>
<tr>
<th>If…</th>
<th>And the COLA for the dependent’s location…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>The old PDS was in the CONUS and the new PDS is in the CONUS,</td>
<td>was authorized or approved through the Secretarial Process,</td>
<td>stop CONUS COLA based on the old PDS the day before the primary dependent arrives. Start CONUS COLA based on the primary dependent’s location on the arrival date or the date specified by the authorizing or approving document, whichever is later.</td>
</tr>
<tr>
<td></td>
<td>was not authorized or approved through the Secretarial Process,</td>
<td>continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.* Start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.</td>
</tr>
<tr>
<td>The old PDS was in the CONUS and the new PDS is OCONUS</td>
<td>was authorized or approved through the Secretarial Process,</td>
<td>continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.*</td>
</tr>
<tr>
<td></td>
<td>was not authorized or approved through the Secretarial Process,</td>
<td>continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.*</td>
</tr>
<tr>
<td>The old PDS was OCONUS and the new PDS is in the CONUS</td>
<td>was authorized or approved through the Secretarial Process,</td>
<td>start CONUS COLA based on the primary dependent’s location on the arrival date, or the date specified by the authorizing or approving document, whichever is later.</td>
</tr>
<tr>
<td></td>
<td>was not authorized or approved through the Secretarial Process,</td>
<td>start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.*</td>
</tr>
</tbody>
</table>

*COLA is not payable on authorized days of travel.

### Table 8-4. Dependent Travels after a Service Member

<table>
<thead>
<tr>
<th>If…</th>
<th>And the CONUS COLA for the dependent’s location…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>The old PDS was in the CONUS and the new PDS is in the CONUS</td>
<td>was authorized or approved through the Secretarial Process,</td>
<td>continue the CONUS COLA based on the old PDS or the primary dependent’s location, whichever has a higher rate.* Start CONUS COLA based on the new PDS as of the date the primary dependent’s departs provided the Service member has arrived at the new PDS.</td>
</tr>
<tr>
<td></td>
<td>was not authorized or approved through the Secretarial Process,</td>
<td>continue CONUS COLA based on the current PDS until the Service member arrives at the new PDS.* Start CONUS COLA based on the new PDS the day the Service member arrives at the new PDS.</td>
</tr>
<tr>
<td>The old PDS was in the CONUS and the new PDS is OCONUS</td>
<td>was authorized or approved through the Secretarial Process,</td>
<td>continue the CONUS COLA based on the old PDS or the primary dependent’s location, whichever has a higher rate.* Stop CONUS COLA on the day before the primary dependent departs.</td>
</tr>
<tr>
<td></td>
<td>was not authorized or approved through the Secretarial Process,</td>
<td>continue the CONUS COLA based on the current COLA.</td>
</tr>
<tr>
<td>If...</td>
<td>And the CONUS COLA for the dependent’s location...</td>
<td>Then...</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>approved through the Secretarial Process,</td>
<td>PDS until the Service member arrives at the new PDS.*</td>
<td></td>
</tr>
</tbody>
</table>

*COLA is not payable on authorized days of travel.

### 080205. Government Defers Dependent Travel

A. Government Defers Dependent Travel to a PDS OCONUS. Table 8-5 specifies the decision process for CONUS COLA when the Government defers a dependent’s travel to a PDS OCONUS, pending housing availability at the PDS.

<table>
<thead>
<tr>
<th>If the expected travel delay is...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>at least 61 days but less than 20 weeks and the dependent did not relocate at Government expense,</td>
<td>the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>continue CONUS COLA based on the old PDS upon the Service member’s departure.* start CONUS COLA for the authorized dependent’s location upon the Service member’s arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.</td>
</tr>
<tr>
<td></td>
<td>the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>continue CONUS COLA based on the old PDS upon the Service member’s departure.* start CONUS COLA for the authorized dependent’s location upon the Service member’s arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.</td>
</tr>
<tr>
<td>20 or more weeks and the dependent did not relocate at Government expense,</td>
<td>the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>continue CONUS COLA based on the old PDS upon the Service member’s departure.* start CONUS COLA for the authorized dependent’s location upon the Service member’s arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.</td>
</tr>
<tr>
<td></td>
<td>the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>continue CONUS COLA based on the old PDS upon the Service member’s departure.* start CONUS COLA for the authorized dependent’s location upon the Service member’s arrival date. Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.</td>
</tr>
<tr>
<td>20 or more weeks and the dependent relocates at Government expense,</td>
<td>the dependent arrives within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>change the CONUS COLA rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop CONUS COLA on the day before the primary dependent arrives at the new PDS.</td>
</tr>
</tbody>
</table>
Ch 8: CONUS COLA (Service Members Only)

Table 8-5. Government Defers Dependent’s Authorized Travel to a PDS OCONUS

<table>
<thead>
<tr>
<th>If the expected travel delay is...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>the dependent does not arrive within 60 days of being given permission to travel to the PDS OCONUS,</td>
<td>change the CONUS COLA rate on the date the primary dependent arrives at the designated location from the rate based on the old PDS to the rate based on the designated location.* Stop CONUS COLA on the 60th day.</td>
<td></td>
</tr>
</tbody>
</table>

*COLA is not payable on authorized days of travel.

B. Government Defers Dependent Travel to a PDS in the CONUS. **CONUS COLA** payment based on the primary dependent’s location or old PDS continues for up to 60 days after dependent travel is authorized. If the dependent has not arrived at the Service member’s PDS by the end of 60 days, and an extension to, or a waiver of, the 60-day limit has not been granted through the Secretarial Process, **CONUS COLA** based on the dependent’s location changes to **CONUS COLA** based on the PDS location.

1. If a dependent is not relocated at Government expense, then Table 8-6 specifies the decision process for **CONUS COLA** when the Government delays the dependent’s travel to a PDS in the CONUS and the expected travel delay is 139 or fewer days (20 weeks).

Table 8-6. Government Defers Dependent’s Travel to a PDS in the CONUS when the Old PDS Is in the United States and the Expected Travel Delay Is 139 or Fewer Days (20 Weeks)

<table>
<thead>
<tr>
<th>If the dependent...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>arrives within 60 days of travel authority,</td>
<td>the <strong>CONUS COLA</strong> for the dependent’s location was authorized or approved through the Secretarial Process,</td>
<td>upon the Service member’s departure, continue <strong>CONUS COLA</strong> based on the old PDS.* Upon the Service member’s arrival date, start <strong>CONUS COLA</strong> for the authorized dependent’s location through the day before the primary dependent arrives at the new PDS. Beginning on the primary dependent’s arrival date at the PDS, start <strong>CONUS COLA</strong> based on the new PDS.</td>
</tr>
<tr>
<td>does not arrive within 60 days of travel authority,</td>
<td>the <strong>CONUS COLA</strong> for the dependent’s location was not authorized or approved through the Secretarial Process,</td>
<td>upon the Service member’s departure, continue <strong>CONUS COLA</strong> based on the old PDS.* Upon the Service member’s arrival date, start <strong>CONUS COLA</strong> for the authorized dependent’s location for up to 60 days. Beginning on the 61st day, base <strong>CONUS COLA</strong> on the new PDS.</td>
</tr>
<tr>
<td>does not travel</td>
<td></td>
<td>upon the Service member’s departure, continue <strong>CONUS COLA</strong> based on the old PDS and beginning on the arrival date, start <strong>CONUS COLA</strong> based on the new PDS.*</td>
</tr>
</tbody>
</table>

*COLA is not payable on authorized days of travel.

2. Table 8-7 specifies the decision process for **CONUS COLA** when the Government delays a dependent’s travel to a PDS in the CONUS and the expected travel delay is 140 or more days (20 weeks).
### Table 8-7. Government Defers Dependent’s Travel to a PDS in the CONUS when the Old PDS is outside the United States or the Old PDS is in the United States and the Expected Travel Delay is 140 or More Days (20 Weeks)

<table>
<thead>
<tr>
<th>If the dependent…</th>
<th>And…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>arrives within 60 days of travel authority and he or she is relocated at Government expense,</td>
<td></td>
<td>change the CONUS COLA basis on the date the primary dependent arrives at the designated location and continue it through the day before the primary dependent arrives at the PDS.* Beginning on the primary dependent’s arrival date at the PDS, change the basis for CONUS COLA to the PDS.</td>
</tr>
<tr>
<td>arrives within 60 days of travel authority and he or she is not relocated at Government expense,</td>
<td>the CONUS COLA for the dependent’s location was authorized or approved through the Secretarial Process,</td>
<td>continue CONUS COLA through the day before the primary dependent arrives at the new PDS and base it on the old PDS as of the Service member’s departure.* Beginning on the primary dependent’s arrival date at the PDS, change the basis for CONUS COLA to the new PDS.</td>
</tr>
<tr>
<td>does not arrive within 60 days of travel authority and he or she is relocated at Government expense,</td>
<td></td>
<td>change the CONUS COLA basis on the date the primary dependent arrives at the designated location from the old PDS to the designated location through the 60th day after travel is authorized to begin.* Beginning on the 61st day after travel is authorized to begin, change the basis for CONUS COLA from the dependent’s location to the new PDS.</td>
</tr>
<tr>
<td>does not arrive within 60 days of travel authority and he or she is not relocated at Government expense,</td>
<td></td>
<td>continue CONUS COLA through the 60th day after travel is authorized to begin based on the old PDS. Beginning on the 61st day after travel is authorized to begin, change the basis for CONUS COLA from the old PDS to the new PDS.</td>
</tr>
<tr>
<td>does not travel</td>
<td>the CONUS COLA for the dependent’s location was not authorized or approved through the Secretarial Process,</td>
<td>start CONUS COLA based on the new PDS as of the Service member’s arrival date.</td>
</tr>
</tbody>
</table>

* COLA is not payable on authorized days of travel.

### 080206. Early Return of Dependents

A. **Early Return at Government Expense.** When all of a Service member’s dependents are returned from a PDS OCONUS at Government expense for circumstances other than for a PCS (regardless of the reason for the return) the Service member is authorized CONUS COLA based on the primary dependent’s permanent residence starting on the arrival day at that location.

B. **Early Return at Personal Expense.** When all of a Service member’s dependents are returned early from a PDS OCONUS at personal expense, the Service member is not authorized CONUS COLA.
080207. Service Member Serving in an Unaccompanied Status OCONUS

If a Service member serving in an unaccompanied status OCONUS has dependents in multiple locations, CONUS COLA authority is based on the primary dependent’s residence.

A. Eligibility. When the primary dependent establishes a residence or resides in the CONUS due to a Service member’s transfer to, or while assigned at, an unaccompanied PDS OCONUS, CONUS COLA is authorized in any of the following situations:

1. The primary dependent relocates in the CONUS from a PDS in the CONUS.

2. The primary dependent resides in the CONUS and the Service member is required to perform TDY incident to a transfer to an unaccompanied PDS in the CONUS.

3. The primary dependent establishes a residence in the CONUS due to the Service member’s transfer from an accompanied status at a PDS OCONUS to an unaccompanied status.

B. Allowances. Table 8-8 specifies CONUS COLA for a Service member with a dependent assigned to an unaccompanied tour at a PDS OCONUS.

<table>
<thead>
<tr>
<th>If the Service member’s dependent...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>retains a permanent residence in the CONUS</td>
<td>the primary dependent remains at the old PDS,</td>
<td>continue to pay CONUS COLA, based on the old PDS.</td>
</tr>
<tr>
<td></td>
<td>the primary dependent is at a location in the CONUS other than the old PDS and the Service member is receiving CONUS COLA based on a Secretarial waiver,</td>
<td>continue the CONUS COLA previously paid.</td>
</tr>
<tr>
<td>relocates the permanent residence from the CONUS to another location in the CONUS at Government expense</td>
<td>the primary dependent is at a location in the CONUS other than either the old PDS or location for which the Service member had a Secretarial waiver,</td>
<td>continue to pay CONUS COLA, based on the old PDS and start CONUS COLA the day the Service member arrives at the new PDS based on the primary dependent’s location.</td>
</tr>
<tr>
<td></td>
<td>the primary dependent either travels with or in advance of the Service member,</td>
<td>stop the old CONUS COLA rate the day before the dependent’s arrival day. Start CONUS COLA the day the primary dependent arrives at the new residence location based on the dependent’s location. *</td>
</tr>
<tr>
<td></td>
<td>a dependent travels after the Service member,</td>
<td>continue CONUS COLA based on the Service member’s old PDS through the day before the primary dependent’s arrival at</td>
</tr>
</tbody>
</table>
Table 8-8. Service Member (with a Dependent) Assigned to an Unaccompanied Tour at a PDS OCONUS

<table>
<thead>
<tr>
<th>If the Service member’s dependent…</th>
<th>And…</th>
<th>Then…</th>
</tr>
</thead>
<tbody>
<tr>
<td>relocates the permanent residence from OCONUS to the CONUS at Government expense</td>
<td>a dependent travels in advance of, with, or after the Service member,</td>
<td>start CONUS COLA based on the dependent’s location.</td>
</tr>
<tr>
<td>relocates permanent residence from the CONUS to a location OCONUS at Government expense</td>
<td>a dependent travels in advance of the Service member or with the Service member,</td>
<td>continue CONUS COLA based on the old PDS through the day before the Service member’s arrival at the new PDS.</td>
</tr>
<tr>
<td>relocates the residence at personal expense</td>
<td>CONUS COLA is authorized through the Secretarial Process,</td>
<td>continue CONUS COLA based on the above rules in this table. *</td>
</tr>
<tr>
<td>is not OCONUS</td>
<td>the Service member is assigned to an unaccompanied assignment OCONUS or unusually arduous sea duty,</td>
<td>pay CONUS COLA based on the old PDS rate if the dependent does not relocate. pay CONUS COLA based on the dependent’s location if the dependent does relocate.</td>
</tr>
<tr>
<td>continues to reside at same location</td>
<td>the Service member is required to perform a TDY, inside or outside the CONUS, due to a transfer to another unaccompanied tour,</td>
<td>continue CONUS COLA based on the primary dependent’s permanent residence.</td>
</tr>
<tr>
<td></td>
<td>the Service member is required to perform a TDY due to a transfer in the United States,</td>
<td>continue CONUS COLA based on the primary dependent’s permanent residence through the day before the day the Service member reports to the new PDS. Start CONUS COLA at the rate for the new PDS on the day the Service member reports at that PDS.</td>
</tr>
</tbody>
</table>

*COLA is not payable on authorized days of travel.
0803  **CONUS COLA** and Unusual Circumstances

080301. Service Member in a Missing Status

A. Service Member without a Dependent. A Service member without a dependent whose PDS is in the CONUS and is in a missing status receives **CONUS COLA** based on the PDS location.

B. Service Member with a Dependent. A Service member with a dependent continues to receive **CONUS COLA** at the rate paid when they were placed in a missing status. Pay **CONUS COLA** based on the dependent’s location when a dependent relocates.

080302. Service Member in Confinement

If a Service member in confinement is authorized allowances, he or she receives the same **CONUS COLA** rate paid immediately before confinement. If a Service member with a dependent is transferred to a confinement facility, then the **CONUS COLA** is based on the dependent’s location.

080303. Service Member Requires Prolonged Hospitalization

The hospital where a Service member is transferred becomes his or her PDS for **CONUS COLA** purposes when he or she requires prolonged hospitalization and is issued an appropriate order. This applies when a Service member is transferred from any PDS to a hospital in the CONUS for observation and treatment.

080304. Service Member Whose PDS is Evacuated

A. Service Member with a Dependent

1. **CONUS COLA** Continuation at the Service Member’s PDS

   a. A Service member who is authorized **CONUS COLA** at the with-dependent rate based on his or her PDS, and whose dependent is evacuated, continues to receive **CONUS COLA** on the effective date of the evacuation unless the Service member’s PDS changes.

   b. When a determination is made through the Secretarial Process that it is necessary for a dependent to maintain a permanent residence in an area other than where the PDS is located, **CONUS COLA** at the with-dependent rate is based on the designated place for the primary dependent. The **CONUS COLA** starts the day after per diem at the designated place ends.

2. **CONUS COLA** at a Designated Place. When a Service member’s command-sponsored dependent resides at a designated place in the CONUS due to an evacuation from a location OCONUS, the Service member is authorized **CONUS COLA** at the with-dependent rate starting the day after per diem at the designated place ends. The rate is based on the designated place for the primary dependent.

B. Service Member without a Dependent. A Service member without a dependent who was authorized **CONUS COLA** at the PDS on the date an evacuation is ordered is authorized **CONUS COLA** through the day before the Service member reports at the new PDS.
0804 Reserve Component (RC) Member

080401. RC Member Called or Ordered to Active Duty

A. Called or Ordered to Active Duty. Table 8-9 specifies CONUS COLA for an RC member called or ordered to active duty for a period of 140 or more days or in support of a contingency operation. A DoD or U.S. Coast Guard retired Service member called or ordered to active duty is authorized the same CONUS COLA as an RC member.

<table>
<thead>
<tr>
<th>If an RC member is...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>called or ordered to active duty for 140 or more days</td>
<td>PCS HHG transportation is authorized,</td>
<td>start CONUS COLA on the first active-duty day based on the primary residence at the time called or ordered to active duty through the day before arrival at the PDS. Starting the day the Service member reports to the PDS, change the basis for CONUS COLA to the PDS location.</td>
</tr>
<tr>
<td>called or ordered to active duty for 139 or fewer days for a contingency operation</td>
<td>PCS HHG transportation is not authorized,</td>
<td>start CONUS COLA on the first active-duty day based on the primary residence at the time called or ordered to active duty.</td>
</tr>
</tbody>
</table>

B. Modified or Amended Order. If an RC member receives an order modification or amendment that extends the original assignment, the modification or amendment determines the CONUS COLA.

<table>
<thead>
<tr>
<th>If an RC member’s order is modified or amended...</th>
<th>And...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>and the days remaining on the existing order plus the number of days added by the extension total 140 or more days</td>
<td>PCS HHG transportation is not authorized,</td>
<td>CONUS COLA based on the primary residence continues or would start on the modification or amendment date.</td>
</tr>
<tr>
<td></td>
<td>PCS HHG transportation is authorized,</td>
<td>CONUS COLA based on the primary residence, if currently authorized, would stop the day before the modification or amendment in CONUS COLA based on the PDS rate would begin on the modification or amendment date or CONUS COLA based on the PDS would continue.</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

**CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)**

**MEMBERS ONLY**

## PART A: DEFINITIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9000</td>
<td>Definition of Terms as Used in Ch 9</td>
</tr>
</tbody>
</table>

## PART B: COST-OF-LIVING ALLOWANCE (COLA)

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9100</td>
<td>COLA</td>
</tr>
<tr>
<td>9105</td>
<td>COLA Start/Stop</td>
</tr>
<tr>
<td>9110</td>
<td>COLA Incident to PCS between PDSs in Close Proximity</td>
</tr>
<tr>
<td>9115</td>
<td>COLA for a Member without Dependent</td>
</tr>
<tr>
<td>9120</td>
<td>Non-Command Sponsored Dependents in PDS Vicinity</td>
</tr>
<tr>
<td>9125</td>
<td>Fractional COLA for a Member without Dependent(s)</td>
</tr>
<tr>
<td>9130</td>
<td>COLA for a Member with Dependent(s)</td>
</tr>
<tr>
<td>9135</td>
<td>Geographic COLA Locations</td>
</tr>
<tr>
<td>9140</td>
<td>COLA Report Submission</td>
</tr>
<tr>
<td>9145</td>
<td>COLA for an RC Member</td>
</tr>
</tbody>
</table>

## PART C: TEMPORARY LODGING ALLOWANCE (TLA)

### SECTION C1: GENERAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9150</td>
<td>General</td>
</tr>
<tr>
<td>9155</td>
<td>General TLA Payment Conditions</td>
</tr>
<tr>
<td>9157</td>
<td>Advance Payment</td>
</tr>
</tbody>
</table>

### SECTION C2: INITIAL ASSIGNMENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9160</td>
<td>Initial Assignment</td>
</tr>
</tbody>
</table>

### SECTION C3: TLA UNDER SPECIAL CONDITIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9165</td>
<td>TLA under Special Conditions</td>
</tr>
</tbody>
</table>

### SECTION C4: TLA UPON DEPARTURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9170</td>
<td>TLA upon Departure</td>
</tr>
</tbody>
</table>
SECTION C5: MISCELLANEOUS CONDITIONS

9175 Leave/Permissive Travel Effect on TLA
9180 Old and New PDS in Close Proximity or in the Same Country
9182 TLA for a Reserve Component Member

SECTION C6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES

9185 Rates Payable, Computation Procedures, and Examples

SECTION C7: TLA SPECIAL

9195 TLA Special

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

9200 Member Assigned to Ships or Fleet Units
9205 Member Serving an Unaccompanied Tour or on Unusually Arduous Sea Duty
9210 Station Allowances when Member Married to Member Couple
9215 COLA Incident to Evacuation of the Member’s PDS
9220 Station Allowances when Dependents Travel before (In Advance Of) or after (Delayed) the Member Travels
9225 Station Allowances for Dependents Early Return to OCONUS Locations
9230 PCS as Observer to a UN Peacekeeping Organization
CHAPTER 9: STATION ALLOWANCES 
(OCONUS COLA AND TLA)

PART A: DEFINITIONS

MEMBERS ONLY

9000 DEFINITION OF TERMS AS USED IN CHAPTER 9

A. Member with Dependents. In Ch 9, a member who:

1. Is authorized to have dependents reside at/in the member’s OCONUS PDS vicinity, and whose dependents do so reside, or

2. Is joined by or who acquires dependents while serving outside CONUS, provided the dependents are command sponsored. The requirement to be command sponsored does not apply to a member whose PDS is in a non-foreign OCONUS areas if the dependents who join or are acquired by the member are bona fide residents of the respective non-foreign OCONUS area, or are officers or employees of the U.S. stationed in the non-foreign OCONUS area, as the case may be, or

3. On the PCS order effective date had a member spouse who was later released from active duty, or separated/retired from the Service, and remained in the vicinity of the first member’s former PDS.

NOTE: A member is authorized COLA for all command sponsored dependents (including a Federal employee spouse/child who is eligible for a post allowance in his or her own right).

B. Member without Dependents. In Ch 9, a member without dependents means a member:

1. Who has no dependents, or

2. Whose dependents do not reside at/ in the PDS vicinity, or

3. Who is not a "member with dependents" under par. 9000-A, during the remainder of a tour in which dependents join or are acquired by the member, or

4. Who has non-command sponsored dependents residing at/in the PDS vicinity, or

5. Who does not have legal custody and control of the dependents (B-131142, June 3,1957). NOTE: For COLA/TLA purposes a member paying child support is a member without dependents unless the member has command sponsored dependents at the PDS other than the dependents on whose behalf the member is paying child support.

NOTE: A member assigned to an unaccompanied tour or unusually arduous sea duty whose dependent remains at the member’s old OCONUS PDS or is at a designated place at an OCONUS location IAW par. 5116-A is a member without dependents at the member’s unaccompanied/unusually arduous PDS for station allowance purposes and is eligible for station allowances at the with dependents rate for the dependent location. See par. 5116-A4 if a foreign born spouse is returned to a foreign country and par. 5120-D when a dependent is at a designated place. Other than a dependent described in par. 5116-A or 5120-D, a dependent must be command sponsored for the member to receive station allowances based on the dependent’s presence.

C. Station Allowances

1. COLA authorized in Part B, and

2. TLA authorized in Part C.
D. **Vicinity.** In Ch 9, the country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member's PDS is located. When a member resides with the dependent and commutes to the PDS, the dependent is deemed to be residing at/in the PDS vicinity even if at a place in an adjacent country or state. If the member's new PDS is in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession as the designated place, if the member is required to maintain two separate households (i.e., the member cannot commute daily from the dependent location to the PDS) a second station allowance may be authorized/approved through the Secretarial Process. In this case, the dependent is not at/in the vicinity of the member's PDS even though located in the same country, state or U.S. territory or possession.

E. **Gov’t Dining Facility and Gov’t Qtrs**

1. **Gov’t Meals.** In addition to Gov’t Dining Facility as defined in App A, Gov’t dining facility, for COLA purposes, also includes a facility providing meals to members, with or without charge, under agreement with the Gov’t.

2. **Gov’t Qtrs.** In addition to Gov’t Qtrs as defined in App A, Gov’t Qtrs include individual Qtrs furnished with or without charge under agreement with the Gov’t.

F. **Command sponsored Dependent.** See DoDI 1315.18, Procedures for Military Personnel Assignments, for DoD Services and/or Service regulations for dependent command sponsorship criteria.
CHAPTER 9: STATION ALLOWANCES  
(OCONUS COLA AND TLA) 

PART B: COST OF LIVING ALLOWANCE (COLA) 

9100 COLA

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost of living with the CONUS cost of living. An allowance to cover official entertainment expenses is not authorized by 37 USC §405 and is not included in the JTR.

B. Allowances Payable. The COLA index for each OCONUS location is shown in App J. COLA rates are based on the member's PDS except when the ship’s home port is the PDS for COLA purposes, par. 9200; when a dependent resides at a location other than the PDS ICW an unaccompanied assignment, par. 9205; or when a dependent is evacuated, par. 9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member’s annual income (as determined by the member’s grade, years of service, and dependency status) to identify the member’s annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. See App J for detailed computation steps.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in App J, reimbursement may be authorized for specific locations and specific types of expenses.

E. COLA Reporting Requirements. See COLA reporting requirements and procedures.

9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. 9220. COLA starts on the day after the member’s reporting day if, on the reporting day, a member is authorized MALT Plus per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or

2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. 9220,

2. COLA is authorized during a PCS between PDSs in close proximity under par. 9110, or

3. Member without Dependent(s) Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependent(s) is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependent(s) is authorized COLA
based on the old home port until the day the member moves back aboard the ship.

**9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY**

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

**9115 COLA FOR A MEMBER WITHOUT DEPENDENT(S)**

A. **Reduced COLA.** A reduced COLA is paid to a member when both Gov't Qtrs and a Gov't dining facility are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW App J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is currently 63% of the without dependent rate.

B. **Gov't Dining Facility Availability**

**Note 1:** For COLA purposes – If the permanently assigned member purchases meals, or receives meals using a meal card provided for that purpose or receives meals at no cost at a Gov't dining facility (par. 9000-E and App A), then a Gov't dining facility is available.

**Note 2:** The decision on COLA authority for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the:

- a. Dining facility is actually available to the member,
- b. Member is expected to purchase food for preparation in the Gov't Qtrs, and
- c. Gov't Qtrs have facilities to keep and prepare food for meals.

Gov't Qtrs are further defined within this Part as barracks which may be dormitory and shipboard Qtrs.

**Note 3:** If the commander authorizing COLA expects the member to cook and consume meals in the Gov't living Qtrs, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Gov't dining facility because meal preparation in the Gov't Qtrs is not expected or permitted, the Reduced COLA rate is authorized. A member, who routinely eats 2 or more meals a day in the dining facility is only authorized to receive the Reduced COLA rate.

1. **Member with Gov't Qtrs and Gov't Dining Facility Available.** A member who has Gov't Qtrs available at the PDS (including aboard a ship) and a Gov't dining facility available, is authorized the Reduced COLA rate. The presence of a non-command sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0 dependent rate. In that situation, the member is still only authorized Reduced COLA rate.

2. **Member with Gov't Qtrs Available but without a Gov't Dining Facility Available.** A member who has Gov't Qtrs available but who does not have a Gov't dining facility available for 3 meals a day at the PDS is authorized COLA at the rate specified in App J for a member with 0 dependents.

3. **Member with Gov't Qtrs Available but for Whom Gov't Dining Facility Use is Impractical.** A member who has Gov't Qtrs available, but whose commanding officer/installation commander, or delegated designee, furnishes a statement that Gov't dining facility use is impractical due to mission or operational needs (not personal convenience), is authorized the COLA computed as indicated in App J for a member with 0 dependents. The responsible commanding officer/installation commander, or the delegated designee for dining
facility usage, cannot determine that Gov’t dining facility is unavailable for a member who eats 2 or more meals a day in a Gov’t dining facility.

4. **Enlisted Member Authorized to Mess Separately.** An enlisted member for whom Gov’t Qtrs are not available and who is authorized to mess separately (i.e., away from a Gov’t dining facility), is authorized COLA computed as indicated in App J for a member with 0 dependents.

5. **Member Married to Member Couple Maintaining a Joint Residence.** A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in App J for a member with 0 dependents (par. 9210).

6. **Member Authorized to Occupy Other than Gov’t Qtrs.** A member in grade E-7 or higher, who has no dependent, has elected to not occupy Gov’t Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

7. **Member without Dependent Who Elects Not to Occupy Inadequate Gov’t Qtrs.** A member in grade E-6, who has no dependent, has elected to not occupy inadequate Gov’t Qtrs, and who is occupying private sector housing is authorized the COLA computed as indicated in App J for a member with 0 dependents.

8. **Member Who Has No Dependent and Is Assigned to a Ship.** A member who:
   a. Has no dependent,
   b. Is assigned to permanent duty aboard a ship,
   c. Is in grade E-6 or above and elects not to occupy assigned shipboard Gov’t Qtrs, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Gov’t Qtrs, and
   d. Occupies private sector housing,
   is authorized COLA computed as indicated in App J for a member with 0 dependents.

9. **Both Spouses below Grade E-6 Assigned to Sea Duty.** Each member of a member married to member military couple (both below grade E-6) is authorized COLA as specified in App J for a member with 0 dependents if the spouses:
   a. Have no other dependent(s),
   b. Are assigned to permanent duty aboard ship(s),
   c. Elect to not occupy assigned shipboard Qtrs, and
   d. Occupy a private sector housing.

10. **Member in Confinement.** A member without dependent(s) is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

**C. Leave Periods.** If a member without dependent(s) takes leave away from the OCONUS PDS vicinity, COLA continues for the first 30 days and stops on day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave.

**9120 NON-COMMAND SPONSORED DEPENDENT IN PDS VICINITY**

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with dependent COLA even if the dependent’s presence leads the member to choose not to use an available Gov’t dining facility. The member is authorized COLA the same as any
other member without dependent(s) under par. 9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with dependent COLA under par. 9130 starts on the date the dependent is command sponsored.

9125 FRACTIONAL COLA FOR A MEMBER WITHOUT DEPENDENT

A member without dependent:

1. On duty at a PDS where a Gov’t dining facility is available (member is receiving the reduced COLA rate), and

2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without dependent COLA for each meal not furnished in a Gov’t dining facility in addition to the reduced COLA authorized in par. 9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW App J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

<table>
<thead>
<tr>
<th>Meal Involved</th>
<th>Applicable Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>7%</td>
</tr>
<tr>
<td>Noon</td>
<td>15%</td>
</tr>
<tr>
<td>Evening</td>
<td>15%</td>
</tr>
</tbody>
</table>

9130 COLA FOR A MEMBER WITH DEPENDENT(S)

A. General: A member with dependent(s) is authorized OCONUS COLA based on the number of command sponsored dependent(s) at the PDS vicinity (see par. 9210 for authority for member married to member couples) regardless of Gov’t dining facility availability (including aboard ship), except:

1. When a member is on leave away from the OCONUS PDS vicinity for more than 30 days and is accompanied by all command sponsored dependents;

2. When any command sponsored dependent departs the OCONUS PDS vicinity for a period of more than 30 consecutive calendar days, the COLA payment beginning on the 31st day is reduced to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

3. When a command sponsored dependent departs the PDS vicinity to attend school, the payment is reduced the day following the departure day to the rate specified in App J for the number of command sponsored dependents remaining at the PDS;

4. When one or more (but not all) command sponsored dependents depart the PDS vicinity for early/advance return to a location other than the OCONUS PDS, the OCONUS COLA payment is reduced the day following the command sponsored dependents’ departure to the rate specified in App J for the number of command sponsored dependents remaining. If all the command sponsored dependents early/advance return to a location other than the OCONUS PDS, the member becomes a member without dependents (see par. 9000-B2) and the OCONUS COLA at the with dependent rate terminates the day before the command sponsored dependents depart the member’s PDS. See par. 9225 for early/advance return of foreign born command sponsored dependents authorized to travel to their native country; or

5. When in a confinement status as a result of disciplinary action, the member is authorized OCONUS COLA for command sponsored dependents only at the rate specified in App J for the number of command sponsored
dependents who continue to reside in the PDS vicinity.

B. **Home Port Change.** If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. The dependent is authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. **PCS Order Amendment Changes the PDS.** When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependent’s departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the amended order effective date only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependent’s arrival day.

**9135 GEOGRAPHIC COLA LOCATIONS**

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in App J.

**9140 COLA REPORT SUBMISSION**

See App M for COLA report submission.

**9145 COLA FOR AN RC MEMBER**

*Effective for an RC member called/ordered/entering active duty on/after 6 January 2006.*

**Note:** New rules apply for an RC member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006, the new rules do not apply even if the member’s continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through an amended or modified order, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

A. **General.** An RC member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. 9145-B and 9145-C. When a member is authorized COLA at the with dependent rate for the PLEAD, there is no command sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. **Called/Ordered to Active Duty for More than 30 Days.** An RC member called/ordered to active duty (TDY or PCS) from an OCONUS location for 31 or more days is authorized COLA for the primary OCONUS residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. **Called/Ordered to Active Duty for Training for 140 or More Days.** The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

2. **Called/Ordered to Active Duty for Other than Training for More than 180 Days with PCS Allowances.** Except as provided in par. 9145-B3, the initial primary OCONUS residence location rate terminates on the day...
before the member reports at the PDS duty location prescribed in the active duty order. PDS location COLA authority begins on the day the member reports at that location (e.g., Member reports on 30 June. Primary OCONUS residence location COLA is paid for 29 June and new PDS COLA commences on 30 June). A member called/ordered to active duty for other than training from a CONUS location for more than 180 days at one OCONUS PDS location is authorized COLA as of the day the member reports at that location (e.g., member departs CONUS home on 29 September and reports to the OCONUS PDS on 30 September. COLA for the OCONUS PDS begins on 30 September).

3. Called/Ordered to Active Duty for Other than Training for More than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, an RC member called/ordered to active duty for other than training for more than 180 days at one location, away from the member’s OCONUS principal place of residence (at the time called/ordered to active duty) is:

   a. Assigned to duty at that residence, and

   b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW par. 020501, does not affect this authority. COLA authority begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. An RC member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

   1. In support of a contingency operation (see App A); or

   2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member’s principal place of residence location at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).
CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 1: GENERAL

9150 GENERAL

A. Purpose. TLA is an allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS:

   1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, 31 January 1983) and waiting for a Gov’t Qtrs assignment, or while completing arrangements for other private sector housing when Gov’t Qtrs are not available;

   2. When based on the OCONUS TLA Authority’s written guidance, the appropriate official determines that for reasons beyond the member’s control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent Gov’t Qtrs/private sector housing/privatized housing or waiting to reoccupy the vacated permanent Gov’t Qtrs/private sector housing/privatized housing;

   3. While seeking permanent Gov’t Qtrs/private sector housing following a TDY period when a member without dependents vacated permanent Gov’t Qtrs/private sector housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));

   4. While house-hunting after the member arrives at the new PDS and reports for duty ICW a PCS;

   5. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, 31 January 1983) after Gov’t Qtrs/private sector housing is vacated ICW a PCS order; or

   6. During a member’s hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period.

NOTE 1: A member who retires/separates, stays in the PDS area, and then moves at a later date, or moves to an OCONUS HOR/HOS location selected by the member, is not eligible for TLA.

NOTE 2: TLA is not intended, and must not be allowed to be used, for the personal enrichment of a member by providing TLA for other than the purpose intended. Disciplinary action addressed in the JTR Introduction applies when TLA is provided for inappropriate reasons.

NOTE 3: See par. 9220 regarding authorizing/approving TLA ICW dependents’ advance arrival and/or delayed travel.

NOTE 4: A member may be paid COLA, BAH and/or OHA, if applicable, when paid TLA.

B. Implementation

   1. In a country/area in which only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.

   2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS
TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.

3. A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to the Per Diem, Travel and Transportation Allowance Committee by:

   a. Mail: Per Diem, Travel and Transportation Allowance Committee  
      ATTN: Policy & Regulations Branch  
      4800 Mark Center Drive  
      Suite 04J25-01  
      Alexandria, VA 22350-9000, or  

   b. FAX: (571) 372-1301  

for review IAW DoDI 5154.31, Vol 5 before implementation. This written material must be coordinated in the country/area with the Uniformed Services present there, must be consistent with par. 9150, and must be designed to uniformly authorize TLA to each member of each Uniformed Service.

C. OCONUS TLA Authority Responsibilities

1. TLA Determination

   a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when the first arrive at, or immediately before they leave, an OCONUS PDS.

   b. If temporary lodgings occupancy is necessary, the requirements in par. 9150-C1e(1) through (8) must be met before TLA payment.

   c. If Gov’t Qtrs are not available, the member should be prepared to provide written certification to support any voucher documentation submitted if required by finance regulations.

   d. When Gov’t Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov’t Qtrs’ cost IAW par. 020303-C.

   e. It is the OCONUS TLA Authority’s responsibility to ensure that the member is advised:

      (1) Upon arrival, of the responsibility to aggressively seek permanent Gov’t Qtrs/private sector housing (not applicable when it is known that the member is to be assigned Gov’t Qtrs), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member’s progress in obtaining permanent Gov’t Qtrs/private sector housing;

      (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent Gov’t Qtrs/private sector housing. NOTE: The member does not have to report progress in obtaining permanent private sector housing when it is known that the member is to be assigned to Gov’t Qtrs.;

      (3) Of the responsibility to furnish a statement to the official described above in par. 9150-C1e(2) indicating TLA commencement and/or termination;

      (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for a TLA extension to the maximum number of days in pars. 9160 and 9170;

      (5) Of the requirement to relocate to other permanent Gov’t Qtrs/private sector housing or to reoccupy the Gov’t Qtrs/private sector housing formerly occupied, as soon as practical if the conditions in par. 9150-A2 apply;
That TLA payment depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

That lodging expenses are not allowed while staying with friends/relatives, but the M&IE is payable for the eligible TLA period.

If, using written guidance of the OCONUS TLA Authority, a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authority must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. 9150-B1, before authorizing/approving additional TLA periods upon initial arrival (par. 9160-G), delayed departure (par. 9170-C), or early permanent Gov’t Qtrs/private sector housing termination (par. 9170-D), the OCONUS TLA Authority’s written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. Personal inconvenience to a member/dependent(s) is never a determining factor.

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for a member who has one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents; and

NOTE: Housing allowance is not a consideration when paid for a dependent(s) at a place other than the member’s PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority’s written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorized period, and

(3) Reduce the amount payable.
b. The following duties should be emphasized in the OCONUS TLA Authority’s written guidance to help the member locate permanent Qtrs. The guidance should ensure that:

(1) Existing Gov’t transient facilities are used to the fullest possible extent by a member and/or dependents upon PDS arrival and/or departure by usage policy that makes the Gov’t transient facilities more available to a member in a TLA status and/or dependents;

(2) Leased Qtrs furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;

(3) Contact with the local private sector permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning private sector permanent housing location, availability, description, and cost;

(4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;

(5) The member is aware of Gov’t owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent Gov’t Qtrs and/or private sector housing before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;

(6) Permanent Gov’t Qtrs are/private sector housing is occupied as soon as possible upon arrival and not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date permanent Gov’t Qtrs/private sector housing could reasonably be occupied, when permanent Gov’t Qtrs are/private sector housing is not occupied;

(7) That requirements for dependent travel authorities contain advice to the member about appropriate items for inclusion UB (e.g., blankets, linens, kitchen utensils, dishes, and tableware); and

(8) An up to date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

9155 GENERAL TLA PAYMENT CONDITIONS

A. TLA Authority. TLA may be authorized when the TLA Authority determines it is necessary that a member and/or dependents occupy temporary lodgings at personal expense.

B. Non-Occupancy. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorized reimbursement for other days during the TLA period.

C. TLA Periods. An initial TLA period and an additional authorized TLA period do not have to be continuous.

D. Unaccompanied Tour. A member serving an unaccompanied tour is not authorized TLA when an available Gov’t dining facility is not used and/or available Gov’t Qtrs are not occupied because a non-command sponsored dependent is in the PDS vicinity.

E. Multiple Allowances. TLA may be paid, in addition to TQSE or TQSA for a civilian employee, (see JTR, Ch 5, Part B9) as long as TLA and TQSE/TQSA payments cover different expenses. Duplicate payment for the same expenses is not authorized. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense (54 Comp. Gen. 892 (1975)).

F. TDY Mileage, MALT, TLA, and Per Diem Computation. Use the actual amount without rounding when computing TDY mileage, MALT, TLA, and per diem computation.
9157 ADVANCE PAYMENT

An advance may be paid for the number of authorized TLA days, after authority is provided based on the appropriate directive(s) issued under par. 9150.
CHAPTER 9: STATION ALLOWANCES (OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 2: INITIAL ASSIGNMENT

9160 INITIAL ASSIGNMENT

A. General

1. TLA authority for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. 9160-1.

   The initial 60-day period begins on the same date as COLA. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).

2. At the end of the first 15 or fewer day TLA period specified in par. 9150-C1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority’s guidance should address review of the member’s situation to determine the progress in obtaining permanent housing.

3. If the member’s efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA termination (not applicable when it is known the member is awaiting assignment to Gov’t Qtrs).

4. The member’s absence from the PDS due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member’s failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. 9150-C1. This applies when evaluating the member’s progress toward obtaining permanent Gov’t Qtrs/private sector housing and in determining TLA authorization/approval during each succeeding period.

5. TLA accrual provisions (par. 9185-E) are applied in computing TLA upon arrival.

B. TLA Start when Authorized MALT Plus Flat Per Diem

   When MALT Plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA Start when Authorized Per Diem (pars. 020102 and 0203)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents.

2. Period while Awaiting the Ship’s Arrival

   a. When a member is in a per diem status at the OCONUS home port awaiting arrival of the ship to which assigned, TLA on the member’s behalf is not payable during the waiting period beginning the arrival day at the home port and extending through the day before the actual reporting day aboard the ship as the member is in a TDY status awaiting the ship’s arrival and eligible for per diem. NOTE: This is because the ship is the member’s PDS for personal travel and until reporting to the ship, the member has not reached the new PDS.

   b. Except on the reporting day to the ship (par. 9160-C1), lodging costs for lodging jointly occupied by the member and dependents are apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the home port.
c. On the actual reporting day aboard the ship, the lodging cost for lodging jointly occupied by the member and dependent is not divided between the member and the dependent; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the home port when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is authorized per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member’s behalf and may include the member’s share of the temporary lodging cost as a TLA expense when, because of the member’s military assignment, those temporary lodging must be retained at the new PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member’s order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member’s personal choice/convenience.

D. TLA when a Member Arrives before a Dependent. When a member arrives at an OCONUS PDS before a dependent, the member may be authorized TLA if the conditions in par. 9155-A are met. Upon the dependent’s arrival, TLA also may be authorized/approved for the member and/or dependent for the period the member/dependent is/are required to use temporary lodgings. If the dependent arrives after the initial 60-day period in par. 9160-A expires, an additional TLA period may be authorized under par. 9160-G whether or not TLA was paid during the initial 60-day period.

E. Dependent Arrives at or in the OCONUS PDS Vicinity before the Member. When a dependent arrives at or in the OCONUS PDS vicinity in advance of a member following Secretarial authority for/approval of advance dependent arrival under par. 10412, the dependent’s TLA start date is the day TLA is authorized for the member provided the dependents are command-sponsored as indicated in par. 9000-A2.

F. Home Port Change. The new home port is the member’s PDS for TLA purposes (65 Comp. Gen. 888 (1986)) if a member is:

1. Currently assigned to a ship or other fleet unit with an announced home port change, or

2. In receipt of a PCS order to a ship or other fleet unit with an announced home port change,

and the dependent is authorized to travel to the new home port.

G. Dependent’s Delayed Departure Authorized/Approved by the Secretarial Process. When a dependent departs the OCONUS PDS vicinity after the member, following Secretarial Process authorization/approval under par. 10412 of the delayed travel, TLA for the dependent is authorized under the same conditions as applicable to a member.

H. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS, may continue to receive TLA on the member’s behalf. When, despite the member's hospitalization, TLA lodging must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. The member's order must be annotated, or have attached to it, certification that retaining the TLA lodging was because of military necessity (i.e., the member's hospitalization) and not because of the member's personal choice/convenience.

I. Additional TLA Period. The OCONUS TLA Authority’s authorizing/approving official(s) (par. 9150) may authorize/approve a period in addition to the initial 60 day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60 day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) is/are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Gov’t Qtrs due to Service requirements;

3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated Gov’t Qtrs or private sector housing temporarily or permanently uninhabitable or unavailable.

4. Withdrawal of private sector housing from the market by a landlord;

5. The member is unable to secure private sector housing that the housing officer considers suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area. NOTE: This does NOT mean the housing lease cost cannot exceed the OHA ceiling; it can; or

6. The member is/dependent(s) are hospitalized or the member’s duties require the member to be away from the PDS (home port, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent Gov’t Qtrs/private sector housing. The additional TLA period is authorized/approved in increments of 15 or fewer days.

J. TLA Stop. Unless TLA is terminated sooner for one of the reasons in par. 9150-C1e or elsewhere in this Part, TLA authority upon initial arrival stops on the day before the day a member occupies permanent Gov’t Qtrs or private sector housing. With the exception of the extra lodging charges allowable (see pars. 9185-A2, 9185-C and 9185-D), no expenses incurred on the permanent Gov’t Qtrs/private sector housing occupancy day are allowable in computing TLA. NOTE: In any case, TLA must stop the day HHG are delivered.
CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 3: TLA UNDER SPECIAL CONDITIONS

9165 TLA UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Gov’t Qtrs/Private Sector Housing/Privatized housing in the PDS Vicinity

1. The TLA period for situations in par. 9150-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.

2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent Gov’t Qtrs are/private sector housing/privatized housing is reoccupied or when the OCONUS TLA Authority determines TLA is no longer justified.

3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. 9185-A2, 9185-C, or 9185-D.

4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary (i.e., no excess costs, or the member fails to accept adequate permanent Gov’t Qtrs or the member stops diligently searching for permanent private sector housing.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the home port of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member’s behalf and may include the member’s share of temporary lodging cost when, because of the member’s assignment, the temporary lodging must be retained at the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member’s order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member’s personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the PCS order effective date to the OCONUS PDS if par. 9150-C conditions are met. The member must make every reasonable effort to find suitable permanent Gov’t Qtrs/private sector housing for the dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member’s control, is unable to find suitable permanent Gov’t Qtrs/private sector housing for the dependents before they arrive.

D. Member Acquires Dependent(s). A member serving an OCONUS tour who had no dependents on arrival but who acquires dependents during that tour is not eligible for TLA for those dependents upon arrival at the PDS because the member was without dependents on the effective date of the PCS order (B-186628, September 17,1976). A member may be authorized TLA for the member, when eligible, and/or for dependents acquired while serving at an OCONUS PDS if the dependents are command-sponsored at the PDS from which departing.

E. PCS Order Canceled/Revoked. When the member’s PCS order is canceled/revoked after the member occupies temporary lodgings, the member may receive TLA reimbursement up to the maximum number of days allowable.
CHAPTER 9: STATION ALLOWANCES 
(OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 4: TLA UPON DEPARTURE

MEMBERS ONLY

9170 TLA UPON DEPARTURE

A. General

1. The TLA period upon departure should not exceed the last 10 days before the day the member departs the PDS in compliance with a PCS order, except when:

   a. One or more dependents remain in the old PDS vicinity IAW par. 9205-A1or 9220. TLA must not exceed the last 10 days preceding the day the last dependent departs, without regard to the effective date of the PCS order from that PDS;

   b. A longer TLA period is authorized due to delayed departure (par. 9170-C) or early termination of permanent Gov’t Qtrs/private sector housing (par. 9170-D);

   c. The member/dependent(s) is hospitalized or the member’s duties require the member to be away from the PDS (home port, if attached to a ship).

2. The PCS order effective date is defined in App A.

3. The TLA accrual provisions (par. 9185-E) apply in computing TLA upon departure.

4. Expenses incurred on the departure day are not considered except that TLA for the preceding day may be increased under par. 9185-A2, 9185-C, or 9185-D as a result of lodging costs imposed for the temporary lodging vacating day.

B. Dependents Depart before the Member. When dependents depart an OCONUS PDS before the member, TLA may be authorized for the member and dependents when the conditions in par. 9155- A are met. TLA incident to the dependents’ departure must not exceed the last 10 days before the last dependent departs, and must not begin earlier than the issue date of the PCS order, or official alert notice. Upon departure of the member at a later date, TLA may again be authorized/approved for the member as in par. 9170-A.

C. Delayed Departure. When the period authorized by par. 9170-A has begun and actual departure is delayed through no fault of the member or dependents (to include dependents’ delay due to the member’s death, see par. 10424), TLA may be authorized/approved by the authorizing/approving official (see par. 9150), in increments of 10 or fewer days, for the entire period that temporary lodging must be used.

D. Early Permanent Housing Termination. When, for reasons beyond the control of the member and/or dependents, permanent Gov’t Qtrs/private sector housing must be relinquished more than 10 days before the estimated departure date, the authorizing/approving official (see par. 9150) may authorize/approve TLA beginning the day the permanent Gov’t Qtrs/private sector housing is relinquished for reasons such as the following:

1. The TO determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

2. Expiration/termination of lease/rental agreement occurs after a member has the PCS order or alert notice;
3. The landlord withdraws private sector housing from the market;

4. The authorizing/approving official (see par. 9150) determines that an Act of God, fire, flood, earthquake, riot, civil unrest, or other disturbance makes occupancy of permanent Gov’t Qtrs/private sector housing inadvisable;

5. The member is required by lease, custom, or law to vacate private sector housing in advance of the leases expiration to permit inspection, finalization of utility bills and deposits, redecoration, and/or adjudication of damage claims;

6. The lease, custom, or law requires that private sector housing be surrendered at a fix date more than 10 days before the scheduled departure;

7. Housing authorities require the member to vacate permanent Gov’t Qtrs for the Gov’t’s convenience to permit its readying for, and/or assignment to, another member;

8. The OCONUS TLA Authority determines that permanent Gov’t Qtrs/private sector housing must be relinquished under circumstances/reasons other than those stated in pars. 9170-D1, 9170-D2, 9170-D3, 9170-D4, 9170-D5, 9170-D6, and 9170-D7.

The principles in par. 9150-C2 must be applied in determining the need for TLA. TLA is authorized/approved only for the number of days needed to prevent undue financial hardship to the member during the period involved, as determined by the OCONUS TLA Authority.

E. Member Detaches from a Ship Away from Home Port. When a member detaches on a PCS from an OCONUS home ported ship while the ship is away from its home port and returns to the home port, the member may be authorized TLA on the member’s behalf unless authorized per diem. If the member is authorized per diem at the home port, no TLA authority exists for the member and only the dependents occupying temporary lodging at the home port are considered in determining the rate payable under par. 9185-A.

F. Period of TDY/Deployment while Away from the Old PDS. A member receiving TLA preceding PCS departure, who is ordered on TDY away from the PDS, or who is ordered on deployment from the home port or permanent duty location of the ship, staff, or afloat unit, may continue to receive TLA on the member’s behalf. The member’s temporary lodging cost share is to be included as a TLA expense when, because of the member’s military assignment, temporary lodging must be retained at the old PDS or the home port or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member’s order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of military necessity and not because of the member’s personal choice/convenience.

G. TLA before PCS Order Issuance

1. A member may be authorized TLA before a PCS order is issued based on a written statement from the PCS AO, or the designated representative, that the member was advised before the PCS order was issued that such an order would be issued. The member must be prepared to provide this statement if finance procedures require that the voucher be supported by the statement.

2. The length of time between when the PCS order is issued and the member receives written advice that the order is to be issued may not exceed the relatively short period between the time when a PCS order determination is made and the date when the order is actually issued.

3. General information concerning order issuance before the determination is made to actually issue the order, such as the date of eventual release from active duty, expiration of term of service, retirement eligibility, expected rotation from OCONUS duty, etc., is not advice that the order is to be issued (52 Comp. Gen. 769 (1973)).
H. **TLA during a Hospitalization Period.** A member who is receiving TLA before PCS departure, and who is hospitalized, may continue to receive TLA on the member’s behalf and may include the member’s share of the temporary lodging cost as a TLA expense when because of the hospitalization, temporary lodging must be retained at the old PDS. The member’s order must be annotated with, or have attached to it, certification that retaining the TLA lodging was because of the hospitalization and not because of the member’s personal choice/convenience.
CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 5: MISCELLANEOUS CONDITIONS

MEMBERS ONLY

9175 LEAVE/PERMISSIVE TRAVEL EFFECT ON TLA

A. Leave or Permissive Travel in the PDS Vicinity. TLA may be paid for any day a member is on leave or permissive travel in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Gov’t Qtrs assignment. The provision enables a member to complete PCS travel and be placed on leave so that station allowance eligibility is established (by reporting in to the new PDS).

B. Leave or Permissive Travel Away from the PDS Vicinity. TLA is not payable for any day a member is on leave or permissive travel away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Gov’t Qtrs assignment. In that case, the number of dependents who continue to occupy temporary lodgings determines the rate payable. In either case, postponement of TLA pending return is not authorized. This provision helps ensure that TLA is paid only ICW the PDS. See par. 9150-A4.

9180 OLD AND NEW PDS IN CLOSE PROXIMITY OR IN THE SAME COUNTRY

A. General. Except as provided in par. 9180-B, the fact that a member’s old and new PDSs are in close proximity to each other or in the same country does not change the TLA authority.

B. New PDS within Commuting Distance. When a member’s new PDS is within commuting distance of the Gov’t Qtrs/private sector housing occupied while at the old PDS, the member may not be authorized TLA unless the member’s commanding officer approves temporary lodgings occupancy based on a change of residence being necessary for reasons beyond the member’s control.

9182 TLA FOR AN RC MEMBER

An RC member called/ordered to:

1. Active duty for other than training for more than 180 days, or

2. ADT for 140 or more days

and authorized PCS allowances with or without authorization for PCS HHG transportation is authorized TLA in the same manner as prescribed in this Ch. When a member is authorized TLA at the with dependent rate for the PLEAD, there are no command sponsorship requirements. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)). COLA authorization begins on the first active duty day.
CHAPTER 9: STATION ALLOWANCES  
(OCONUS COLA AND TLA) 

PART C: TEMPORARY LODGING ALLOWANCE (TLA) 

SECTION 6: RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES 

MEMBERS ONLY 

9185 RATES PAYABLE, COMPUTATION PROCEDURES AND EXAMPLES 

A. General 

1. Determining the Number of Persons Occupying Temporary Lodgings. In determining the number of persons in the family occupying temporary lodgings, the member is not counted for any day when the member is not authorized TLA in the member’s own behalf. See pars. 9160-B and 9160-C. 

2. Extra Room Charge Payment. Except as provided in pars. 9185-C and 9185-D, when the member and/or dependents check into/out of temporary lodgings at a time of day which results in the payment of room charges for the calendar day before checking in or for the checking out calendar day, the rates of 65%, 100%, 35%, and 25% shown in par. 9185-E are 97.5%, 150%, 52.5%, and 37.5%, respectively, for the calendar day of checking in or the calendar day preceding the checking out day, but for lodging only. M&IE remains at the ordinary percentages. 

3. TLA Authorized on the Reporting Day 

a. Reimburse the traveler/dependent(s) 75% of the new OCONUS PDS per diem M&IE rate (par. 5030) when the PCS is performed by common carrier or transportation in kind if the TLA and reporting day are the same. See pars. 5014-A to C, 5014-D, 5074-B1, and 5074-B2. The reporting day lodging expense is reimbursed as TLA (par. 9150-C). See par. 9185-H, TLA computation Example 8. 

b. TLA is not payable on the reporting day when MALT Plus is payable, par. 9160-B. 

B. Temporary Lodging Not Available at PDS. When Gov’t/commercial temporary lodgings are not available at the PDS and the member must obtain Gov’t/commercial temporary lodgings at a nearby place, the maximum daily TLA amount is determined by multiplying the accommodations location per diem rate by the percentage in par. 9185-E if the accommodations per diem rate is higher than that for the PDS. Otherwise, the PDS locality per diem rate is used. Finance regulations might require that payments made under par. 9185-B be supported by a statement of the member’s commanding officer/designee, that the accommodations used were the nearest suitable accommodations available to the member’s PDS. 

C. Temporary Lodgings Furnished by a Gov’t Contractor. When a Gov’t contractor furnishes temporary lodgings, TLA is computed under par. 9185-E. When the member and/or dependents check into/out of Gov’t contractor temporary lodgings at a time of day that results in the payment of a lodging charge for the calendar day before checking in or the checking out calendar day, the daily amount of TLA for the check in calendar day or the calendar day preceding the checkout day is to be increased by the extra amount of Qtrs charge paid. 

D. Temporary Lodging Occupied in Facilities under Gov’t Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodgings facilities, or transient facilities such as visiting officer’s Qtrs, under Gov’t jurisdiction (operated with appropriated or non-appropriated funds), TLA is computed per par. 9185-E. When the member and/or dependents check into/out of this type of Qtrs at a time of day which results in the payment of a rental/service charge for the calendar day before checking in or for the checking out calendar day, the daily TLA amount for the check in calendar day or the calendar day preceding the checkout day is increased by the amount of the extra rental/service charge paid.
E. General TLA Computation

1. Except when more than one TLA rate applies within the computation period as in par. 9185-A or 9185-B, and except as in pars. 9185-F, and 9185-G, TLA computations are made in increments of 15, or fewer days when TLA ceases to exist before the end of a (15 or fewer days) period.

2. When determining the lodging expense ICW TLA, the International Transaction (currency conversion) Fees charged by the GTCC are added to the actual daily lodging cost along with any lodging tax or VAT relief certificate cost, and other authorized lodging costs.

3. When using a personal non-GTCC credit card and not formally exempt from having a GTCC, International Transaction (currency conversion) fees charged by your credit card company are not part of the computation.

4. Computations are as follows:

   **Step 1: Determine the Daily M&IE and Lodging Ceiling.** Multiply the percentage in the following table by the applicable locality per diem M&IE and lodging rates.

<table>
<thead>
<tr>
<th>Number of Eligible Persons Occupying Temporary Lodging</th>
<th>Percentage Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member or 1 dependent</td>
<td>65%</td>
</tr>
<tr>
<td>Member and 1 dependent, or 2 dependents only</td>
<td>100%</td>
</tr>
<tr>
<td>For each additional dependent age 12 and over, add</td>
<td>35%</td>
</tr>
<tr>
<td>For each additional dependent under age 12, add</td>
<td>25%</td>
</tr>
</tbody>
</table>

   a. Use the above applicable percentage for both lodging and M&IE unless:

      (1) A TLA Special has been authorized for lodging. See par. 9195.

      (2) Temporary lodgings are not available at the PDS. See par. 9185-B.

      (3) Permanent Gov’t Qtrs are being renovated, or lack adequate cooking and eating facilities. See par. 9185-F.

      (4) Temporary Qtrs contain adequate cooking facilities. See par. 9185-G.

      (5) A member, authorized a temporary lodging cost at the new PDS under par. 9160-C3 as a TLA expense during a TDY/deployment period, is included in the number of persons occupying the temporary lodgings for lodging but not M&IE. Determine the member’s share of the meal allowance by dividing the M&IE amount determined in this step by the number of persons in the member’s family, including the member, occupying the temporary lodgings. Deduct the member’s share from the M&IE.

      (6) The member/dependent(s) stay with friends/relatives; lodging cost reimbursement is not authorized but the TLA M&IE is paid.

   b. When computing the applicable percentage for a:

      (1) Member and family including the member’s spouse and dependent children, the applicable percentage is 100% for the member and spouse, 35% for each dependent age 12 and over, and 25% for each dependent under age 12. See Example 7;

      (2) Family without the spouse, add the applicable percentage for the member and 1 (the oldest) dependent, plus the applicable percentage for each additional dependent. For example, the applicable percentage for a member with two dependents, one age 12 or older and one under age 12 is 125% (member plus dependent age 12 or older is 100%, plus dependent under 12 is 25%).;
(3) Member married to member couple on active duty, with dependents occupying temporary lodging, claim the dependents for TLA reimbursement IAW the percentage factors in par. 9185-E, as shown in Examples 5 and 6.

c. Exception occurs when temporary lodgings are not available at the PDS, while renovating Gov’t Qtrs, or when permanent Qtrs lack adequate cooking and eating facilities. See par. 9185-F.

Step 2: Determine the Payable Lodging Cost

a. Compare the actual daily lodging cost, including lodging tax or VAT relief certificate cost, International Transaction (Currency Conversion) Fees charged by the GTCC, and other lodging cost authorized IAW par. 9160-C3, with the Step 1 lodging cost ceiling. Select the lesser amount.

b. Itemized lodging vendor receipts, invoices, or statements are required for lodging expense verification. See par. 010301 for receipt requirements; and par. 9157 for TLA advances.

c. If the member is in a TDY status (regardless of the per diem amount received), reduce the lodging expense by the lodging cost used to determine the member’s per diem rate.

d. When staying with friends/relatives, lodging cost is not allowed and is always zero.

Step 3: Determine Daily TLA Amount. Add the Step 2 result to the Step 1 M&IE rate. This is the daily TLA amount. For TLA computation examples see pars. 9185-H and 9195 (TLA Special).

F. TLA while Gov’t Qtrs Are Being Renovated, or if Gov’t Qtrs Lack/Private Sector Housing Lacks a Stove and/or Refrigerator

1. The member may be authorized TLA to cover restaurant meals cost, when a member and/or dependents:
   a. Occupy Gov’t Qtrs while the kitchen is being renovated, or
   b. Occupy Gov’t Qtrs/private sector housing during utility loss, or
   c. Initially occupy permanent Gov’t Qtrs/private sector housing without a stove and/or refrigerator and meals cannot be prepared.

2. Determine TLA by multiplying the par. 9185-E4, Step 1 percentage times the total meals amount in the locality M&IE per diem rate.

G. Temporary Qtrs Contain Facilities for Preparing and Consuming Meals

1. When temporary lodgings have facilities and space for preparing and eating meals, the daily TLA rate is computed using par. 9185-E, except that the M&IE amount is reduced by one half.

2. The reduced (one half) M&IE amount based on adequate cooking facilities does not apply when lodging is provided by a friend/relative, or to the first and last days of TLA.

3. The presence of a stove and oven, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, and cooking and eating utensils (i.e., all of the foregoing items) is evidence of adequate cooking and eating facilities.

4. When the member shows, to the satisfaction of the official designated in the local TLA regulations (see par. 9150) that the facilities for preparing and consuming meals are inadequate or for other reasons may not be used for all or part of the period involved, the member may be authorized TLA per par. 9185-E, without the M&IE reduction. The member’s explanation for facilities non-use, endorsed by the OCONUS TLA Authority’s designated official supports TLA payment under these circumstances.
5. To facilitate TLA administration, the OCONUS TLA Authority’s designated official should ensure that a current list of available accommodations is maintained and make available to incoming and departing personnel.

H. TLA Computation Examples. Per diem rates used in these examples may not be current, and are for illustrative purposes only. Refer to the paragraph references for clarification when computing TLA.

1. TDY/Deployment, POV Travel

A member, with command sponsored spouse, is assigned to an OCONUS location (par. 9150-C). The member and spouse arrive at the new OCONUS PDS location on 1 April by POV and move into temporary lodgings the same day (par. 9160-B). TLA status is effective the following date, 4/2.

The temporary accommodations do not have facilities for preparing and eating meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost, if applicable. Itemized lodging receipts are provided as required.

4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.

4/2 – The member is advised upon reporting to aggressively seek permanent Gov’t Qtrs/private sector housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

4/11 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/2 thru 4/10. The member’s progress in obtaining permanent Qtrs/housing is reviewed for compliance with the JTR and OCONUS TLA Authority requirements. TLA is extended for another 10 day period by the OCONUS TLA Approving Official (par. 9150-C2).

4/21 – The member submits a lodging expense report of $1,140 ($114/day including lodging tax) for 4/11 thru 4/20. The member was TDY and received per diem on 4/15 thru 4/18. Lodging costs at the PDS for 4/15, 4/16, and 4/17 were authorized for the member as a TLA expense under par. 9160-C3 (TDY/Deployment). TLA is authorized only for the number of days the member actually remained in TLA accommodations. The member and spouse moves into the same permanent Qtrs on 4/21.

### TLA Computation For 2-10 April – Member/Dependent

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;IE</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Lodging</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>$114 vs. $76</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>$74 + $76 = $150</td>
<td>$150/day x 4 days = $600</td>
<td></td>
</tr>
</tbody>
</table>

### TLA Computation For 11-14 April – Member/Dependent

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;IE</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Lodging</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>$114 vs. $76</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>$74 + $76 = $150</td>
<td>$150/day x 9 days = $1,350</td>
<td></td>
</tr>
</tbody>
</table>

### TLA Computation For 15-17 April TDY/Deployment

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;IE</td>
<td>$74</td>
<td>$74</td>
</tr>
<tr>
<td>Lodging</td>
<td>$76</td>
<td>$76</td>
</tr>
<tr>
<td>$74 divided by 2 = $37</td>
<td>$74 divided by 2 = $37</td>
<td></td>
</tr>
</tbody>
</table>

TLA is authorized only for the number of days the member actually remained in TLA accommodations. The member and spouse moves into the same permanent Qtrs on 4/21.
from the Step 1 result (par. 9185-E4, Step 1a5).

| Step 1 Result | $74 - $37 = $37 |

3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.

| Step 1 Maximum | $114 vs. $76 |

4. Add the Step 2 M&IE to the selected Step 3 lodging amount. Pay $113/day.

| Total Lodging | $37 + $76 = $113 |
|               | $113/day x 3 days = $339 |

**TLA Computation For 18-20 April – Member/Dependent**

1. Determine the maximum rates (applicable percentage x locality rate).

| M&IE | 100% x $74 = $74 |
| Lodging | 100% x $76 = $76 |

2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.

| Step 1 Maximum | $114 vs. $76 |

3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $150/day.

| Total Lodging | $74 + $76 = $150 |
|               | $150/day x 3 days = $450 |

2. **TDY Status, Vessel at Home Port and Underway**

A member, with spouse, is assigned to a ship with an OCONUS home port. The locality per diem rate is $132 ($66/ $66). The member and spouse arrive at the OCONUS home port 9/30 by POV while the ship is away (par. 9160-C2). TLA status is effective the following date, 10/1.

They occupy temporary Gov’t Qtrs that does not have facilities for preparing and eating meals (par. 9185-G). The actual lodging expense is $98/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.

The ship returns to the OCONUS home port and the member reports aboard for duty at 1900 that day. The ship remains in port until 11/7. The member and spouse move into the same permanent Qtrs on 10/11.

9/30 - TLA is not payable for 30 September since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.

10/1 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and inform the OCONUS TLA Authority of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

10/6 – The member submits a lodging expense report of $490 ($98/day) for the member and spouse from 10/1 thru 10/5. The member submits a lodging expense report of $490 ($98 per day) from 10/6 thru 10/10. TLA extension of an additional 10 day period is authorized as the member has complied with the OCONUS TLA Authority requirements IAW the JTR (par. 9150-C2).

**TLA Computation For 1-5 October – Tdy Status/Vessel Underway**

1. Determine the maximum rates (applicable percentage x locality rate).

| M&IE | 65% x $66 = $42.90 |
| Lodging | 65% x $66 = $42.90 |

2. Determine the lodging cost. Divide the allowable daily lodging cost (including lodging tax) by 2, because the member is in a TDY per diem status (par. 9160-C).

| Lodging | $98 divided by 2 = $49 |

3. Compare the actual daily lodging cost in Step 2 (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.

| Step 1 Maximum | $49 vs. $42.90 |

4. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $85.80/day.

| Total Lodging | $42.90 + $42.90 = $85.80 |
|               | $85.80/day x 5 days = $429 |

**TLA Computation For 6-10 October - (Vessel At Home Port)**

1. Determine the maximum rates (applicable percentage x locality rate).

| M&IE | 100% x $66 = $66 |
| Lodging | 100% x $66 = $66 |

2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.

| Step 1 Maximum | $98 vs. $66 |

3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $132/day.

| Total Lodging | $66 + $66 = $132 |
|               | $132/day x 5 days = $660 |
3. Temporary Lodgings Contain Facilities for Preparing and Consuming Meals

A member and 3 dependents (spouse, and two children under age 12) occupy temporary lodgings containing facilities for preparing and consuming meals (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $138/night, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.

TLA Computation

1. Determine the maximum rates (applicable percentage x locality rate).

<table>
<thead>
<tr>
<th>M&amp;IE</th>
<th>Lodging</th>
</tr>
</thead>
<tbody>
<tr>
<td>65% x $74</td>
<td>$48.10</td>
</tr>
<tr>
<td>65% x $76</td>
<td>$49.40</td>
</tr>
</tbody>
</table>

2. Reduce the Step 1 M&IE by one half due to cooking facilities.

<table>
<thead>
<tr>
<th>Step 1 M&amp;IE</th>
<th>$111</th>
</tr>
</thead>
<tbody>
<tr>
<td>$111 x 50%</td>
<td>$55.50</td>
</tr>
</tbody>
</table>

3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.

| $138 vs. $114 | $114         |

4. Add the Step 2 M&IE to the selected Step 3 lodging amount.

| $55.50 + $114 | $169.50     |

Pay $169.50/night.

4. Member Married to Member Couple in the Same Temporary Lodging without Facilities for Preparing and Consuming Meals, (POV Travel)

Member married to member couple, each is without dependents, is assigned to the same OCONUS PDS. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $150 ($76/ $74). The actual lodging expense is $114/night ($57/night for each member), including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion or valued added VAT taxes if applicable. Itemized lodging receipts are provided as required.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$48.10</td>
<td>$48.10</td>
</tr>
</tbody>
</table>

Pay $48.10/night.

4/1 – TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.

4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

4/11 – Each member submits a separate lodging expense report of $570 ($114/2/day, including tax = $57) for shared temporary lodging. The members’ progress in obtaining permanent Qtrs/housing is reviewed for additional TLA period from 4/11 to 4/20 and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The members moved into the same permanent Qtrs on 4/21.

TLA Computation

A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Temporary Lodging without facilities for Preparing and Consuming Meals

<table>
<thead>
<tr>
<th>Member 1</th>
<th>Member 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>65% x $74 = $48.10</td>
<td>65% x $74 = $48.10</td>
</tr>
<tr>
<td>65% x $76 = $49.40</td>
<td>65% x $76 = $49.40</td>
</tr>
</tbody>
</table>

2a. Member 1, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.

$48.10 x 100% = $48.10

2b. Member 2, multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.

$48.10 x 100% = $48.10

3. Compare actual daily lodging cost (including lodging tax) to Step 1 maximum lodging rate. Use the lesser.

$49.40 vs. $57.00

$49.40 vs. $57.00

4. Add the Step 1 M&IE to the Step 3 lodging amount.

$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00

$48.10 + $49.40 = $97.50 $97.50 x 10 = $975.00
Pay each member $97.50/day.

5. Member Married to Member Couple with Dependents in Temporary Lodgings with Available Preparation and Cooking Facilities for Each Member, POV Travel

A member without dependents married to another member claiming two dependents (for housing allowance purposes), one age 12 or older and one under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day.

Preparation and cooking facilities are available for each member in the temporary lodging (par. 9185-G). The locality per diem rate is $160 ($86/ $74). The actual lodging expense is $85/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.

4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the new OCONUS PDS location for each member and children IAW par. 9185-A3.

4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

4/11 – Each member submits a separate lodging expense report of $850 ($170 per day including lodging tax divided in half, $85) for shared temporary lodging. They moved into permanent Qtrs on 4/21. TLA is authorized from 4/11 to 4/20 (10 days).

TLA Computation

A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

Preparation and Cooking Facilities are Available for Each Member

<table>
<thead>
<tr>
<th>Step</th>
<th>Member 1 (one dep)</th>
<th>Member 2 (one dep)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maximum rates (applicable percentage x locality rate)</td>
<td>100% x $74 = $74</td>
<td>100% x $74 = $74</td>
</tr>
<tr>
<td></td>
<td>100% x $86 = $86</td>
<td>100% x $86 = $86</td>
</tr>
<tr>
<td>2. Member with one dependent, multiply the Step 1 M&amp;IE times 50% since preparation and cooking facilities are available.</td>
<td>$74 x 50% = $37</td>
<td>74 x 50% = $37</td>
</tr>
<tr>
<td>3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.</td>
<td>$85 vs. $86</td>
<td>$85 vs. $86</td>
</tr>
<tr>
<td></td>
<td>$85</td>
<td>$85</td>
</tr>
<tr>
<td>4. Add Step 2 M&amp;IE to the selected Step 3 lodging amount. Pay each member $122 per day.</td>
<td>$37 + $85 = $122</td>
<td>$37 + $85 = $122</td>
</tr>
<tr>
<td></td>
<td>$122 x 10 = $1,220</td>
<td>$122 x 10 = $1,220</td>
</tr>
</tbody>
</table>

6. Member Married to Member Couple with Dependents with Two Rooms without Preparation and Cooking Facilities for Each Member, POV Travel

A member married to member couple with four dependents, two children age 12 or older and two dependents under age 12, are assigned to the same OCONUS location. They arrived at the new OCONUS PDS on 1 April by POV and move into the same temporary lodging on the same day. TLA status is effective the following date, 4/2.

Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $200 ($125/ $75). The actual lodging expense is $120/night for each member, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.

4/2 – The members are advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days.

4/11 – Each member submits a separate lodging expense report of $1,200 ($120/day including tax) for shared temporary lodging. The members’ progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The members and dependents moved into the same permanent Qtrs on 4/21.

TLA Computation
Ch 9: Station Allowances (OCONUS COLA and TLA) (Members Only)  

Part C: TLA/Section 6: Rates Payable, Comp Procedures & Examples

A member IAW 37 USC §421 may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay IAW 37 USC §204.

1. Determine the maximum rates (applicable percentage x locality rate).
   - Member 1 (2 depts over 12)
     - M&IE: $101.25
     - Lodging: $168.75
     - Total: $270
   - Member 2 (2 depts under 12)
     - M&IE: $93.75
     - Lodging: $156.25
     - Total: $250

2a. Member 1 with 2 dependents age 12 or older. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.
   - $101.25 x 100% = 101.25

2b. Member 2 with 2 dependents under age 12. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.
   - $93.75 x 100% = $93.75

3. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.
   - $168.75 vs. $120
     - $120
   - $156.25 vs. $120
     - $120

4. Add the Step 1 M&IE to the selected Step 3 lodging amount.
   - $101.25 + $120 = $221.25
   - $93.75 + $120 = $213.75

5. Pay the lesser of Step 1 and Step 4.
   - $221.25
   - $213.75

6. Multiply the Step 5 amount by the number of authorized TLA days (10).
   - $221.25/day x 10 days = $2,212.50
   - $213.75/day x 10 days = $2,137.50

7. Total Amount Paid to Each Member
   - $2,212.50
   - $2,137.50

7. Member with Multiple Dependents and Two Rooms without Preparation and Cooking Facilities, POV Travel

A member with a spouse, two children age 12 or older and two children under age 12 is assigned to an OCONUS location. They arrive at the new OCONUS PDS on 1 April by POV and use two rooms for temporary lodging on the same day (par. 9185-E, step 2b). TLA status is effective the following date, 4/2.

Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $200 ($125/$75). The actual lodging expense is $120/night for each room, including lodging tax and other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are required.

4/1 - TLA is not payable for 1 April since MALT Plus per diem was paid for the official travel arrival date to the OCONUS new PDS location for the member and spouse IAW par. 9185-A3.

4/2 – The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

4/11 – The member submits a lodging expense report of $2,400 ($120/room per day including tax) for two rooms. The members’ progress in obtaining permanent Qtrs/housing is reviewed and TLA is extended for another 10 day period by the OCONUS TLA Approving Official IAW par. 9150-C2. The member and dependents moved into the same permanent Qtrs on 4/21.

TLA Computation

When computing the correct total percentage for a member and family – spouse, dependent children—allow 100% for member/spouse, add 35% for each dependent over 12 and 25% for each dependent under 12)

When computing the correct total percentage for a member and family – spouse, dependent.

1. Determine the maximum rates (applicable percentage x locality rate).
   - Member & spouse 100% plus 2 dependents age 12 or older (35% + 35%) 70%
   - plus 2 dependents under age 12 (25% + 25%) 50% = 220%
   - M&IE: 220% x $75 = $165
   - Lodging: 220% x $125 = $275
   - Total: $165 + $275 = $440

2. Multiply the Step 1 M&IE times 100% since preparation and cooking facilities are not available.
   - $165 x 100% = $165

3. Compare the actual daily lodging cost (including lodging tax) to the Step 1
   - $275 vs. $240
maximum lodging rate. Use the lesser. $240
4. Add the Step 2 M&IE to the selected Step 3 lodging amount. $165 + $240 = $405
5. Pay the lesser of Step 1 and Step 4. $405
6. Multiply the Step 5 amount by the number of authorized TLA days (10). $405/day x 10 days = $4,050
7. Total Amount Paid $4,050

8. PCS Reporting Date and Authorized TLA are on the Same Day, Commercial Transportation

A member, spouse, and one child under 12 are PCS’d from CONUS to the new OCONUS PDS, travel by transoceanic transportation (i.e., commercial air, ship, etc.). They arrive at the new OCONUS PDS and concurrently the OCONUS TLA Approving Official authorizes TLA for 10 days starting on the PCS reporting date. Preparation and cooking facilities are not available in the temporary lodging (par. 9185-G). The locality per diem rate is $377 ($250/ $127).

The member is advised upon reporting to aggressively seek permanent Qtrs/housing, keep an accurate lodging expense record (including lodging receipts), and register with and keep the OCONUS TLA Authority informed of progress in obtaining permanent Qtrs/housing at least every 10 days (par. 9150-C).

The member submits a lodging expense report of $2,250 ($225/day including lodging tax) for 10 days of TLA lodging. They moved into permanent Qtrs on Day 11. Actual lodging expenses include lodging tax and any other authorized fees (par. 9185-E2) such as the GTCC currency conversion fee or valued added tax (VAT) certificate cost if applicable. Itemized lodging receipts are provided as required.

**TLA Computation On The Same Day**

This example is for travel performed by common carrier or transportation in kind.

<table>
<thead>
<tr>
<th>PCS M&amp;IE paid (par. 5030)</th>
<th>$285.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>TLA paid for 10 days of TLA (par. 9185-A3)</td>
<td>$225 + $7,413.75 = $7,638.75</td>
</tr>
</tbody>
</table>

When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program.

**Day 1 (PCS travel day M&IE)**

<table>
<thead>
<tr>
<th>Member</th>
<th>Full Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>$127.00</td>
<td></td>
</tr>
<tr>
<td>Spouse</td>
<td>$95.25</td>
</tr>
<tr>
<td>Child under 12</td>
<td>$63.50</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$285.75</td>
</tr>
</tbody>
</table>

**TLA (Lodging Only)**

Member, spouse, and dependent (under 12) $250 x 125% = $312.50 (limited to $225) $225.00

<table>
<thead>
<tr>
<th>Days 2 – 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>Lodging ($250 x 125%) =</td>
</tr>
<tr>
<td>Total =</td>
</tr>
<tr>
<td>Step 2</td>
</tr>
<tr>
<td>Step 3</td>
</tr>
<tr>
<td>Step 4</td>
</tr>
</tbody>
</table>

9. Lodging with Currency Conversion Fees

A member and spouse occupy temporary lodgings. Preparation and cooking facilities are not available in the temporary lodging. The locality per diem rate is $268 ($152/ $116). The lodging expense is $145, including lodging tax and the international transaction (currency conversion) fee charged by the GTCC is $25. Itemized lodging receipts are provided as required.

**TLA COMPUTATION**

1. Determine the maximum rates (applicable percentage x locality rate).

| M&IE | 100% x $116 = $116 |
| Lodging | 100% x $152 = $152 |
2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser. $150 vs. $152

3. Add the Step 1 M&IE to the selected Step 2 lodging amount. Pay $266/day.

Pay $266/day x 5 days = $1,330

10. PCS Reporting Date and Authorized TLA are on the Same Day, Lodging with Friends/Relatives, Commercial Travel

<table>
<thead>
<tr>
<th>International Transaction (currency conversion) Fee</th>
<th>$25 ÷ 5 = $5</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Compare the actual daily lodging cost (including lodging tax and currency conversion fee) ($145 + $5 = $150) to the Step 1 maximum lodging rate. Use the lesser.</td>
<td>$150 vs. $152</td>
</tr>
<tr>
<td>3. Add the Step 1 M&amp;IE to the selected Step 2 lodging amount. Pay $266/day.</td>
<td>$116 + $150 = $266</td>
</tr>
<tr>
<td>$266/day x 5 days = $1,330</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TLA Computation (for travel performed by common carrier or transportation in kind)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCS M&amp;IE paid (par. 5030) = $222.25</td>
</tr>
<tr>
<td>TLA paid for 10 days of TLA (par. 9185-A3) = $1,143.00</td>
</tr>
</tbody>
</table>

When computing the first day, pay the PCS M&IE based on the OCONUS PDS location and lodging under the TLA program

| Member | $127 (Full Rate) = $127.00 |
| Spouse | $127 x 75% = $95.25 |
| TOTAL | $222.25 |

<table>
<thead>
<tr>
<th>TLA (lodging only if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member and spouse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DAYS 2 – 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>Step 2</td>
</tr>
<tr>
<td>Step 3</td>
</tr>
</tbody>
</table>
CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)

PART C: TEMPORARY LODGING ALLOWANCE (TLA)

SECTION 7: TLA SPECIAL

9195 TLA SPECIAL

TLA Special requests for a higher lodging percentage factor under special/unusual circumstances may be authorized, only in advance of the dates required, by a determination issued by the PDTATAC, Chief.

A. General. The percentage factors (65%, 100%, 35%, and 25%) authorized in par. 9185-E generally are adequate for TLA reimbursement given that TLA is not intended to cover 100% of the costs. However, these percentages, when applied to the locality per diem rate lodging ceiling, may be insufficient for a particular time period because lodging costs are anticipated to escalate due to a forthcoming special event. Examples of one-time special events that may warrant a TLA Special include:

1. Missile launch,
2. Summit meeting,
3. Strikes,
4. World’s Fairs,
5. Conventions,
6. National or natural disaster (including the disaster aftermath) or
7. Other similar events.

TLA’s purpose is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and is not intended, and must not be allowed to be used, for a member’s personal enrichment.

B. Requirements. Commands must send requests before the fact (i.e., before the days on which the higher rate is needed) and must include the event dates (the dates for which a TLA Special is required), hotel prices before and anticipated during the event stated in U.S. currency from at least 5 to 7 different hotels located in the affected area, the number of authorized travelers and dependents’ ages, locations affected, recommended lodging amount(s), and documentation indicating the forthcoming special event occurrence (47 Comp. Gen. 127 (1967) & B-161396, May 3, 1976).

C. Submission Process. Three submission options are available to member’s command to request TLA Special authority in advance of the requested dates.

1. Email: From the command by email to dodhra.mc-alex.dtmobbx.pdtatac-staff@mail.mil

2. Mail:

   Per Diem, Travel and Transportation Allowance Committee
   ATTN: Policy & Regulations Branch
   4800 Mark Center Drive
   Suite 04J25-01
Ch 9: Station Allowances (OCONUS COLA and TLA) (Members Only)  
Part C: TLA/Section 7: TLA Special

Alexandria, VA  22350-9000 or,

3. **FAX:** From the command to (571) 372-1301.

D. **Limitations.** TLA Special cannot be approved after the days on which the higher TLA rate is needed have passed regardless of the circumstances. No action is taken on a TLA Special request received after the dates for which the TLA Special rate is needed.

1. A member who retires/separates, stays in the PDS area, and then moves at a later date is not eligible for TLA Special. See par. 9150, NOTE 1.

2. TLA Special is not paid on behalf of a member who is in a TDY per diem status at the OCONUS home port awaiting arrival of the ship to which assigned. See par. 9160-C2. TLA Special may be authorized for the accompanying dependents if authorized by the PDTATAC Chief.

3. TLA Special is terminated the day after the date a member voluntary refuses adequate Gov’t Qtrs for personal convenience or reasons (e.g., building or purchasing a home).

E. **TLA Examples.** The percentages (see par. 9185-E, Step 1) for the M&IE portion of TLA remain at the locality per diem level in all the examples.

NOTE: Locality per diem rates used in the examples may not be the rates currently in effect and are for illustration purposes only.

**TLA SPECIAL EXAMPLE 1**

A member, spouse, and 2 children under age 12 are due to arrive and occupy temporary lodging that does not contain facilities for preparing and consuming meals. The family occupies temporary lodging 1-20 September before moving into a permanent dwelling 21 September. The room rates are anticipated to escalate for some part (or all) of the family's anticipated TLA period due to a national convention.

The lodging expense is $650 per night for 1-5 September and $300 per night for 6-20 September. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command before the TLA expenses were encountered about the lodging cost increase.

<table>
<thead>
<tr>
<th><strong>TLA Special Computation For 1-5 September</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent for 25 August – 5 September.</td>
</tr>
</tbody>
</table>

1. Determine maximum rates (given percent x locality rate).
   - M&IE (150% is the ‘normal’ summary percentage for the four people)
   - Lodging (this is 150% + 75% + 75% + 75%)

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Rate</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>150%</td>
<td>$83</td>
<td>150% x $83  = $124.50</td>
</tr>
<tr>
<td>75%</td>
<td>$186</td>
<td>375% x $186 = $697.50</td>
</tr>
</tbody>
</table>

2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount, $650 vs. $697.50.

   $650.00

3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $650 = $774.50. Pay $774.50/day.

   $774.50/day x 5 days = $3,872.50

<table>
<thead>
<tr>
<th><strong>TLA Special Computation For 6-20 September</strong></th>
</tr>
</thead>
</table>

1. Determine the maximum rates (given percent x locality rate).
   - M&IE
   - Lodging

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Rate</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>150%</td>
<td>$83</td>
<td>150% x $83  = $124.50</td>
</tr>
<tr>
<td>150%</td>
<td>$186</td>
<td>150% x $186 = $279.00</td>
</tr>
</tbody>
</table>

2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $300 vs. $279.

   $279.00

3. Add the Step 1 M&IE to the selected Step 2 lodging amount, $124.50 + $279.00 = $403.50. Pay $403.50/day.

   $403.50/day x 15 days = $6,052.50
TLA SPECIAL EXAMPLE 2

A member with 3 dependents (spouse, 2 children (1 under and above 12)) asks the receiving command to request TLA Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to an international sporting event. The member uses 2 temporary commercial lodging rooms to accommodate the family size.

The commercial lodging rate is $200/night (including tax) for each room which does not contain facilities for preparing and consuming meals. The locality per diem rate is $269 ($186/ $83).

PDTATAC was advised by the command before the TLA expenses were encountered about the lodging cost increase.

<table>
<thead>
<tr>
<th>TLA Special Computation When Multiple Rooms Are Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDTATAC issued a determination that the lodging factor would be 150% for one person and 75% for each additional dependent.</td>
</tr>
<tr>
<td>1. Determine maximum rates (given percent x locality rate).&lt;br&gt;   M&amp;IE&lt;br&gt;   Lodging</td>
</tr>
<tr>
<td>2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $400 vs. $622.50.</td>
</tr>
<tr>
<td>3. Add Step M&amp;IE to selected Step 2 lodging amount, $132.80 + $400 = $532.80. Pay $532.80/day.</td>
</tr>
</tbody>
</table>

TLA SPECIAL EXAMPLE 3

A member married to member couple, each under a PCS order to the same OCONUS PDS, asks the receiving command(s) to request TLA Special for 5 days because the lodging rate has increased beyond the locality lodging per diem rate due to a national holiday. The members shared temporary commercial lodging facilities.

The commercial lodging rate is $200/night (including tax) which does not contain facilities for preparing and consuming meals. Each member’s lodging cost is $100, half the room rate. The locality per diem rate is $180 ($125/ $55).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

<table>
<thead>
<tr>
<th>TLA Special Computation For A Member Married To Member Couple without Dependents Sharing Temporary Lodging Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDTATAC issued a determination that TLA Special is not authorized for 100% of temporary lodging rate of $100 because a member w/o dependent is limited to 65% of the lodging.</td>
</tr>
<tr>
<td>1. Determine maximum rates (given percent x locality rate).&lt;br&gt;   M&amp;IE&lt;br&gt;   Lodging</td>
</tr>
<tr>
<td>65% x $55 = $35.75&lt;br&gt;65% x $100 = $65</td>
</tr>
<tr>
<td>2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount for each member of $65 vs. $100.</td>
</tr>
<tr>
<td>3. Add the Step 1 M&amp;IE to the selected Step 2 lodging amount, $35.75 + $65 = $100.75. Pay $100.75/day.</td>
</tr>
</tbody>
</table>
TLA SPECIAL EXAMPLE 4

A member without dependents departing the OCONUS PDS asks the receiving command to request TLA Special for five days because lodging rates are expected to increase beyond the locality lodging per diem rate due to a national holiday.

The temporary commercial lodging rate is $225/night (including tax) which does not contain facilities for preparing and consuming meals. The locality per diem rate is $270 ($195/$75).

PDTATAC was advised by the command BEFORE the TLA expenses were encountered about the lodging cost increase.

TLA Special lodging per diem reimbursement is limited to $146.25/night for five days based on 65% of the temporary ceiling lodging rate of $225.

<table>
<thead>
<tr>
<th>TLA Special Computation For A Member W/O Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDTATAC issued a determination that TLA Special is not authorized for 100% of temporary lodging rate of $177 because a member w/o dependent is limited to 65% of the lodging.</td>
</tr>
<tr>
<td>1. Determine maximum rates (given percent x locality rate).</td>
</tr>
<tr>
<td>M&amp;IE Lodging</td>
</tr>
<tr>
<td>65% x $75 = $48.75</td>
</tr>
<tr>
<td>65% x $225 = $146.25</td>
</tr>
<tr>
<td>2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser amount of $225 vs. $146.25.</td>
</tr>
<tr>
<td>$146.25</td>
</tr>
<tr>
<td>3. Add the Step 1 M&amp;IE to the selected Step 2 lodging amount, $48.75 + $146.25 = $195. Pay $195/day.</td>
</tr>
<tr>
<td>$195/day x 5 days = $975</td>
</tr>
</tbody>
</table>
CHAPTER 9: STATION ALLOWANCES
(OCONUS COLA AND TLA)

PART D: MISCELLANEOUS CONDITIONS AFFECTING ALLOWANCE PAYMENTS

9200 MEMBER ASSIGNED TO SHIPS OR FLEET UNITS

A. Delayed Travel. Secretarial authorization/approval of housing allowance continuation for delayed dependents’ travel from an OCONUS PDS under par. 10412 also authorizes COLA continuation for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member’s new PDS is in CONUS or OCONUS.

B. Member Assigned to Duty Aboard a Two Crew Nuclear Submarine. The ship’s home port is the member’s PDS for station allowances.

   1. When a Member Reports to the Home Port before Reporting on Board. When a member is assigned to a two crew nuclear submarine and reports to the ship’s home port before reporting aboard because the ship is deployed, the member is authorized station allowances the day after the member arrives at the home port and no further travel is performed away from the home port is required by the order before reporting on board the submarine (57 Comp. Gen. 178 (1977)).

   2. Member without Dependents Ordered to TDY at Home Port. Par. 9200-B2 applies only to COLA (53 Comp. Gen. 535 (1974)). COLA is authorized for a member without dependents assigned to a two crew nuclear submarine after reporting on board, while the member is performing TDY ashore, for training and rehabilitation for periods of more than 15 days at the ship’s OCONUS home port.

C. Fractional COLA for Member without Dependents. A member without dependents assigned to duty aboard a ship or other fleet unit having an assigned OCONUS home port, is authorized a fractional COLA as prescribed in par. 9125, when the member is not in a travel status but whose duty requires the member to be absent from the PDS during one or more meals (54 Comp. Gen. 333 (1974/B-180066)).

9205 MEMBER SERVING AN UNACCOMPANIED TOUR OR ON UNUSUALLY ARDUOUS SEA DUTY

A. General. A member with dependents is authorized station allowances at the with-dependents rate based on the dependents’ OCONUS location when the dependents relocate ICW the PCS, or based on the old PDS when they do not relocate, if authorized/approved by the same level of Secretarial approval as required for approval of their travel. Station allowances payment for the dependents’ location begins on the day dependents arrive at that location.

   1. Unaccompanied Tour. A member with dependents serving an unaccompanied tour who leaves dependents at the current location or moves them under the conditions in:

      a. Par. 5114-D2 to a designated place in a non-foreign OCONUS area, or

      b. Par 5114-D3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unaccompanied tour, and

   2. Dependent Restricted Tour/Unusually Arduous Sea Duty. A member with dependents, assigned to a dependent restricted tour or unusually arduous sea duty, who moves dependents under:

      a. Par. 5116-A2 to a designated place in a non-foreign OCONUS area, or

      b. Par. 5116-A3 to an OCONUS location at which the PCS order states the member is scheduled to serve an accompanied tour immediately after completing the unusually arduous sea tour, or
c. Par. 5116-A4 to an OCONUS location justified under unusual conditions or circumstances.

B. Member Serves an Unaccompanied Tour/on Unusually Arduous Sea Duty at the First PDS. When a member serves an unaccompanied tour/on unusually arduous sea duty at the first PDS, station allowances are authorized for the dependents location if the dependents are approved to reside there through the Secretarial Process (par. 5116-A).

C. Reassignment from an Unaccompanied Tour/Unusually Arduous Sea Duty to Another Unaccompanied Tour/Unusually Arduous Sea Duty

1. Dependents Continue to Remain at the Member’s Prior OCONUS PDS or Previously Designated Place. A member transferred between unaccompanied tours and/or unusually arduous sea duty assignments, with dependents who do not move and are authorized station allowances, continues to be authorized station allowances during the second tour.

2. Dependents Move from Member’s Prior PDS to a Designated Place or from a Designated Place to Another Designated Place. If dependents choose to relocate ICW a member’s transfer between consecutive unaccompanied tours/ unusually arduous sea duty PCS assignments, station allowances are authorized for the new place under the same conditions and approval authorities as listed in par. 9205-C.

D. Member’s PDS Declared an Unaccompanied Tour Area. When dependents are residing at/in the member’s PDS vicinity (home port for unusually arduous sea duty) at the time the PDS is declared to be an area in which dependents may not reside, station allowances are authorized under par. 9205-C if the dependents move to a designated place, or under par. 9215 if their initial move from the PDS was under evacuation conditions.

E. Entry Permission Withdrawn while Dependents Are en Route. If dependents are en route to a member’s OCONUS PDS, or to a designated place to which transportation at Gov’t expense has been authorized, and the new PDS (home port for unusually arduous sea duty) is declared an unaccompanied tour area or a further PCS order or order amendment is issued assigning the member to another unaccompanied tour area/unusually arduous sea duty assignment, station allowances are authorized based on the place to which dependents are diverted, starting on the dependents’ arrival date there and stopping on their departure date. A statement from the member’s commanding officer, or an officer designated by the commanding officer for that purpose, should support that the dependents were notified that permission to complete their travel had been withdrawn and that the dependents were directed to proceed to a specified place to await further instructions.

F. Subsequent Reassignment to an Accompanied Tour Area. Upon subsequent PCS to an accompanied tour area PDS to which transportation of dependents is authorized (par. 5116-D), COLA and TLA under par. 9205 terminates as provided in par. 9105-B.

G. Payment of Allowances to Member at Unaccompanied Tour/Unusually Arduous Sea Duty Station. During the period a member is authorized station allowances for dependents under par. 9205, the member is also authorized COLA, and TLA, if any, prescribed for a member without dependents at the new PDS.

H. Dependents Relocate from a Designated Place at Personal Expense. If dependents relocate from a designated place (App A) at personal expense, stop station allowances based on the old location the day before the dependents departed. Station allowances are not authorized at another OCONUS location to which the dependents relocate at personal expense since this location is not a designated place.

9210 STATION ALLOWANCES WHEN MEMBER MARRIED TO MEMBER COUPLE

A. When Separate Households are Maintained. When a member married to member couple maintain separate households at/in the vicinity of their OCONUS PDS or PDSs, each is individually authorized station allowances as a member with or without dependents, as applicable, based on whether the member concerned has a dependent at or in the vicinity of the OCONUS PDS.

B. COLA when a Joint Household Is Maintained. When both spouses are members and a joint household is
maintained at/in the vicinity of their OCONUS PDS(s), only one member is authorized to receive COLA at a rate based on the number of dependent(s) present, if any. The other member is authorized to receive COLA at the 0-dependent rate. For COLA for member married to member E-5 and below serving on sea duty, par. 9115-B9. In no case is a spouse, who also is a member on active duty, a dependent for allowance purposes.

9215 COLA INCIDENT TO EVACUATION OF THE MEMBER'S PDS

Note: TLA is not payable incident to an evacuation.

A. A Member with Command Sponsored Dependents
   1. Cost of Living Allowance. COLA at the with dependents rate is terminated (Par. 9105-B) effective on the dependents’ departure date incident to the evacuation. Thereafter, until return of the dependents to the member's PDS, the member is without dependents for COLA.
   2. COLA at Designated Place. A member is authorized COLA at the with dependents rate for the designated place location beginning the day after per diem terminates (Par. 9105-B) when dependents are evacuated from OCONUS or CONUS and they reside at an authorized/approved OCONUS designated place.

B. A Member with Non Command Sponsored Dependents. Station allowances are not payable for non-command sponsored dependents.

9220 STATION ALLOWANCES WHEN DEPENDENTS TRAVEL BEFORE (IN ADVANCE OF) OR AFTER (DELAYED) THE MEMBER TRAVELS OR FOR OTHER CIRCUMSTANCES

A. Advance Travel. When dependents are command sponsored and authorized to travel before the member and arrive at the new OCONUS PDS before the member, Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance changes based on the advance arrival at the OCONUS PDS can be made under par. 10412. If advance travel of dependents has been authorized/approved by the selected process, COLA payment is also authorized/approved, without separate action based on the number of dependents at the new PDS. TLA for dependents may be authorized/approved under the same conditions for initial assignment under par. 9160.

B. Delayed Travel. When dependents are authorized (or required) to travel after the member and arrive at the new OCONUS PDS after the member, Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation based on delayed dependents’ travel from an (the old) OCONUS PDS under par. 10412 also authorizes continuation of COLA for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member’s new PDS is in CONUS or OCONUS.

C. Deferred Travel. When dependent travel to the new OCONUS PDS is deferred pending housing availability, COLA at the old OCONUS PDS or designated place continues until the dependents depart or for 60 days after dependent travel to the new PDS is authorized. The Secretarial Process may extend the 60 day period (see par. 10406). TLA for dependents may be authorized/approved IAW par. 9170.

D. Other Circumstances. When there is a Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) authorization/approval of housing allowance continuation under par. 10402 (e.g., PME, training or member’s pending retirement), COLA continuation is authorized for the same time period without separate action. TLA for dependents may be authorized/approved IAW par. 9170. Par. 9220 applies whether the member’s new PDS is in CONUS or OCONUS.

E. Assigned to Gov’t Qtrs. When dependents are assigned to Gov’t Qtrs ICW advance arrival at a member’s OCONUS PDS, during delayed departure from a member’s OCONUS PDS, or other circumstances in par. 9220-D, a Secretarial decision (by either the Secretary concerned or the Secretarial Process at Service discretion) to pay/continue station allowances payment is made at the same approval level as designated for housing allowance approvals. When dependents are residing in Gov’t Qtrs, no specific housing allowance authorization/approval is
required since a housing allowance in such case is not authorized.

Note 1: Prior to a change to 37 USC §475 authorized by the FY06 NDAA, station allowances for a member’s dependents located at an OCONUS location could be authorized only for a member assigned at an OCONUS PDS. The FY06 NDAA changed 37 USC §475 by adding a new section (e) titled “Payment of allowances based on overseas location of dependents.” The new section permits Secretarial authorization/approval for station allowances payment based on dependents’ OCONUS location, even if the member is assigned inside CONUS.

Note 2: A member may be authorized dual COLA at the with dependent rate based on the dependent’s location and the without dependent rate at the member’s PDS if dependents are command sponsored and authorized/approved for advance or delayed travel or other circumstances in par. 9220-D thru the Secretarial (by either the Secretary concerned or the Secretarial Process at Service discretion) process pars. 9105-A, 9130-A, 9205-G, 10402-B, 10412-B and 10412-C).

9225 STATION ALLOWANCES FOR DEPENDENTS EARLY RETURN TO OCONUS LOCATIONS

A. Return To Native Country. A member, whose foreign born dependents are authorized early return travel to the native country under par. 5096, is authorized station allowances at the with dependents rate based on the dependents’ OCONUS location. Station allowances payment on behalf of the dependents’ location begins on the day dependents arrive at that location. DoDI 1315.18, Procedures for Military Personnel Assignments, Encl 5, par. 8.

B. Return To Non-Foreign OCONUS. A member, whose dependents are authorized early return travel to a designated non-foreign OCONUS location under pars. 5098, 5100 and 5102 is authorized station allowances at the with dependents rate based on the dependents’ non-foreign OCONUS location. Station allowances payment on behalf of the dependents’ location begins on the day dependents arrive at that location.

9230 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized station allowances under this Chapter.

B. Maximum Allowances. The station allowances amount, when added to the UN mission subsistence allowance, cannot exceed the station allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does not authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 10034 for housing allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.
TABLE OF CONTENTS

CHAPTER 10: HOUSING ALLOWANCES

MEMBERS ONLY

PART A: GENERAL INFORMATION

| 10000 | Definition of Terms as Used in this Chapter |
| 10002 | Housing Allowance                  |
| 10004 | BAH Rate Protection                |
| 10006 | BAH Advances                      |
| 10008 | BAH Differential (BAH-Diff)       |
| 10010 | Partial Housing Allowance (BAH-Partial) |
| 10012 | Transit Housing Allowance (BAH-T)  |
| 10014 | RC Rate (BAH-RC)                  |
| 10016 | Family Separation Housing (FSH)   |
| 10018 | Temporary BAH Increase            |
| 10020 | OHA General                      |
| 10022 | OHA Determining Monthly Rent      |
| 10024 | OHA Utility/Recurring Maintenance Allowance |
| 10026 | Move-In Housing Allowance (MIHA)  |
| 10028 | OHA Advance Payment               |
| 10030 | OHA Computation Data              |
| 10032 | A Member Occupying a Gov’t Trailer or Rental Guarantee Housing and OHA |
| 10034 | PCS as Observer to a UN Peacekeeping Organization |
| 10036 | OHA and Living Quarters Allowance (LQA) Paid Concurrently |

PART B: DEPENDENCY

<p>| 10100 | Determinations and Fraudulent Claims |
| 10102 | Dependents                           |
| 10104 | Member’s Marriage Status Determination |</p>
<table>
<thead>
<tr>
<th>Chapter 10: Housing Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table of Contents</strong></td>
</tr>
<tr>
<td><strong>10106</strong> Dependent Support</td>
</tr>
<tr>
<td><strong>10108</strong> Secondary Dependents</td>
</tr>
<tr>
<td><strong>10110</strong> Dependent Child Adopted by a Third Party</td>
</tr>
<tr>
<td><strong>10112</strong> Dependent Confined in Penal or Correctional Institution</td>
</tr>
<tr>
<td><strong>10114</strong> Dependent Parent</td>
</tr>
<tr>
<td><strong>10116</strong> Dependency Determination Factors for Parents</td>
</tr>
<tr>
<td><strong>10118</strong> Adopted, Illegitimate, and Stepchild(Ren)</td>
</tr>
<tr>
<td><strong>10120</strong> Child(ren) Living with Former Spouse Remarried to Another Service Member</td>
</tr>
<tr>
<td><strong>10122</strong> Child(ren) Living with Former Spouse and Member Remarries</td>
</tr>
<tr>
<td><strong>10124</strong> Child(ren) Living with Former Spouse or Estranged Spouse Who is a Member Assigned Family Gov’t Qtrs</td>
</tr>
<tr>
<td><strong>10126</strong> Child(ren) Living with Former or Estranged Spouse in Family Gov’t Qtrs Visits Member</td>
</tr>
<tr>
<td><strong>PART C: MEMBER TO MEMBER</strong></td>
</tr>
<tr>
<td><strong>10200</strong> General</td>
</tr>
<tr>
<td><strong>10202</strong> BAH/OHA when Member Married to Member and Separate Households Are Maintained</td>
</tr>
<tr>
<td><strong>10204</strong> Other Dependents</td>
</tr>
<tr>
<td><strong>10206</strong> Dependent Support</td>
</tr>
<tr>
<td><strong>10208</strong> Child(ren) Living with Former Spouse and Member Remarries Another Member</td>
</tr>
<tr>
<td><strong>PART D: GOV’T QTRS</strong></td>
</tr>
<tr>
<td><strong>10300</strong> General</td>
</tr>
<tr>
<td><strong>10302</strong> Responsibility for Assignment or Assignment Termination</td>
</tr>
<tr>
<td><strong>10304</strong> Rental Qtrs at a Service Academy</td>
</tr>
<tr>
<td><strong>10306</strong> Gov’t Qtrs Assigned or Occupied</td>
</tr>
<tr>
<td><strong>10308</strong> Qtrs Designated as Inadequate</td>
</tr>
<tr>
<td><strong>PART E: ASSIGNMENT SITUATIONS</strong></td>
</tr>
<tr>
<td><strong>SECTION E1: MEMBER WITHOUT DEPENDENTS</strong></td>
</tr>
<tr>
<td><strong>10400</strong> Member without Dependents</td>
</tr>
<tr>
<td><strong>SECTION E2: MEMBER WITH DEPENDENT</strong></td>
</tr>
<tr>
<td>Section</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>10402</td>
</tr>
<tr>
<td><strong>SECTION E3: ACQUIRED DEPENDENTS</strong></td>
</tr>
<tr>
<td>10404</td>
</tr>
<tr>
<td><strong>SECTION E4: THE GOV’T DEFERS DEPENDENT TRAVEL</strong></td>
</tr>
<tr>
<td>10406</td>
</tr>
<tr>
<td><strong>SECTION E5: MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR</strong></td>
</tr>
<tr>
<td>10408</td>
</tr>
<tr>
<td><strong>SECTION E6: EARLY RETURN OF DEPENDENTS</strong></td>
</tr>
<tr>
<td>10410</td>
</tr>
<tr>
<td><strong>SECTION E7: DEPENDENT TRAVEL – ADVANCE AND DELAYED</strong></td>
</tr>
<tr>
<td>10412</td>
</tr>
<tr>
<td><strong>SECTION E8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE</strong></td>
</tr>
<tr>
<td>10414</td>
</tr>
<tr>
<td><strong>SECTION E9: MEMBER IN TRANSIT</strong></td>
</tr>
<tr>
<td>10416</td>
</tr>
<tr>
<td><strong>SECTION E10: UNUSUAL MEMBER STATUS</strong></td>
</tr>
<tr>
<td>10418</td>
</tr>
<tr>
<td>10420</td>
</tr>
<tr>
<td><strong>SECTION E11: HOUSING ALLOWANCE FOLLOWING MEMBER’S DEATH</strong></td>
</tr>
<tr>
<td>10424</td>
</tr>
<tr>
<td><strong>SECTION E12: EVACUATION OF A MEMBER’S PDS</strong></td>
</tr>
<tr>
<td>10426</td>
</tr>
<tr>
<td><strong>SECTION E13: RESERVE COMPONENTS</strong></td>
</tr>
<tr>
<td>10428</td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART A: GENERAL INFORMATION

MEMBERS ONLY

10000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. **Sharer.** For OHA/FSH-O purposes, a member who resides with one or more:

1. Members authorized an OHA/FSH-O; and/or

2. Federal civilian employees, including dependents, authorized a living Qtrs allowance (LQA) or COLA (in non-foreign OCONUS locations); and/or

3. Other persons, excluding the member’s dependents, who contribute money toward the payment of rent, mortgage and/or utilities.

B. **Owner Owned Multiple Occupancy Dwelling.** A member/owner owned duplex, triplex or other type of multiple occupancy dwelling that is designed for separate private sector housing units for more than one household. The units within the dwellings ordinarily have separate addresses and/or entrances. For OHA/FSH-O purposes the member and dependent occupy a single separate unit within the dwelling and the other units are rented out.

C. **Vicinity.** When a member resides with the dependent and commutes daily to the PDS, the dependent resides in the PDS vicinity regardless of distance even if at a place in an adjacent country or state. A dependent is residing in the PDS vicinity if residing in the same country, state (when in Alaska or Hawaii), or U.S. territory or possession within which the member’s PDS is located. However, if the member has to maintain separate households, a dependent is not residing in the PDS vicinity for FSH purposes if maintaining two households is authorized/approved through the Secretarial Process. A commander may submit a request for determination through channels to the appropriate office listed below:

1. **Army.** Through appropriate personnel and command channels to: HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300.

2. **Navy.** Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472;

3. **Marine Corps.** Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5143;

4. **Air Force.** Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Rd, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

5. **Coast Guard.** Directly to: Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King Jr. Ave. SE STOP 7907, Washington, DC 20593-7907;

6. **NOAA Corps.** Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333; or

7. **U.S. Public Health Service.** Directly to: Director, Division of Commissioned Corps Personnel and Readiness (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
D. **Gov’t Qtrs.** Gov’t Qtrs include:

1. U.S. Gov’t owned or leased sleeping accommodations or family type housing;
2. Lodging or other Qtrs obtained by U.S. Gov’t contract;
3. Dormitories or similar facilities operated by cost plus a fixed fee contract;
4. Sleeping or housing facilities furnished by a foreign government on the Gov’t’s behalf; and
5. Qtrs in a state owned National Guard camp.

For BAH, Gov’t Qtrs do not include transient facilities such as Temporary Lodging Facilities, guest houses, hostess houses, and hotel type accommodations built and/or operated by non-appropriated fund activities, or privatized housing.

E. **Privatized Housing**

1. Gov’t Qtrs that have been converted to privatized housing are, by definition (App A), no longer Gov’t Qtrs.
2. The Service Secretary determines which privatized housing is suitable for use as military family housing.
3. Each member occupying privatized housing is authorized a housing allowance in the same manner as a member not assigned to Gov’t Qtrs.
4. Par. 10010-C explains Navy Barracks Privatization Test.

F. **Rental Charge.** A charge made on account of occupancy. It does not include service charges for linens, cleaning, maintenance, etc.

G. **Housing Allowance.** Housing allowance includes:

1. Basic Allowance for Housing (BAH) (pars. 10004 and 10006);
2. Overseas Housing Allowance (OHA) (pars. 10020-10032);
3. Family Separation Housing (FSH) (par. 10016);
4. Basic Allowance for Housing Differential (BAH-Diff) (par. 10008);
5. Partial Basic Allowance for Housing (Partial BAH) (par. 10010);
6. Transit Rate (BAH-T) (par. 10012); and
7. RC Rate (BAH-RC) (par. 10014).

H. **Primary Residence.** See definition of Primary Residence of Reserve Component (RC) Member in App A.

### 10002 HOUSING ALLOWANCE

A. **General.** Effective 1 January 1998, in general, a member on active duty entitled to basic pay is authorized a housing allowance based on the member’s grade, dependency status, and location. Rates are prescribed depending on the member’s grade and whether or not the member has a dependent. The location determines the rate, and whether the allowance is BAH or OHA. The BAH rate is based on median housing costs and is paid independently of a member’s actual housing costs. It is paid for housing in the U.S. OHA is a cost reimbursement based
allowance. The authority depends on other elements that factor in such as sharers, utilities, and owner vs. renter. OHA is paid for housing outside the U.S. The member is reimbursed actual rental costs NTE the maximum OHA rate for each locality and grade. The maximum OHA rates are established based on members’ actual rental costs in those locations. FSH-B follows the BAH logic and FSH-O follows the OHA logic. Except for a partial housing allowance (par. 10010) or BAH-Diff (par. 10008), a housing allowance is not paid to a member assigned to adequate Gov’t Qtrs (Ch 10, Part D).

B. Rates. The Housing Allowance rates are divided into seven categories: BAH, OHA, FSH, BAH-Partial, BAH-Diff, BAH-Transit, and BAH-RC.

1. BAH Rates
   a. The PDTATAC determines adequate housing costs in a MHA for all members authorized BAH. The determination for housing allowances is based upon the costs of adequate rental housing for civilians with comparable income levels in the same area.
   b. An adjustment in the BAH rates as a result of PDTATAC housing costs redetermination in an MHA takes effect with the pay raise each year.
   c. A MHA is defined geographically by Zip Code(s) within the U.S. Major military population areas are further identified by a combination of a 2-digit code for the state and a 3-digit numerical designation within the state. For small military population areas, Zip Codes are aggregated into areas of similar housing cost and designated as County Cost Groups.

2. OHA Rates
   a. The PDTATAC determines adequate housing costs in a locality for all members authorized OHA by location.
   b. OHA rate ceilings are calculated based on data provided by OCONUS commanders and actual rent data derived from pay systems.
   c. The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in App K, par. A.

3. FSH Rates
   a. The FSH-B rate is the same as the without dependent BAH rate for the same location.
   b. FSH-O is computed under the same rules and conditions as without dependent OHA for the same location.

4. BAH Partial Rates. The BAH partial rate is the difference in basic pay between the 1980 and 1981 reallocated pay raises and what those basic pay rates would have been had the raise not been reallocated. The rate is fixed from those years and does not change.

5. BAH Diff Rates. The BAH Diff rate is defined as the difference in Basic Allowance for Quarters (BAQ) with dependents and BAQ without dependents for the member’s grade as of 31 December 1997, increased each year by the average pay raise percentage.

6. BAH Transit Rates. The BAH Transit rate varies depending on old PDS location and the housing allowance type received. Unless a location-specific rate is payable, the default Transit rate is the amount of BAQ on 31 December 1997 incremented by the average housing allowance increase each year.

7. BAH RC Rates. The BAH-RC rate for a period of active duty for a non-contingency of 30 or fewer days is
the BAQ amount on 31 December 1997 incremented by the average housing allowance increase each year.

C. Gov’t Qtrs. A housing allowance (except partial BAH or BAH-Diff) is not authorized to a member who is assigned to Gov’t Qtrs appropriate to the member’s grade, rank, or rating and adequate for the member and dependents, if with dependents (Part D for Gov’t Qtrs).

D. Dependency Determinations. For Army, Navy and Air Force determinations of dependency and relationships for secondary dependents and doubtful primary dependents are made by the Defense Finance and Accounting Service (DFAS). CMC-MPP-1 makes dependency and relationship determinations for secondary dependents and doubtful primary dependents for Marines. For non-DoD Services, Service regulations. The Secretary concerned or persons designated by the Secretary make determinations for primary dependents. The designee may re-delegate this authority (Part B for dependents).


1. Start. Unless specifically authorized elsewhere in this Chapter, PDS housing allowance eligibility starts on the member’s reporting day to a new PDS. OHA eligibility starts on the day after the member’s reporting day if, on the reporting day, a member is authorized MALT Plus per diem. OHA starts on the day the member obtains private sector housing. The authorized document for OHA is DD Form 2367 (App K).

2. Stop. Unless an extension is authorized/approved under par. 10402-B, or the PCS is a close proximity move as described in pars. 10400-B or 10402-B, OHA FSH-B or FSH-O authority stops:

   a. On the day the member’s OHA, FSH-O or FSH-B lease terminates, or
   b. On the day before the member departs in compliance with a PCS order, or
   c. On the day before the home port change effective date (from OCONUS) of the ship or unit to which a member is assigned (par. 10002-E3 below for exception), or
   d. Upon assignment to Gov’t Qtrs.

3. Member without Dependents Undergoing a Home Port Change. Ordinarily the housing allowance based on the rate for the old home port stops on the day before the home port change effective date and a housing allowance based on the new home port rate begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and Qtrs on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized a housing allowance based on the old home port until the day the member moves back aboard the ship.

### Table 10a-1: Date to Start BAH or OHA (Member With Dependents)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member:</th>
<th>then BAH or OHA at the with-dependent rate begins on the date: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>enlists, or is called to EAD</td>
<td>of enlistment or entry on active duty, if the member is not assigned Gov’t Qtrs for the member and dependents on that date.</td>
</tr>
<tr>
<td>2</td>
<td>is appointed to commissioned/warrant officer status</td>
<td>active duty pay begins, if the member is not assigned Gov’t Qtrs for the member and dependents on that date.</td>
</tr>
<tr>
<td>3</td>
<td>occupies Gov’t Qtrs with dependents and Qtrs assignment is terminated or member and dependents physically depart PDS pursuant to a PCS order</td>
<td>of Qtrs assignment termination or PCS departure date, unless dependents continue to occupy the Qtrs. If definite Qtrs assignment was not required, then BAH or OHA begins the date Qtrs are vacated.</td>
</tr>
<tr>
<td>4</td>
<td>occupies Gov’t Qtrs with dependents and the Qtrs are declared inadequate</td>
<td>on which designation of inadequacy of Qtrs is effective, if the member and dependents continue to occupy such Qtrs.</td>
</tr>
</tbody>
</table>
Table 10a-1: Date to Start BAH or OHA (Member With Dependents)

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member:</th>
<th>then BAH or OHA at the with-dependent rate begins on the date: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>acquires a dependent (marriage, birth, adoption, etc.) 2</td>
<td>the dependent is acquired, if the member is not assigned Gov’t Qtrs for member and dependent(s) on that date. 3</td>
</tr>
<tr>
<td>6</td>
<td>acquires a dependent while in an unauthorized absence status</td>
<td>the member is returned to a pay status after apprehension or surrender, if member is not assigned Gov’t Qtrs for the member and dependents on that date. 4</td>
</tr>
<tr>
<td>7</td>
<td>claims dependent parent</td>
<td>determined/approved by authority shown in Table 10B-1 or 10B-2.</td>
</tr>
<tr>
<td>8</td>
<td>claims doubtful dependent</td>
<td></td>
</tr>
</tbody>
</table>

1 Payment of OHA requires a lease agreement or a verifiable purchase price.

2 Includes dependent acquired while member is on authorized leave.

a. Applies to sole dependent of officer or enlisted member.

b. Applies to any dependent on whose behalf a member is authorized increased BAH or OHA.

c. BAH or OHA starts with date of member’s marriage even though the marriage occurs on same day as divorce from another member.

d. When blood parents of an illegitimate child marry, the child becomes a legitimate dependent for BAH or OHA purposes.

4 If there has been any change in the status of dependents on whose behalf BAH or OHA existed on the date an unauthorized absence commenced, a member must reestablish the right to BAH or OHA.

Table 10a-2: Date to Stop Housing Allowances - Changes in Dependency Status

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the sole dependent:</th>
<th>then stop with-dependent housing allowance at midnight of the day:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>dies</td>
<td>of death.</td>
</tr>
<tr>
<td>2</td>
<td>is divorced 1</td>
<td>of the final decree of divorce. 1</td>
</tr>
<tr>
<td>3</td>
<td>is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree</td>
<td>before date of the decree. No BAH or OHA payment may be made on or after date of the decree, regardless of credits accrued and not paid. BAH or OHA paid before the date of decree may be retained. 2</td>
</tr>
<tr>
<td>4</td>
<td>is a spouse in an invalid (void) marriage</td>
<td>before discovery marriage invalidity. No housing allowance payment may be made on or after date of discovery, regardless of credits accrued and not paid. Retention of BAH or OHA paid before that time depends on validation under DoD FMR, Vol. 7A, section 5005.</td>
</tr>
<tr>
<td>5</td>
<td>becomes of age (except a child who is incapable of self-support because of mental or physical incapacity)</td>
<td>before the child’s 21st birthday (or 23rd birthday if a full time student). 4</td>
</tr>
<tr>
<td>6</td>
<td>marries (regardless of age, or mental or physical incapacity)</td>
<td>of the child’s marriage. This applies even though the child’s marriage is to a Service member who is also authorized BAH or OHA on child’s behalf for that date.</td>
</tr>
<tr>
<td>7</td>
<td>is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship</td>
<td>before date of adoption. 3</td>
</tr>
<tr>
<td>8</td>
<td>is adopted by a third party and a final order or</td>
<td>before date of adoption.</td>
</tr>
</tbody>
</table>
Table 10A-3 Date to Stop BAH or OHA - Other than Dependency Status Changes

<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If a member:</td>
<td>then stop BAH or OHA at 2400 hours of the day:</td>
</tr>
<tr>
<td></td>
<td>is furnished Gov’t Qtrs at the PDS, adequate for the member and dependents</td>
<td>before the day Qtrs are assigned, or before the day occupancy begins, if definite assignment was not made.</td>
</tr>
<tr>
<td>2</td>
<td>is furnished Qtrs (cash or in kind) on behalf of the U.S., adequate for the member and dependents</td>
<td>before the day Qtrs are furnished.</td>
</tr>
<tr>
<td>3</td>
<td>and dependents occupy inadequate Gov’t Qtrs which are rehabilitated and designated as adequate Gov’t Qtrs</td>
<td>before the effective date of re-designation as adequate Gov’t Qtrs.</td>
</tr>
<tr>
<td>4</td>
<td>is absent without leave</td>
<td>Table 10E-2.</td>
</tr>
<tr>
<td>5</td>
<td>is discharged or released from active duty</td>
<td>of discharge or release.</td>
</tr>
<tr>
<td>6</td>
<td>is retired</td>
<td>before the retirement effective date.</td>
</tr>
<tr>
<td>7</td>
<td>Dies</td>
<td>of death.</td>
</tr>
</tbody>
</table>

1 When dependents are prevented from occupying the assigned Qtrs because of an order from a competent authority, BAH or OHA continues until transportation is arranged for HHG and is available for the dependents (if prompt application is made), plus the normal travel time for dependents to reach the member’s station via a direct route.

### 10004 BAH RATE PROTECTION

The monthly BAH amount actually paid a member (i.e., BAH Rate Protection) must not be reduced as a result of changes in housing costs in the MHA, changes in the national monthly housing cost, or a member’s promotion. If the member is demoted, or loses authority for BAH, then the member’s BAH rate protection at the current amount ceases on the date the member’s eligibility to BAH for a given MHA terminates. The current BAH rate at the current duty location becomes the member’s new protected BAH rate.

### 10006 BAH ADVANCES

A. Authority. Effective April 20, 1999, when allowed by Service regulations, a member’s commanding officer, the commanding officer’s designated representative, or another designated official may authorize an advance BAH payment to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Gov’t housing. The advance may be made at any time during a member’s tour at the station concerned. It also may be
authorized when a member has relocated housing incident to a PCS order. Ordinarily, the advance should not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made. Officers listed herein may authorize disbursement, in extenuating circumstances, more than 3 working days before the date payment must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses must be documented to include copies of the lease, utility company statement and any other pertinent documentation available. Expenses identified by a member to be used in the purchase of any real estate or living accommodations must not be considered as a basis for authorizing or determining the amount of the advance.

B. **Amount.** The advance amount is determined based on the member’s current prescribed BAH rate. The member’s ability to repay the advance, considering other advances of pay which may have been made and any recurring pay deductions, must be considered in determining the advance amount. The BAH advance must not exceed a total of 3 months BAH expected to be accrued by the member.

C. **Liquidation.** Advance liquidation should be at a rate of not less than equal monthly installments of one-twelfth of the amount advanced, per month for the next 12 months. Collection action should begin on the first day of the month after the advance payment has been made. When justified by the member and authorized by the member’s commanding officer, the commanding officer’s designated representative, or another service-designated official, the collection action beginning may be postponed for up to 3 months after the advance is made. Repayment may be spread over a period of more than 1 year, but NTE 24 months or the member’s scheduled tour at the station concerned, whichever is shorter. Action must be taken immediately to recoup in a lump sum any advance made under par. 10006, that has been returned to the member by the landlord, upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

D. **Administrative Instructions.** Each Service must prepare regulations for advance BAH payment administration to include the preparation and disposition of vouchers and supporting papers.

E. **Special Circumstances.** The Secretary concerned or the Secretary’s designee may authorize an advance BAH payment in circumstances and conditions other than those under par. 10006-A. Service regulations must prescribe liquidation procedures for advances made under par. 10006-E.

**10008 BAH DIFFERENTIAL (BAH-DIFF)**

A. **General.** BAH-DIFF is the difference between the with- and without-dependents BAQ rates as of 31 December 1997 increased by the average pay raise percentage each year.

B. **BAH Payable Amount Limitation for a Member Authorized BAH Solely on the Basis of the Member’s Child Support Payment**

1. If a member is assigned to single type Gov’t Qtrs or a single type housing facility under a Uniformed Service’s jurisdiction and is authorized BAH solely by reason of the member’s adequate child support payment, the member is authorized only BAH-DIFF. A member is not authorized BAH-DIFF if the child support payment is less than the member’s applicable pay grade BAH-DIFF amount.

2. A member not assigned to Gov’t Qtrs, who is authorized BAH or OHA on behalf of a dependent solely on the basis of child support payment, is authorized a with dependent housing allowance (either BAH or OHA).

3. A member is not authorized BAH or OHA solely on the basis of the member’s child support payment when the child(ren) is/are in another active duty member’s custody (including a former spouse), who is assigned to Gov’t owned/leased family type Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance or on behalf of the child(ren) (pars. 10120, 10122, 10124, 10126 and 10206).
10010 PARTIAL HOUSING ALLOWANCE (BAH-Partial)

A. Partial Rates. A member without dependents who is assigned to single type Qtrs or is on field or sea duty, and is not authorized to receive a BAH or OHA, is authorized BAH-Partial.

B. Conditions

1. A member without dependents assigned to single type adequate Gov’t Qtrs at the permanent station and authorized BAH-Partial who is subsequently sick in a hospital (no PCS involved), continues to be authorized BAH-Partial while hospitalized.

2. Except as provided in pars. 10400-D and 10400-E, a member without dependents in grade E-6 or below who is offered an assignment of adequate Gov’t Qtrs, or is assigned Gov’t Qtrs but elects not to occupy such Qtrs and resides in private Qtrs at own expense, is considered to be assigned to Gov’t Qtrs and not authorized BAH or OHA. Therefore, such member is authorized BAH-Partial.

3. BAH-Partial is not authorized during proceed time, leave en route, or travel time on PCS unless the member is assigned to single type Gov’t Qtrs and not authorized BAH or OHA.

4. A member, married to another member, who has no dependents other than the spouse is authorized BAH-Partial when assigned to single type Gov’t Qtrs and is not authorized BAH or OHA at the full rate. However, such a member assigned to family type Gov’t Qtrs is not authorized BAH-Partial.

5. A member occupying single type Gov’t Qtrs whose dependents reside in family-type Gov’t Qtrs, is not authorized BAH or OHA at the full rate and therefore, is authorized BAH-Partial, provided the family Qtrs are not assigned under the member’s eligibility.

6. A single member without dependents is not authorized BAH-Partial when assigned to family type Gov’t Qtrs.

7. A member without dependents confined in a guardhouse, brig, or correctional barracks who was assigned to single-type, Gov’t Qtrs before confinement and remains assigned to such Qtrs during confinement is authorized BAH-Partial unless forfeiture of allowances was directed.

8. A member without dependents who is restrained in a status of arrest in assigned single type Gov’t Qtrs, and therefore not authorized BAH or OHA, is authorized BAH-Partial unless forfeiture of allowances was directed.

9. A member without dependents permanently assigned to a hospital for treatment and assigned Qtrs in the hospital is authorized BAH-Partial.

10. A member married to another member, if neither member has other dependents, who is assigned to sea duty and occupies Gov’t family Qtrs assigned to the spouse when the ship is in port, is a member without dependents assigned to Qtrs on the ship and is not authorized BAH or OHA but is authorized BAH-Partial.

11. A member without dependents who is ordered PCS to confinement in a guardhouse, brig, correctional barracks, or to additional training in a retraining or rehabilitation facility, is assigned to certain Qtrs therein and is not authorized BAH or OHA. Such member is Authorized BAH-Partial unless forfeiture of allowances was directed.

12. A member without dependents assigned to single type Gov’t Qtrs between PDSs and not authorized BAH or OHA is authorized BAH-Partial.

13. A member without dependents is not authorized BAH-Partial when assigned to Gov’t single type Qtrs (including Gov’t leased Qtrs) that exceed the minimum standards of single Qtrs for the member’s grade. This limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical
treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

14. A member paying child support and receiving BAH-DIFF is not a member without dependents and therefore is not authorized BAH-Partial.

C. Navy Barracks Privatization Test. Under the authority in 10 USC §2881a, the Navy is conducting a limited test of barracks privatization. The privatized barracks are defined as Gov’t Qtrs for the purposes of the test. For a member occupying the privatized barracks, a special BAH-Partial rate equal to a percentage of the PDS locality BAH without dependents rate for the member’s grade is established. The following locations and rates apply.

1. San Diego
   a. For existing dormitory-style unaccompanied housing, starting 1 October 2006 a special BAH-Partial rate equal to 34% for double occupancy of the Qtrs and 68% for single occupancy.
   b. For Pacific Beacon market-style housing, starting 1 October 2013 a special BAH-Partial rate equal to 41% for double occupancy of the Qtrs and 82% for single occupancy.

2. Hampton Roads, VA. Hampton Roads, VA, area includes Hampton/Newport News and Norfolk/Portsmouth MHAs starting in 1 April 2007 a special BAH-Partial rate equal to 66% for occupancy of existing unaccompanied housing and 74% for occupancy of new construction privatized housing (two bedroom, two bath market style).

10012 TRANSIT HOUSING ALLOWANCE (BAH-T)

A Transit housing allowance rate is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov’t Qtrs. The Transit rate continues during proceed time and authorized delays en route, including TDY en route (par. 10416).

10014 RC RATE (BAH-RC)

BAH-RC rates are established by the SECDEF and are determined and set forth in par. 10002-B1. The BAH-RC Rate is the housing allowance authorized for an RC member called or ordered to active duty for 30 or fewer days except for an RC member called to active duty for a contingency. An RC member called to active duty for a contingency is authorized the BAH/OHA rate even for tours of 30 or fewer days (par. 10428).

10016 FAMILY SEPARATION HOUSING (FSH)

The Family Separation Housing (FSH) allowance is payable to a member with dependents for added housing expenses resulting from separation from the dependents when a member is assigned to an OCONUS PDS (par. 10414), or incident to an assignment in the CONUS when dependent travel is delayed or restricted (pars. 5136 and 10406).

10018 TEMPORARY BAH INCREASE

A. General. The SECDEF may prescribe a temporary increase in BAH rates in an area declared as a major disaster area by the President, or at an installation experiencing a sudden increase in the number of members assigned. Payment of the higher BAH is only effective for a MHA or specified zip codes within a County Cost Group. This authority expires 31 December 2017.

B. Eligibility. A temporary increase in BAH rates results in members assigned to the same Zip Code being eligible for two different BAH rates, depending on the member’s certification of higher costs. To receive the higher BAH rate, a member must certify to the Secretary concerned that the member has incurred higher housing costs in an
MHA by reason of a major disaster, or sudden increase of military personnel assigned to an installation. The law requires that the member certify that higher costs have been incurred.

C. **Member Certification.** Once an MHA area is approved for an increased BAH rate, a member eligible for an increased allowance must document housing cost. The certification must be in a form acceptable to the approval authority. The member’s certification must show rent, or mortgage expense in the case of homeowners, utility expenses.

D. **Approval.** The approval authority is at a level specified through the Secretarial Process. If the total housing expense (rent or mortgage and utility expenses) from the member’s certification is:

1. Less than the existing BAH rate, no increase is authorized. In this situation, the existing allowance fully covers the documented expenses, even though the member may be paying more after the disaster/influx of military personnel than before.

2. Higher than the existing BAH rate, then the member is authorized the increased rate effective the latter of the approval date of the MHA for an increased rate or the date the member started incurring the increased expenses.

E. **Termination.** The increased allowance is paid through the day before the next regular rate change effective date for the area at which time the new regular BAH rate applies. There is no rate protection of temporary increased rates. The following examples reflect how changes during the temporary rate increase period affect the BAH paid. If a member receiving a temporary BAH rate increase:

1. **Is Promoted.** The member must certify that housing costs exceed the regular BAH rate for the higher grade, otherwise change to the regular BAH rate for the higher grade.

2. **Is Demoted.** The member must certify that housing costs exceed the regular BAH rate for the lower grade, otherwise change to the regular BAH rate for the lower grade.

3. **Has a Dependency Change.** The member must recertify housing costs for purposes of comparing applicable rates.

F. **Locations.** Any locations that a temporary BAH rate increase is approved are listed below:

<table>
<thead>
<tr>
<th>Authorized Location</th>
<th>Effective Date</th>
<th>Termination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Klamath Falls, OR (OR373)</td>
<td>07-19-16</td>
<td>12-31-16</td>
</tr>
</tbody>
</table>

10020 **OHA - GENERAL**

**Note 1.** The OHA program is designed to help offset housing expenses for a member and/or dependent at the assigned overseas location. The reported housing must be the actual residence that the member occupies and from which the member commutes to and from work on a daily basis. If a member is assigned on an unaccompanied tour or has a Secretarial waiver and is authorized OHA for a dependent who lives separately, the reported housing must be the actual residence that the member’s dependent occupies.

**Note 2.** OHA is not intended, and must not be allowed to be used, for the personal enrichment of a member by including costs incurred for procuring/adapting a residence to accommodate renters or for vacation purposes.

**Note 3.** OHA is intended to assist in paying for private sector leased/owned housing for a member and/or a member’s dependent.

**Note 4.** Disciplinary action may apply when housing allowances are used for other than the purpose intended.
A. **Purpose.** OHA is authorized to assist a member in defraying the housing costs incurred incident to assignment to a PDS outside the U.S. Every member authorized to live in private sector leased/owned housing is authorized OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed by the member and approved by the senior officer of the Uniformed Services in the country concerned, or the individuals or offices designated for that purpose by the senior officer. See the responsibilities of the Overseas Command/Commander, Senior Office and Country Allowance Coordinator. There are two housing allowance types paid under the OHA:

1. An up-front, lump sum MIHA for those who qualify (see par. 10026 and the DTMO Website for rules and information), and

2. A monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average “move in” costs for members. The monthly OHA is the rent, up to the rental allowance at a PDS, plus the utility/recurring maintenance allowance.

B. **OHA and MALT Plus.** OHA is not payable on the arrival day when MALT Plus per diem is paid.

C. **Allowances Payable.** The amount of OHA payable is determined as shown in App K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member’s PDS except as indicated in Part E or par. 10400-B or 10402-B.

D. **OHA Calculation.** OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utility/recurring maintenance allowance. MIHA is paid at the start of the OHA. For detailed computation procedures see App K.

E. **OHA Unique Expenses.** In some OCONUS locations members incur housing expenses for items that are not incurred in CONUS. Under the procedures in App K, par. L, reimbursement may be authorized for specific locations and specific types of expenses.

### 10022 OHA DETERMINING MONTHLY RENT

A. **General.** Monthly rent is the amount paid per month by a member for possession and use of private sector housing. The term “private sector housing” includes a mobile home or boat. The rent stated in the lease or as otherwise agreed to by the landlord and the tenant in a written document must be used in computing the OHA. The cost of a separate lease for parking at/in the vicinity of the private sector housing also should be added to the member’s dwelling lease amount in determining the member’s total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent:

1. A recurring condominium or homeowner association fee, paid by the member, is prorated to a monthly charge and incorporated into the member’s rent.

2. See par. 10022-C for a member owned dwelling place.

3. A sharer’s monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

4. In an arrangement by which a member pays rent in advance and the landlord agrees to reimburse the member all or substantially all of the rental money at the end of the lease agreement, the amount of rent used in computing a member’s OHA is zero.

5. Re-compute OHA if/when the rent changes.

6. If a member and/or dependent live(s) with relatives or friends (i.e., jointly occupies) in a dwelling owned by the relatives or friends, the rent amount is zero, even if there is a lease or written document. This restriction
does not apply, when the member/dependent leases lodging from a relative or friend with a bona fide, standard written lease, in those instances when the relative or friend concerned does not jointly occupy the leased house or apartment and the friend or relative is in the business of renting on a regular basis the lodgings involved. There is no authority to pay MIHA or the utility/maintenance allowance when living with relatives or friends.

B. Sharers. See Note below. A sharer is authorized up to the maximum rental allowance set for a member without dependents unless accompanied by one or more dependents. A sharer accompanied by dependent(s) is authorized up to the maximum rental allowance set for a member with dependents. Compute the OHA to which each sharer is authorized by adding the:

1. Sharer’s prorated share of the rent paid or the maximum rental established for the sharer’s grade and locality, whichever is less, plus


A Service member authorized MIHA “Miscellaneous” (see par. 10026 and the DTMO Website for specific rules) receives a full rather than prorated allowance. Only one sharer may claim reimbursement for any individual rent, security, or infectious disease related expense.

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**Note:** A renter living in a completely separate unit of an owner owned multiplex dwelling as described in par. 10022-C4 is not a “sharer”, and OHA is determined as if the renter occupied an unattached unit.

C. Private Sector Housing Owned

1. Divide the actual purchase price (not an appraised value, the actual purchase price) of the private sector housing by 120 to derive the monthly “rent” for a member owned private sector dwelling. Settlement costs, fees for title search, other legal and related costs are not included in determining the actual purchase price. For a member in the Azores who purchased a home on/after 1 January 1999, divide the purchase price by 24.

2. The amount of any personal installment type loans and real estate equity loans obtained for renovating, or repairing the current dwelling place are added to the actual purchase price before determining the rent.

a. Definitions:

   (1) Renovating: Restoring to a previous condition, as by remodeling.

   (2) Repairing: Restoring to sound condition after damage or injury. Fixing, setting right, renewing or refreshing.

b. A loan used to furnish or decorate the home (including such things as addition of a Jacuzzi or pool to a home purchased without such an amenity) or a loan for personal reasons, or credit card or line of credit loan must not be used.

c. To determine the monthly OHA rental equivalency when adding a loan described in par. 10022-C2a, add the loan amount to the original verifiable purchase price, divide the new total by 120 (24 for the Azores), and the new ‘rental equivalency’ starts from the loan start date.

d. The Service concerned must adjudicate loans for purposes not specified above. The request with all documentation should be submitted by the member’s command to:

   (1) Army. Through appropriate personnel and command channels to: HQDA, DCS, G-1, ATTN: DAPE-PRC, Army Military Advisory Panel Member, Room 2B453, 300 Army Pentagon, Washington, DC 20310-0300;

   (2) Navy. Through appropriate command channels to: Chief of Naval Personnel (N-130C), 701 S.
3. If a member (or the member's dependent) inherits a dwelling or residence or otherwise receives it without purchasing it, the dwelling or residence purchase price is $0. In this case, the member is authorized to receive the utility/recurring maintenance allowance.

Note: If a member obtains a mortgage on the inherited dwelling or residence specifically i.e., for home improvements or takes out a loan to pay inheritance taxes on the residence or dwelling, the mortgage or loan cost may be used as an OHA housing cost.

4. If the dwelling is a member owned multiplex unit, the allowance claimed is based on the multiplex unit’s square footage percentage occupied by the member and dependent, times the same percent of the purchase price divided by 120. If the member and dependent live in 1,200 square feet (40%) of a 3,000 total square feet multiplex unit, and the total purchase price of the multiplex unit is $300,000, divide the multiplex unit actual purchase price by 120 to derive the monthly 'rent' for the multiplex unit which is $2,500. $1,000 (40% of $2,500) may be claimed for OHA. Renters of other units within the multiplex unit are not 'sharers'.

5. If the member-owned dwelling place is a mobile home or boat, the monthly lot rental or berthing fee paid is added to this amount.

D. Maximum Rental Allowance. Use the Overseas Housing Allowance Query to obtain the maximum amount of monthly rent considered in computing the amount of OHA payable.

10024 OHA UTILITY/RECURRING MAINTENANCE ALLOWANCE

A. Monthly Allowance

1. The utility/recurring maintenance allowance for each OHA locality is found in the OHA locality tables and is based on member (with dependent) reported expenses of members who pay all or a majority of their utilities,

2. Covers the utility costs for 80 percent of the members assigned to an area,

3. Is paid to sharers (par. 10000-A) on a prorated amount of the net allowance,

4. Is paid to a member 'without dependent' (who is not a sharer) at 75 percent of the 'with-dependent' rate, and

5. Is eliminated or paid on a percentage basis if all, or part, of the utilities are included in rent.
B. Rent Includes All, No, or Some Utilities

1. When rent does not include utilities or the member is a homeowner, the member is authorized the utility/recurring maintenance allowance in par. 10024-A above.

2. When rent includes all utilities, a member is not authorized the utility/recurring maintenance allowance. However, the appropriate utility/recurring maintenance allowance in par. 10024-A above is added to the member's rental allowance when computing the OHA.

3. When rent includes some utilities, the locality climate code and the utility point score determine the utility/recurring maintenance allowance amount percentage the member is authorized. However, the amount to which the member is not authorized is added to the appropriate rental allowance ceiling when computing OHA.

   a. Climate Codes. Locality climate codes are indicated on each OHA locality table. The three climate codes include:

      (1) Code 1 (Cold) - long-term mean temperature of 45 degrees F or colder,

      (2) Code 2 (Moderate) - neither Code 1 nor Code 3, and

      (3) Code 3 (Hot) – long term average of 69 degrees F or warmer, except when long term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned.

   b. Climate Code Utility Points. Use the table below to determine the correct climate code and then credit the member with appropriate points for each utility/service that is not included in the rent. The final number is the member's total utility point score.

<table>
<thead>
<tr>
<th>Climate Code Utility Points for App K OHA Locality Tables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Electricity</td>
</tr>
<tr>
<td>Heating</td>
</tr>
<tr>
<td>Air Conditioning</td>
</tr>
<tr>
<td>Water</td>
</tr>
<tr>
<td>Trash Disposal</td>
</tr>
</tbody>
</table>

c. Utility Point Percentage. After determining the total utility point score use the table below to determine the correct percentage of the utility/recurring maintenance allowance to be paid.

<table>
<thead>
<tr>
<th>Utility/Recurring Maintenance Allowance Payment Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
<tr>
<td>1-2</td>
</tr>
<tr>
<td>3-4</td>
</tr>
<tr>
<td>5-9</td>
</tr>
</tbody>
</table>

10026 MOVE-IN HOUSING ALLOWANCE (MIHA)

A. General. MIHA exists to defray the move in costs associated with occupying private sector leased/owned housing covered under the OHA program. MIHA is not payable to a Service member occupying Gov’t or Gov’t leased housing. MIHA does not cover move-out costs. In most cases, a Service member authorized OHA is authorized MIHA. DD Form 2556 (MIHA Claim (May 1999)) must accompany MIHA/Rent, MIHA/Security and/or MIHA/Infectious Disease related expenses. Instructions for completing this form are found in the DTMO Website. Various surveys are sent to Service members in private sector leased housing to document utility and
move in expenses. They are discussed on the DTMO Website.

B. Rules and Information

1. To be authorized a MIHA, a member must be eligible for OHA.

2. An eligible member is authorized MIHA for one dwelling during a tour at a PDS unless a Gov’t funded local move occurs and the member occupies another dwelling covered by OHA.

3. There is no MIHA when a:
   a. Local move would otherwise initiate a second or subsequent MIHA payment request unless that move is Gov’t funded;
   b. Member complies with a PCS order but remains in the same dwelling place (includes an RC member called/ordered to active duty who is authorized OHA based on the primary residence at the time called/ordered to active duty); or
   c. Member moves from Gov’t Qtrs to private sector housing under par. 5258-5 (Separation) or par. 5258-6 (Retirement).

4. The four MIHA payment types are:
   a. MIHA/Miscellaneous. MIHA/Miscellaneous reflects average expenditures made and reported by Service members to make their dwellings habitable. See the DTMO Website to determine reportable/non-reportable MIHA Miscellaneous expenses and the Overseas Housing Allowance Query to determine the amount payable. Only one payment is authorized at a PDS unless par. 10026-B2 applies.
   b. MIHA/Rent. Homeowners are ineligible. MIHA/Rent totally covers reasonable rent related expenses. These are fixed, onetime, nonrefundable charges levied on behalf of the landlord, or a foreign Gov’t that the Service member must pay before/upon occupying a dwelling. Expenses deferred until lease termination are not MIHA/Rent. Examples are real estate agents’ fees, redecoration fees if paid up-front, and/or onetime lease tax. Advance rental payments, refundable deposits, and/or recurring costs are not covered. All unreasonable expenditures, as determined by the authorizing/approving official, must be disallowed (See the DTMO Website).
   c. MIHA/Security. MIHA/Security covers reasonable security related expenses for a Service member assigned to an area in which dwellings must be modified to minimize terrorist and/or criminal threat. See the DTMO Website for qualifying areas and additional rules.
   d. MIHA/Infectious Disease. MIHA/Infectious Disease covers reasonable infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitoes. See the DTMO Website for additional rules.

5. Each Service member authorized OHA receives MIHA/Miscellaneous. To receive MIHA/Miscellaneous, the Service member must have the Service designated official complete Block 11 of DD Form 2367. Additionally, a Service member with qualifying rent, or security related expenses, must complete and submit DD Form 2556. Each Service member classified as a sharer and authorized MIHA is authorized the full MIHA/Miscellaneous allowance. However, for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease, only one sharer may claim the individual expense. See the DTMO Website.

6. Acceptable claims for MIHA/Rent, MIHA/Security, and MIHA/Infectious Disease must include proper documentation and detailed receipts for all expenditures must be provided.
10028 OHA ADVANCE PAYMENT

See App K2 for detailed information on areas with rental advance protection under OHA.

A. Authority

1. **Advance Rent – General.** Rental payments should be made on a month to month basis whenever possible. This avoids the need for rental advances.

2. **Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses.** The Senior Officer in-country or the Senior Officer’s designated representative, may authorize an advance OHA payment to pay advance rent (par. 10028-A3), security deposits, and/or MIHA related expenses incident to occupying private sector housing. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements in which the member lives rent free after making a onetime payment to the landlord with the anticipation that the rental amount is to be either completely or substantially refunded at lease termination. The advance may be made at any time during the member’s tour. It also may be authorized when a member has located housing incident to a PCS order.

3. **Advance Rent of 4 or More Months.** Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC App K4. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:

   a. Law,

   b. Local custom for everyone, including local nationals, or

   c. Economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations at which rental advances of 4 or more months may be paid must be submitted to PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in App M and the Combatant Commander to the Per Diem, Travel and Transportation Allowance Committee by:

   a. **Mail:** Per Diem, Travel and Transportation Allowance Committee
      ATTN: SPP/Allowances Branch
      4800 Mark Center Drive, Suite 04J25-01
      Alexandria, VA 22350-9000, or

   b. **FAX:** (571) 372-1301.

**Note:** Once a location is authorized by PDTATAC and listed in App K4 as a country currently designated as authorized for rental advances, the Senior Officer in country or designee may authorize individual requests.

B. **Amount.** The amount to be advanced must be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA. Housing expenses must be documented. The member’s ability to repay the advance must be considered in determining the advance amount. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed the:

1. Anticipated housing expenses, or

2. OHA accruable for the member’s tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations must not be considered.
C. **Liquidation**

1. **Repayment within 12 Months.** Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.

2. **Postpone Collection Start.** When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but NTE the member’s tour at the PDS.

3. **Advance Rent Repayment Postponement until the Member Vacates Housing.** An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member’s tour would create an excessive economic burden.

4. **Security Deposit Repayment Postponement until the Member Vacates Housing.** An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of $500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member’s tour would create an excessive economic burden.

5. **Recouping Lump Sum Returned by Landlord.** Action to recoup in a lump sum any advance made under par. 10028 that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member’s existing loan repayment schedule.

6. **Currency Fluctuation Effects.** The Service concerned absorbs any loss due to currency fluctuations when liquidating advance security deposits. The member must pay to the Service any gains due to currency fluctuations. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. 10028-D.

7. **Pay System Reporting of Monthly Rent.** In countries in which rate protection for advance rent has not been implemented, per par. 10028-D, the monthly rent entered in the respective pay system should be entered in dollars when a member has taken an advance for rent.

D. **Advance Rent Currency Rate Protection.** Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. The rental allowance in effect at the time of the advance, or

2. Any higher rental allowance implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries in which rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

**10030 OHA COMPUTATION DATA**

OCONUS commanders, or their designated representatives, must periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by App M, or PDTATAC.
10032 A MEMBER OCCUPYING A GOV’T TRAILER OR RENTAL GUARANTEE HOUSING AND OHA

Unless provided in App K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of 14 July 1952 (66 Stat. 622) or Gov’t owned trailers purchased under Sec. 408 of the Act of 1 September 1954 (68 Stat. 1126), or any other statute.

10034 PCS AS OBSERVER TO A UN PEACEKEEPING ORGANIZATION

A. Authorized Allowances. A member assigned PCS as an observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance (mission per diem), is also authorized a housing allowance under this Chapter.

B. Maximum Allowances. The housing allowance amount, when added to the UN mission subsistence allowance, cannot exceed the housing allowance of a member permanently assigned to other than a UN Peacekeeping Organization in the same area.

C. UN Mission Per Diem Reduction Not Authorized. This par. does not authorize a reduction in the UN mission subsistence allowance.

D. Other Paragraphs. Also see par. 9230 for station allowances. For a member assigned TDY as an observer to any UN Peacekeeping Organizations, see par. 0316.

10036 OHA AND LIVING QUARTERS ALLOWANCE (LQA) PAID CONCURRENTLY

A. General. A member is entitled to OHA at the with dependents rate even if the member’s dependent spouse receives a living quarters allowance (LQA). See DSSR, Chapter 100, Section 130 and the DoD Civilian Personnel Manual - DoD 1400.25-M, Subchapter 1250. Questions pertaining to LQA should be directed to the employee’s CPO/CPAC.

B. JTR Limitations. The JTR has no authority to determine/control eligibility and/or entitlement of LQA for an employee.
CHAPTER 10: HOUSING ALLOWANCES

PART B: DEPENDENCY

MEMBERS ONLY

10100 DETERMINATIONS AND FRAUDULENT CLAIMS

A. Determinations. In determining relationship or dependency for housing allowance eligibility, the appropriate officials must apply the rules in Table 10B-1 or 10B-2. All determinations of dependency and relationships are made by:

1. Service Secretary or designee for primary dependents (the designee may re-delegate) or
   a. Army and Air Force determinations are made by the offices in Table 10B-1.
   b. Navy and Marine Corps determinations are made by the offices in Table 10B-2.

2. Defense Finance and Accounting Service (DFAS) for secondary dependents and doubtful primary dependents for Army, Navy and Air Force, or
   a. CMC-MRP-1 for Marines,
   b. According to Service regulations for non DoD Services.

B. Dependency Approval. Dependency must be determined before a housing allowance is authorized. After initial approval, the Services must maintain adequate levels of internal audit to assure the legality, propriety, and correctness of all housing allowance payments. See individual Service regulations for procedures.

C. Dependents’ Status Certification. Upon arrival at a new PDS, each member who is authorized a housing allowance for dependents must recertify to the Secretary concerned indicating the status of each dependent to support a housing allowance on the dependents’ behalf. If a member fails to provide the certification in a timely manner, the housing allowance on dependents’ behalf is stopped at the end of the month in which the certification is due. A housing allowance at the appropriate partial or without dependent rate is paid unless the member is not authorized to that allowance for some other reason. A housing allowance at the with-dependent rate is authorized effective the date the member provides proper certification. The higher rate is not retroactive unless the member’s commander certifies that the failure to recertify timely was for reasons beyond the member’s control.

D. RC Member. After initial certification, an RC member must recertify dependency status at least every third year from the previous certification or upon a dependency status change.

E. Dependency Re-determinations. Annual re-determination of dependency is required for a member who claims a housing allowance for:

   1. Parents, parents in law, stepparents, parents by adoption, or in loco parentis,
   2. Students 21 and 22 years of age,
   3. Incapacitated children over age 21, or

F. Fraudulent Claims. Any member who submits a claim for housing allowance which contains false statements is subject to court-martial or criminal prosecution. In addition, fraudulent acceptance of benefits may cause a civilian recipient to be subject to criminal prosecution. The law provides for severe penalties of imprisonment and a fine.
For military personnel, it may include a punitive separation, total forfeitures, and confinement.

10102 DEPENDENTS

A. Lawful Spouse and Legitimate, Unmarried, Minor Children. A member’s lawful spouse and legitimate, unmarried, minor children are always dependents for housing allowance purposes except under the situations in par. 10102-B below and in pars. 10106 and 10202.

B. No Authority on Dependent’s Behalf. A member is not authorized a housing allowance for:

1. A minor child who is entitled to basic pay as a member on active duty in a Uniformed Service. This includes a minor child attending one of the Military Service academies at which Qtrs are furnished by the U.S.

2. A spouse who is on active duty in a U.S. Uniformed Service and entitled to basic pay and allowances. See Ch 10, Part C, and Table 10C-1 for a guide to housing allowances when both spouses are in the Military Service and entitled to basic pay and allowances.

3. A dependent for whom the member has been absolved of the requirement to provide support; for example, desertion without cause.

4. A dependent whose whereabouts is unknown and whose absence or whereabouts remains unexplained.

5. A former spouse to whom the member is paying alimony.

6. A dependent who occupies Gov’t Qtrs as a permanent residence without payment of a rental charge. See par. 10126 for exception.

7. A child(ren) for whom the member pays child support, if the child(ren) is/are in another active duty member’s custody (including a former spouse) who is assigned to Gov’t owned/leased family Qtrs (does not include privatized housing) or is in receipt of a with dependent housing allowance on behalf of the child(ren). See pars. 10120, 10122, 10124, 10126 and 10206.

C. Dependent Spouse in Foreign Service. A member is authorized a housing allowance for a spouse in military service of a government other than the U.S. This applies even though the spouse is furnished a residence or paid a monetary allowance in lieu of a residence by that government.

10104 MEMBER’S MARRIAGE STATUS DETERMINATION

A. Determination. Any case in which the validity of a member’s marriage is questioned is a case of doubtful relationship.

B. Remarriage within Prohibited Period Following Divorce. Under the laws of some states, a marriage is not dissolved until a specified period has elapsed after a divorce decree is granted. Remarriage is prohibited within the specified period. In all states that grant an interlocutory decree before granting a final divorce decree, remarriage may not occur before the final decree is granted.

C. Marriage by Proxy. Proxy marriages are valid if performed in a jurisdiction which recognizes common law marriages and has no statute or judicial determination prohibiting proxy marriages.

D. Marriage by Telephone. A marriage by telephone is recognized only if a statute or court decision authorizes or recognizes telephone marriages in the jurisdiction in which the marriage was performed.

E. Common Law Marriages. Under laws of certain states, a common law marriage may be entered into by persons who do not obtain a license to marry or go through certain other formalities. Common law marriages entered into in those states are valid if they are contracted IAW state law.
F. **Foreign Nation Divorce.** A foreign nation divorce may or may not be recognized as valid in the U.S. depending on several factors. These factors include place(s) of residence of the parties involved, whether they appeared in person to obtain the divorce, and applicable state laws. Any claim involving remarriage of a member following a foreign nation divorce and any claim by or on behalf of the spouse from whom the member has obtained a foreign nation divorce are cases of doubtful relationship. A claim based on a member’s marriage to a person who has obtained a foreign nation divorce is also a doubtful case.

G. **Purported Marriage**

1. **Void Marriage.** If a member’s marriage is void (because of a pre-existing marriage of the spouse, for example) the member has no lawful spouse and is not authorized a housing allowance at the with dependent rate as a result of the purported marriage. When marriage invalidity is discovered, no further housing allowance payments at the with dependent rate may be made for any period. See Table 10A-2, rule 4. The member may retain payments already received if they are validated under DoD FMR, Volume 7A, Chapter 50, Section 5006 for DoD Services or Service written material for non DoD Services. When validity of a marriage is questionable, submit the case to the office shown in par. 10104-G3 for a determination on the marriage validity and, if necessary, validation of payments already made.

2. **Annulled Marriage.** If a member’s marriage is annulled by court decree, no further housing allowance payments may be made for any period. See Table 10A-2, rule 3. The member may retain payments received before the effective date of the decree. Since validation under DoD FMR, Volume 7a, Section 5005 for DoD Services or Service written material for non DoD Services is required for retention of such payments in some annulment cases (based on legal factors), submit all annulment cases to the office shown in par. 10014-G3 for review and, if necessary, validation of payments made.

3. **Determination and Validations.** Submit requests for determination on validity of a marriage (doubtful cases) or for validation of payments to the appropriate address shown below:

   a. Army:
      DFAS-IN/JMTCB
      8899 E. 56th Street
      Indianapolis, IN 46249-0855

   b. Navy:
      DFAS-IN
      Office of General Counsel, Mil & Civ Pay
      8899 E.56th Street
      Indianapolis, IN 46249-0160

   c. Air Force:
      DFAS-IN/JFLTBA
      8899 E. 56th Street
      Indianapolis, IN 46249-1200

   d. Marine Corps:
      Commandant of the Marine Corps (MFP-1)
      3280 Russell Road
      Quantico, VA 22134-5143

   e. Coast Guard:
      Commanding Officer (LGL)
      Coast Guard Pay and Personnel Center
      Federal Building
      444 S.E. Quincy Street
      Topeka, KS 66683-3591
H. Child of Legally Invalid Marriage. An unmarried minor child of an invalid marriage, or a marriage annulled as void or voidable, is a dependent for housing allowance purposes.

10106 DEPENDENT SUPPORT

A. Proof of Support. The statutory purpose of a housing allowance on behalf of a dependent is to at least partially reimburse a member for the expense of providing a private sector residence for the dependents when Gov’t Qtrs are not furnished, and not to pay a housing allowance for a dependent as a bonus merely for the technical status of being married or a parent. Proof of support of a lawful spouse or unmarried, minor, legitimate child of a member is generally not required. However, when evidence (e.g., special investigation reports; record reviews; fraud, waste and abuse complaints; sworn testimony of individuals; statement by member) or complaints from dependents of nonsupport or inadequate support are received, proof of adequate support as stated in par. 10106-E is required.

B. Nonsupport. A member who fails to support a dependent on whose behalf a housing allowance is received is not authorized a housing allowance on that dependent’s behalf. Recoup for nonsupport or inadequate support periods. Unless a nonsupport or inadequate support period was caused by Service mission requirements (e.g., remote assignment, deployed, limited access to administrative support and/or financial networks, etc.), or outside agencies’ actions (such as financial institutions, postal service, etc.) over which the member has no control, as determined by Service regulations, the subsequent arrears support payment does not authorize a member a housing allowance for the dependent for the nonsupport or inadequate support period. If a member is not authorized a housing allowance for dependents under pars. 10106-C through 10106-I, consider without dependents or BAH-Partial IAW par. 10400, 10428 or 10010. NOTE: A member does not avoid the legal responsibility to comply with a court order for support by forfeiting a housing allowance.

C. Legal Separation Agreement or Court Decree, Judgment or Order Silent on Support, Not Stating Support Amount, or Absolving Member of Support Responsibility. A legal separation agreement, court decree, judgment, or order that is silent on dependent support, does not state the dependent support amount, or absolves the member of dependent support responsibility does not of itself affect a member’s housing allowance. This is true regardless of the jurisdiction in which the decree, agreement or order was issued or of the dependent’s domicile. The member is authorized a housing allowance on behalf of a dependent if the member contributes to the dependent’s support in an amount that is not less than the applicable BAH-DIFF rate.

D. Legal Separation Agreement or Court Order Stating Support Amount. If there is a court order or legal separation agreement stating the support amount, a member must contribute to the dependent’s support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

1. When a member is divorced from a nonmember, and they share joint legal custody of a child, and the ex-spouse is awarded primary physical custody, then the member is a non-custodial parent for housing allowance purposes. If the member’s court-ordered child support is less than the applicable BAH-DIFF rate, and the member is not residing in, or assigned to, Gov’t Qtrs, the member is only authorized a housing allowance at the without-dependents rate. However, a member who pays additional support to the ex-spouse having primary custody of the child(ren) so that the total child support provided is equal to or more than the BAH-DIFF rate, and who is not assigned to Gov’t Qtrs, is authorized a housing allowance at the with-dependents rate.

2. When a member has temporary custody of a child and they reside in a private sector residence, the cost of
maintaining the residence is not a factor in determining authority for the with-dependents housing allowance rate and may not be used instead of, or in addition to, child support to qualify for increased allowances. The dependent child must reside with the member on a non-temporary basis (e.g., for a period of more than 90 consecutive days) for the member to qualify for the with-dependents housing allowance rate for the temporary period. The cost of maintaining a home may not be added to the child support amount to qualify for the increased allowances.

E. Adequate Support. If the support requirements are not established by court order or legal separation agreement, a member must provide a support amount that is not less than the BAH-DIFF rate applicable to the member’s grade. The support amount required to retain or receive a housing allowance for a dependent does not necessarily mean that such amount is adequate to meet the Service Concerned policy as to what constitutes adequate support in the absence of a legal separation agreement or court order.

F. Increase in Support Required by Increase in BAH-DIFF Rates. Whenever there is an increase in BAH-DIFF rates, the minimum required support for housing allowance purposes increases to the new rate. A member receiving a housing allowance on behalf of a dependent must increase the amount of support, when applicable, within 60 days of the increase to continue receiving the housing allowance on the dependent’s behalf.

G. Settlement Agreement

1. Property settlements made under a court order or written agreement are not support for housing allowance purposes.

2. Payments made under a settlement in place of support are support for the period expressly provided in the written agreement or court order.

3. A lump-sum settlement in place of support made under written agreement or court order is support for the period the lump sum would reasonably cover the dependent’s support.

H. Interlocutory Decree of Divorce. If an interlocutory decree of divorce does not provide for support to the spouse, the member is not authorized a housing allowance for the spouse after the date of the decree unless proof of support is furnished.

I. Doubtful Cases. Submit any doubtful cases involving support for determination to the offices listed in par. 10104-G3.

10108 SECONDARY DEPENDENTS

An incapacitated child over age 21, a ward of the court, or an unmarried child over age 21 and under age 23 (full time in college), requires an in fact dependency IAW Service regulations. The child must be dependent upon the member for over one-half of the child’s support. This means:

1. The child’s income, not counting the member’s contributions, must be less than one-half of the child’s living expenses, and

2. The member’s contribution must be more than one-half of the child’s monthly living expenses.

10110 DEPENDENT CHILD ADOPTED BY A THIRD PARTY

A member is not authorized a housing allowance for a child after the child is adopted by a third party and final adoption order or decree has been entered. Authority for a housing allowance continues after an interlocutory decree has been entered if the decree does not change the legal relationship between the child and the member, and the member supports the child.
10112 DEPENDENT CONFINED IN PENAL OR CORRECTIONAL INSTITUTION

A. Housing Allowance Payable. Confinement of a member’s spouse or unmarried minor child in a penal or correctional institution does not affect member’s authority for a housing allowance on the dependent’s behalf, unless:

1. The member refuses to support the dependent.

2. The member has been absolved from supporting the dependent.

3. The period of confinement may extend beyond 5 years.

4. The case is otherwise doubtful.

B. Doubtful Cases. Submit cases involving a sentence extending beyond 5 years, and doubtful cases to the addresses shown in par. 10104-G3. Do not pay a housing allowance on behalf of the dependent pending decision.

10114 DEPENDENT PARENT

A. Determination Basis. A parent’s dependency is determined based on an affidavit submitted by the parent, and any other evidence required under applicable regulations. The applicable authority in par. 10104-G3 makes the dependency determination. A legal guardian may complete the form for a mentally incompetent parent.

B. Dependency Requirement. A member is authorized a housing allowance on behalf of a parent if the parent is dependent upon the member for over one-half of their support. This means:

1. The parents’ income, not counting the member’s contribution, must be less than one-half of their monthly living expenses, and

2. The member’s contribution must be more than one-half of the parent’s monthly living expenses.

C. Change in Dependent Status. A member is authorized a housing allowance for any active duty period during which the parent dependency is shown to exist, whether the dependency arose before or after the member entered service. If dependency arises due to changed circumstances, and the facts show the member has started to contribute over one-half of the parents’ support, a housing allowance is authorized from the date the contribution began.

D. Stepparent. A stepparent/stepchild relationship ends upon divorce from the blood parent, but not necessarily upon the blood parent’s death. A housing allowance for a stepparent may be established after the blood parent’s death.

10116 DEPENDENCY DETERMINATION FACTORS FOR PARENTS

A. Family Unit Rule. In determining a parent’s dependency, the total income and expenses of the family unit of which the parent is a member must be considered. Ordinarily, the member’s contribution to the expenses of the unit must exceed one-half of the unit’s total expenses before any one person in the unit can be considered dependent on the member. For example, a mother cannot be considered dependent if she is a member of a family unit in which her husband is supporting himself but is not providing sufficiently for the mother’s individual needs.

B. Equity and Good Conscience. When application of the family unit rule results in manifest injustice, any other available evidence of dependency is considered, and determination made according to principles of equity and good conscience.

C. Charity. Contributions made to parents by charitable organizations are counted as part of the parent’s income.

D. Charitable Institution. A parent’s residence in a charitable institution, public or private, is not a bar to authority if the member claims a housing allowance for the parent and other required conditions are met.
E. Social Security, Unemployment Compensation, and Pensions. Payments made to the parent from the Social Security Administration, unemployment compensation, and financial assistance from governmental agencies, are counted as part of the parent’s income. Pensions received by the parent are also considered income.

F. Capital Assets. Unliquidated capital assets are not income, and parents are not required to deplete their capital assets to establish dependency on a member for housing allowance purposes. However, proceeds derived from the liquidation of capital assets are income. Amounts placed in reserve for depreciation of property held for income ordinarily are available for a parent’s current living expenses, and are therefore, income.

G. Rate of Return Rule. In determining dependency of parents who possess uninvested capital, compute the income return on the basis of 5.25 percent per annum.

10118 ADOPTED, ILLEGITIMATE AND STEPCHILD(REN)

A. General. Adopted children, illegitimate children, and stepchild(ren) are primary dependents. As a result, a dependency determination is no longer required for these dependents.

B. Proof of Parentage. A member who claims a housing allowance for an adopted child, stepchild, or a child born out of wedlock (parents are not married to each other at the time of the child’s birth) must provide proof of parentage as follows:

1. For an adopted child, document showing the member is the child’s legal parent.

2. For a stepchild, a marriage license showing the member is married to the child’s legal parent and documentation showing that the member’s spouse is the child’s parent.

3. For a child born out of wedlock, a birth certificate with the member’s name cited is required. If the member’s name is not stated on the birth certificate, or a court-order, obtain a signed statement of parentage from the member. If the illegitimate child(ren) is/are not in the custody of the member parent, the case is treated IAW the rules for BAH-DIFF. The same rules apply when applicable to a member-mother not having custody. See par. 10008.

C. Support Requirements. The member-parent may claim a dependent child(ren), adopted child(ren), illegitimate child(ren), and stepchild(ren) for housing allowance purposes. Proof of dependent support is ordinarily not required. The provisions of 10106-A are applied. The member is authorized a housing allowance if the member contributes to the dependent(s)’ support and that support is not less than the applicable BAH-DIFF. This includes a member authorized BAH-DIFF and a member assigned to single type Gov’t Qtrs when the child(ren) is/are in the physical custody of another person.

10120 CHILD(REN) LIVING WITH FORMER SPOUSE REMARRIED TO ANOTHER SERVICE MEMBER

A. Child in Gov’t Qtrs. When a member’s child resides in Gov’t Qtrs not assigned to the divorced member parent, that member is not authorized a housing allowance for the child.

B. Child Not in Gov’t Qtrs. A housing allowance may not be paid for a child to both the stepparent and the natural parent at the same time. The natural parent has priority to a housing allowance for that child if providing adequate support.

NOTE: Pars. 10206, 10120, 10122 and 10124 when former or estranged spouse is also a member.

10122 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES

See par. 10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries and is assigned to or occupies family Gov’t Qtrs. The member is not
authorized a housing allowance for the child living with the former spouse. See par. 10208 when upon remarriage, the member marries a member.

10124 CHILD(REN) LIVING WITH FORMER SPOUSE OR ESTRANGED SPOUSE WHO IS A MEMBER ASSIGNED FAMILY GOV’T QTRS

When the member parent having custody of the child(ren) is assigned to, or occupies, adequate family-type Gov’t Qtrs with the child(ren) while receiving child support, the member parent paying child support is not authorized a housing allowance for the child(ren).

10126 CHILD(REN) LIVING WITH FORMER OR ESTRANGED SPOUSE IN FAMILY GOV’T QTRS VISITS MEMBER

When a child(ren) who normally reside(s) in family Gov’t Qtrs with a member’s former or estranged spouse (custodial parent) visits the member in a private sector residence for more than 90 days, the visit is considered non-temporary and the member is authorized a housing allowance for the child(ren) from the first day of the visit. If the visit is 90 days or less, a housing allowance for the child(ren) is not payable for any part of the visit.

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<thead>
<tr>
<th>RULE</th>
<th>A</th>
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<th>C</th>
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</tbody>
</table>

1 Includes common law spouse; those married by proxy or telephone or within a prohibited period following...
divorce, or a divorce granted by a foreign country; and purported marriages.

2 Must be in fact dependent on Service member for substantial portion of support.

3 Applies also if the child is in custody of someone other than Service member (divorced spouse, parent, etc.).

4 If this is interlocutory decree of adoption, case must be submitted to DFAS-IN for determination.

5 In case of an Army member, the claim must be sent to DFAS-IN only when determination cannot be made by disbursing officer under AR 37-104-3, Chapter 2, Part 3 or is not covered by NOTE 8.

6 This includes an illegitimate child of the spouse, when the member is not the blood parent. See par. 10118.

7 In the case of an Army RC member, the initial determination for dependents listed in rules 1, 3, 4, and 7 can be made by the RC unit commander or servicing Military Personnel Officer.

8 Claim is sent to DFAS-IN/JFLTBA.

9 Student determinations are made by the Personnel Officer.

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### Table 10B-2: Who Determines Dependency Relationship for Navy and Marine Corps Members

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>If the dependent claimed is</th>
<th>B</th>
<th>USN Officer</th>
<th>USN Enlisted Member</th>
<th>C</th>
<th>USMC Officer</th>
<th>USMC Enlisted Member</th>
<th>D</th>
<th>and and member is a</th>
<th>E</th>
<th>DFAS Cleveland</th>
<th>USMC Commandant</th>
<th>CO of a Battalion Squadron or Separate Detached Command</th>
<th>Disbursing Officer</th>
<th>Claim must be submitted through channels for determination or submission to DOHA for decision.</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>any person who can qualify as a dependent</td>
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<td>and member is a</td>
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<td>2</td>
<td>marriage is unquestionably legal</td>
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<td>X</td>
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<td>and member is a</td>
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<td>3</td>
<td>a spouse</td>
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<td>and member is a</td>
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<td>4</td>
<td>marriage is of doubtful legality (par. 10104)</td>
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<td>and member is a</td>
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<td>5</td>
<td>child is under age 21</td>
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<td>and member is a</td>
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<td>6</td>
<td>unmarried legitimate child</td>
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<td>and member is a</td>
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<td>7</td>
<td>dep child is of present or former spouse</td>
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<td>and member is a</td>
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<td>dep child is of present or former spouse</td>
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</table>

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1. X
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4. X
5. X
6. X
7. X
8. X
### Table 10B-2: Who Determines Dependency Relationship for Navy and Marine Corps Members

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>Condition</th>
<th>USN Officer</th>
<th>USMC Officer</th>
<th>USN Enlisted Member</th>
<th>USMC Enlisted Member</th>
<th>DFAS Cleveland</th>
<th>USMC Commandant</th>
<th>CO of a Battalion Squadron or Separate Detached Command</th>
<th>Disbursing Officer</th>
<th>Claim must be submitted through channels for determination or submission to DOHA for decision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>a combination of any of the deps in rules 2 - 8</td>
<td>child is under age 21</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>10</td>
<td>an unmarried child</td>
<td>child is age 21 or older</td>
<td>X</td>
<td>X</td>
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<td>11</td>
<td>an unmarried stepchild or adopted child</td>
<td>child’s dependency relationship is not doubtful</td>
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<tr>
<td>12</td>
<td>an unmarried illegitimate child</td>
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<td>13</td>
<td>a parent (incl in loco parentis)</td>
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1. This same rule applies when either member or spouse has been previously married, if the previous marriage was dissolved by death, final decree of divorce, or by annulment (not prohibiting remarriage).

2. Submit doubtful cases through channels to the DOHA.

3. The child’s birth date must be after the date of the marriage concerned.

4. Submit questionable cases to the Commandant of the Marine Corps.

5. Student determinations are made at the local Personnel Support Detachment (PSD) or by the Personnel Officer for Navy and Commandant of the Marine Corps (CMC (MFP-1) for the Marine Corps.
CHAPTER 10: HOUSING ALLOWANCES

PART C: MEMBER MARRIED TO MEMBER

MEMBERS ONLY

10200  GENERAL

Per 37 USC §421, a dependent who is on active duty in a U.S. Uniformed Service and entitled to basic pay cannot be a dependent for housing allowance purposes. See Table 10C-1 for housing allowances when both spouses are entitled to basic pay. See par. 10400-E4 for member to member couples when one or both are serving on sea duty.

10202  BAH/OHA WHEN MEMBER MARRIED TO MEMBER AND SEPARATE HOUSEHOLD ARE MAINTAINED

When a member married to member couple maintain separate households at or in the vicinity of their PDS or PDSs, each is individually authorized BAH/OHA. Only one member may receive BAH/OHA at the with dependent rate. In no case may a spouse who also is a member in receipt of basic pay be a dependent for allowance purposes in this Part (37 USC §421).

10204  OTHER DEPENDENTS

A. Child(ren) from Previous Relationships and Dependent Parents. When one or both members are authorized housing allowances for a child(ren) from a previous relationship or on behalf of a dependent parent(s), and the members marry and are stationed in the same area, all children and dependent parents of either member are one (or the same) class of dependents. Therefore, only one housing allowance at the with dependent rate (including BAH DIFF) is payable. Any child(ren) born of their marriage, or adopted by them, is within the same class of dependents for housing allowances purposes. However, if the member elects to stop receiving a housing allowance at the with dependents rate, then the other member may claim the children for housing allowance purposes. A relationship determination is required, but ordinarily a dependency determination is not. In all instances of a member having a spouse on active duty, full details must be given showing the spouse’s full name, social security number, duty station, and branch of Service. This does not apply to two members living together but not married. These members are each authorized a housing allowance based on each member’s dependents.

B. Dependents of Marriage. When two members, with no other dependents, are married to each other, they may elect which member receives a housing allowance for their adopted children or children born of their marriage. Both members must agree to the election. If the members cannot agree, the senior member is authorized a housing allowance for their children. Such elections may not be applied retroactively. The members may subsequently elect to transfer BAH authorization from one member to the other. Changes are effective as of the election date.

C. Members Assigned to Different Locations. Effective 15 April 2003, when married members are assigned to different locations, pursuant to competent military orders, the authorization for a housing allowance at the with dependent rate or to Gov’t furnished Qtrs should be determined separately, without regard to the general rule that all children and parents of the members are dependents of the same class for housing allowances. Each member is required to have physical custody of a dependent if both members are claiming a housing allowance authorization at the with dependent rate.

D. Dependent Parents. When one of two members married to each other is receiving a housing allowance at the with dependent rate, the class of dependents includes either member’s parents and only one member is authorized a housing allowance at the with dependent rate or BAH DIFF for the one class of dependents when the members are assigned to the same or adjacent bases.

10206  DEPENDENT SUPPORT

A. Divorce or Legal Separation. In addition to par. 10106, the following rules apply when the divorced or separated
parents are both members and the divorce or separation occurred, or the decree or agreement was amended after 30 June 1992. These rules apply only when neither member is assigned to family-type Gov’t Qtrs, unless otherwise specified.

1. Unless the members agree to the contrary, the custodial parent is authorized a housing allowance for the child(ren) regardless of the child support amount received by that member. In addition to the court order, a separate notarized agreement between the members must be provided for the non-custodial member to receive a housing allowance for the child(ren).

2. When each member has legal and physical custody of one or more of the children of the marriage, each member is authorized a housing allowance for the children in their individual custody, regardless of child support payments from one member to the other.

3. When the child(ren) of the marriage are in a third party’s custody, only one member is authorized a housing allowance for the children, even if both members are paying sufficient child support to qualify for the housing allowance. The senior member is authorized a housing allowance for the child(ren) when the two members do not agree on which person claims the authorization. If the members are of equal rank, date of rank determines which one receives a housing allowance for the child(ren).

4. In joint legal custody cases, when physical custody changes from one parent to another, each parent is authorized a housing allowance for the child(ren) during those periods the child(ren) are actually in that parent’s physical custody.

5. When a non-custodial member pays child support to the custodial parent who also has another dependent who makes the member eligible for a housing allowance, there is a presumption that the custodial parent’s authorization is based on the dependent(s) other than the child(ren) of the marriage. The housing allowance authorization for the custodial and non-custodial parents is determined individually.

6. When the dependents are no longer in one class, the housing allowance authorization for the custodial and non-custodial parents is determined individually. For example, if the non-custodial parent pays child support to a non-active duty parent for a child(ren) from a previous marriage or non-marriage relationship, the non-custodial parent may qualify for a housing allowance based solely on the basis of the member’s child support for the child(ren). See par. 10008.

B. Children Living with a Former or Estranged Spouse. Also see pars. 10120, 10122, 10124, and 10126 for housing allowances when the married members either separate or divorce and children are involved.

C. Voluntary Support Payments. Voluntary support payments must not be considered to determine housing allowance authorization unless there is a mutual agreement between the member parents that the custodial member parent accepts the support payments.

10208 CHILD(REN) LIVING WITH FORMER SPOUSE – MEMBER REMARRIES ANOTHER MEMBER

A. When Not Authorized a Housing Allowance. Par. 10402-A2 does not apply in the case of a member who is required to support a child in the custody of a former spouse when the member remarries another member and is assigned to or occupies Gov’t family Qtrs. The member is not authorized a housing allowance for the child living with the former spouse.

B. When Authorized a Housing Allowance. If a member:

1. Is required to support a child in the custody of a former spouse; and
2. Is married to another member with children born of this marriage, and
3. Lived in family type Gov’t Qtrs with member spouse and children, and
4. Is assigned PCS to a different PDS outside commuting distance, and
5. Current spouse (who is also a member) and children remain in Gov’t Qtrs, and
6. Gov’t Qtrs’ assignment is in or transferred to the remaining member’s name,

then the member is authorized a housing allowance for the child(ren) for whom the member is paying child support (59 Comp. Gen. 681 (1980)). This is based on the rule that a member’s housing allowance is determined independently of the uniformed spouse when the members are separated by orders and do not reside in the same household.

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1 When family type Qtrs are jointly occupied by the members, neither member is authorized BAH or OHA, even though the dependents do not reside in the Qtrs, unless the dependents are prevented by a military order from occupying Qtrs.

2 When husband-wife members are stationed at the same or adjacent military installations, each member is usually authorized BAH or OHA at the appropriate rate when family type Qtrs are not assigned, notwithstanding the availability of adequate single Qtrs for either or both members.

3 Members are considered to be stationed at the same or adjacent bases or shore installations when they are not precluded by distance from living together, or they actually commute on a regular basis, regardless of distance.
4 When husband-wife members have no other dependents and are precluded by distance from living together, each is usually treated as a member without dependents for BAH or OHA. See Table 10E-1.

5 When husband-wife members, who are both authorized BAH or OHA at the same or adjacent military installation, are separated geographically by competent orders and one member remains assigned to the old duty station, that member ordinarily is authorized BAH or OHA continuation notwithstanding the availability of adequate single Qtrs for assignment to either member.

6 Reserved

7 Refer to par. 10202.

8 If either column in column D is blank, that member is not assigned to single type Gov’t Qtrs.

9 For purposes of this table, the members have agreed that member A is to receive BAH or OHA at the with dependent rate. See par. 10202.

10 See Table 10E-1 for BAH or OHA authorization when a member is on field or sea duty.

11 When the dependents listed in column A, rules 9 through 12, are children from a prior marriage or illegitimate children of member A, the members may elect for member B to receive BAH or OHA for stepchildren IAW par. 10118-B, and for member A to receive without dependent BAH or OHA rate when not occupying single Qtrs.

12 When one member enters a non-pay status, the other member may claim the member not entitled to pay and allowances as a dependent and be authorized to draw BAH or OHA at the with dependent rate for the duration of the non-pay status if otherwise authorized. For exception, see par. 10112.

13 Members must elect which one is to receive the with dependent BAH or OHA rate. If they cannot agree as to the election, the senior member receives the with dependent rate. Elections cannot be retroactive.

14 When one or both dependents in columns A and B are dependent parents of the members, both members may not receive with dependent BAH or OHA, if otherwise authorized. Also, when married members no longer share a common residence due to competent military orders, their authorization for increased allowances or to Gov’t furnished Qtrs should be determined separately, without regard to the general rule that all dependents of members are members of the same class for the purpose of determining housing allowance authorizations. Refer to pars. 10106 and 10206 for BAH or OHA for divorced or legally separated members.
CHAPTER 10: HOUSING ALLOWANCES

PART D: GOV’T QTRS

10300 GENERAL

A housing allowance, other than BAH-Partial or BAH-Diff, is not authorized for a member who is assigned to Gov’t Qtrs appropriate to the member’s grade, rank, or rating and adequate for the member and dependents, if with dependents. BAH-DIFF (par. 10008) or BAH-Partial (par. 10010) may only be authorized if the member is assigned to single type Gov’t Qtrs or a single type housing facility under a Uniformed Service’s jurisdiction and not authorized BAH or OHA.

10302 RESPONSIBILITY FOR ASSIGNMENT OR ASSIGNMENT TERMINATION

A. Assignment to Gov’t Qtrs. The Commander responsible for the Gov’t Qtrs has the authority to assign and terminate those Qtrs. The commander also determines when Qtrs are “adequate” and “suitable” for assignment based on appropriate directives. Gov’t Qtrs or housing facilities under the Uniformed Services’ control are considered to be assigned, suitable, and adequate whenever occupied by a member at the PDS without rental charges payment. This includes Qtrs furnished a member without charge:

1. By an organization or institution on behalf of the U.S.
2. By a foreign government for the member’s official use.
3. When jointly assigned to one or more members without dependents.

NOTE 1: A member is still considered to be assigned to Gov’t Qtrs when the member voluntarily vacates assigned Qtrs without the installation commander’s approval. A member in pay grade E-7 and above, without dependents, may elect not to occupy assigned Qtrs unless denied permission by the Secretary concerned (par. 10400).

NOTE 2: Effective 15 April 2003, a member married to another member who is stationed at the same or adjacent installations that enable both members to reside in Gov’t family Qtrs assigned to one of the members, are both considered to be assigned Gov’t Qtrs. However, if there is a separation agreement, pending divorce, or marital discord that requires one member to obtain alternative private sector housing, the member not occupying family Qtrs must obtain a statement from the installation housing officer that Gov’t housing is not assigned to be authorized a housing allowance.

B. Qtrs Assignment Date for Housing Allowance. A housing allowance continues to accrue through the day before the date a member is assigned Gov’t Qtrs or begins to occupy Gov’t Qtrs at the PDS.

C. Qtrs Termination Date for Housing Allowance. Housing Allowance accrues from the date the assignment to Gov’t Qtrs is terminated or the date that Qtrs are vacated as indicated in Tables 10A-1, 10C-1, 10E-1, and 10E-2.

10304 RENTAL QTRS AT A SERVICE ACADEMY

A member is authorized BAH while renting Qtrs in a hotel on the grounds of a Service Academy.

10306 GOV’T QTRS ASSIGNED OR OCCUPIED

A. Gov’t Qtrs Adequacy. The Commander responsible for the Gov’t Qtrs determines their adequacy and appropriateness for assignment.
B. Qtrs Not Designated as Family Type Qtrs. A member who is neither assigned to nor occupies Gov’t Qtrs is authorized a housing allowance for dependents even though the dependents occupy Gov’t Qtrs not designated as family type Qtrs. Examples of such Qtrs are:

1. Dormitory Qtrs occupied by a member’s child at a school for dependents of military personnel.

2. A hospital room occupied by a dependent under the Dependents’ Medical Care Act (P. L. 84-569, 70 Stat 250). However, a member is not authorized a housing allowance when a sole dependent is hospitalized in a Gov’t or civilian hospital under the Dependents’ Medical Care Act and the member is assigned to and occupies Gov’t Qtrs (even though private Qtrs are maintained and occasionally occupied).

3. Off base housing, private sector housing, occupied by member’s civilian spouse incident to employment overseas with DoDEA as a schoolteacher. NOTE: The member must be separated from the spouse by competent orders.

C. Qtrs Furnished on Behalf of the U.S. A member is not authorized a housing allowance for dependents if the member and dependents are furnished adequate family type Qtrs for the U.S. without rental charge. Examples of such family type Qtrs are:

1. Qtrs furnished a member in an official capacity by a foreign government.

2. Qtrs furnished by a state, county, municipal, or privately owned hospital to an officer serving on active duty as an intern or resident physician.

3. Qtrs furnished by a college, university, or research facility as part of a fellowship, scholarship, or grant.

D. Qtrs Occupied by Dependents. A member furnished single type Qtrs is not authorized a housing allowance for:

1. A spouse who is a sole dependent and who is furnished Qtrs in kind as a civilian employee at a Gov’t hospital.

2. A spouse who is a sole dependent and who is furnished Gov’t Qtrs while serving with the American Red Cross overseas.

3. A sole dependent who is a student nurse in training at a Gov’t hospital. However, a housing allowance is payable on behalf of a dependent who is a student nurse in training at a civilian hospital.

4. A civilian spouse who is a sole dependent and who is furnished Gov’t Qtrs while assigned overseas with DODEA as a schoolteacher.

5. Dependents evacuated from a danger area, who occupy Gov’t housing facilities at a safe haven. See par. 10306-G for an exception when the member must continue to pay for private sector housing.

6. Any dependent(s), if one or more of the member’s dependents occupy the Qtrs with the member on a permanent basis (i.e., for more than 90 days) unless other dependents are precluded by a competent order from residing with the member.

E. Rental Qtrs (Other Than Inadequate Qtrs). A member and dependents who occupy the following facilities on a rental basis are authorized a housing allowance. See par. 10000-F for a definition of the rental charge.

1. Any housing facilities, including trailers, under the Gov’t’s jurisdiction other than Gov’t Qtrs constructed or designated for occupancy without charge. The member may sublease such Qtrs to a temporary subleasee with or without charge and neither the sublessor nor a member subleasee loses the right to a housing allowance.

2. A hotel on the grounds of a Service Academy.
3. Qtrs furnished a member ICW service in a capacity other than that of a member.

F. Qtrs at Safe Haven Temporarily Occupied by Dependents. A member is authorized a housing allowance for dependents when:

1. The member’s dependent(s) occupies Gov’t provided housing at a safe haven area after emergency evacuation from private sector housing at the PDS; and

2. Due to conditions beyond the member’s control, member is required to continue rent payment for the private sector housing to keep the furnishings and belongings in the private sector housing and to have housing available upon the dependents’ return.

This authority continues until such time as a dependent(s) is authorized to return to member’s PDS or the dependent(s) arrives at a designated place as contemplated by par. 5108.

G. Lease on Private Sector Rental/Leased Housing. When a member makes a local move from private sector rented/leased housing to Gov’t housing, a housing allowance is not payable for the remainder of the lease on the private sector housing even though the member is required to honor the lease.

H. Limitation on Qtrs Occupied by Member. When adequate Qtrs are not furnished for a member's dependents, the member may not occupy, either at the permanent or TDY station, Gov’t Qtrs which exceed the minimum standards for the member’s grade without dependents without affecting the authority for BAH or OHA unless:

1. These Qtrs are the only Qtrs available, and

2. The Qtrs are not suitable for joint occupancy; or

3. If suitable for joint occupancy, the Qtrs are jointly occupied with other members permanently assigned to the PDS.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

I. Qtrs Occupied during Special Duty Assignment. Effective 20 April 1999, a member not accompanied by dependents and serving in a foreign OCONUS location in a duty assignment having official or diplomatic responsibilities involving officials of foreign governments, may be assigned to Qtrs that exceed the minimum standards for the member’s grade without dependents, without affecting the member’s authorization for BAH or OHA. The local Commander or major unit commander is the appropriate authority to decide whether an assignment entails “official or diplomatic” responsibilities involving officials of foreign governments. However, such Qtrs must not be available on a continuing basis for single occupancy, if they are adequate for assignment as family housing to members of similar grade. (DOHA Claims Case No. 9804021, 15 May 1998).

J. Additional Room Assigned to Chaplain. Assignment of an additional room to a chaplain for spiritual purposes does not affect the member’s authority for BAH or OHA. The room must be used for official duties and not as living Qtrs.

10308 QTRS DESIGNATED AS INADEQUATE

A. Housing Allowance Authority. A member with dependents may be assigned Qtrs designated as inadequate on a rental basis without loss of BAH. This does not apply to bachelor officer Qtrs, visiting officer Qtrs, guest houses, and similar type facilities, or to assigned Qtrs undergoing ordinary repairs. An order stating that Qtrs were inadequate while repairs were being made cannot serve to authorize BAH during the period involved.

B. Effect of Subleasing Inadequate Qtrs. The member may share the Qtrs with others or permit occupancy by
others while on leave. The member may also sublet the Qtrs on a rental basis without loss of BAH, the amount of rent being immaterial.

C. **Rental Charge for Inadequate (Substandard) Qtrs.** The authority controlling the inadequate (substandard) Qtrs establishes the procedures for collecting rent from the member at the Qtrs’ fair rental value. The rental charge for the Qtrs must be the Qtrs’ fair rental value, NTE 75% of the member’s with dependents BAH rate per 10 USC §2830. The rental charge is independent of the amount and type of BAH being paid to the member. See par. 10308-G for assignment of inadequate Qtrs to member married to member couples.

D. **Effective Date of BAH and Rental Charge.** BAH and rental charge begin on the date of the member’s assignment to such Qtrs or on the date the determination of inadequacy is effective, whichever is later.

E. **Computation of BAH and Rental Charge.** BAH and the rental charge are computed on a 30-day month basis and prorated at one thirtieth of the monthly rate for each day inadequate Qtrs are assigned. BAH is not paid for, nor is rent charged, for the 31st day of a month. Pay 3 days’ BAH and charge 3 days’ rent when inadequate Qtrs are assigned on the 28th of February. Rent is not charged for the day the assignment is terminated; however, BAH accrues for the termination day.

F. **Inadequate Qtrs Re-designated Adequate.** Rental charges and BAH cease on the date rehabilitated inadequate Qtrs are re-designated as adequate Gov’t Qtrs. If a member’s assignment was continued during the rehabilitation period, the adequacy re-designation is effective as of the first day of the month following the month in which the rehabilitation was completed.

G. **Member Married to Member Couple Each Authorized BAH.** When a member married to member couple jointly occupy inadequate family Qtrs on a rental basis, use Table 10C-1 to determine their respective BAH rates. The rental charge for the Qtrs must be the assigned inadequate family type Qtrs’ fair rental value, but must never exceed 75% of the with dependents BAH rate which would be payable to a member of the same grade and rank as the member under whose eligibility the Qtrs are assigned. The BAH paid to the respective members does not affect the rent amount charged, even if a member is receiving BAH at the with dependents rate. BAH is collected IAW Service procedures. For inter-Service marriages, the rental charge is collected IAW the procedures of the Service furnishing the Qtrs.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 1: MEMBER WITHOUT DEPENDENTS

10400 MEMBER WITHOUT DEPENDENTS

A. General. A member without dependents, who is entitled to basic pay, is authorized BAH or OHA as set forth in Table 10E-1. See par. 10416 for a member in transit.

B. Location Rate. Ordinarily a housing allowance is paid based on the member’s PDS or the home port for a member assigned to a ship or afloat unit. Effective 1 July 2001, the Service instead may pay a housing allowance based on the old PDS rate in a situation involving a low/no cost move. The Secretary concerned or the Secretarial Process, at Service discretion, determines if it is inequitable to pay a housing allowance based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, the housing allowance continues for the time between the member’s detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, the housing allowance is based on the old PDS if:

1. Requested by the member, and

2. The Service selected decision process determines that it would be inequitable to base the member’s allowances on the housing cost in the new PDS area to which the member is assigned.

C. Member in Grade E-7 or above not on Sea Duty. A member without dependents in grade E-7 and above may elect at any time not to occupy Gov’t Qtrs at the PDS and is authorized BAH or OHA unless the Secretary concerned or designee has determined that the member’s exercise of this option would adversely affect a training mission, military discipline, or readiness.

D. Member in Grade E-6 Not on Sea Duty. Effective on or after 1 July 1996, a member without dependents in grade E-6 assigned to Gov’t Qtrs that do not meet the minimum adequacy standards established by DoD for a member in such grade, or to a housing facility under the jurisdiction of a Uniformed Service that does not meet such standards, may elect not to occupy such Qtrs or facility and instead to receive BAH or OHA. The Secretary concerned, or the designee, may deny BAH or OHA on determining that the member’s exercise of this option would adversely affect a training mission, military discipline, or readiness.

E. Member on Sea Duty. In the case of a member assigned for permanent duty to a ship, Gov’t Qtrs (see App A, Gov’t Qtrs) ordinarily are available aboard that ship. The Secretary concerned may determine that a ship or class of ships is inadequate for berthing a member in home port, in which case the ship or class of ships is not available as Gov’t Qtrs for housing allowance determination purposes. When Qtrs aboard a ship, deemed adequate for berthing, become temporarily unavailable due to maintenance or damage, Gov’t Qtrs are no longer available onboard the ship. The Service Concerned may promulgate amplifying guidance on payment of housing/lodging allowances or alternate berthing procedures for ships that become temporarily unavailable for berthing.

1. A member without dependents in grade E-6 or above assigned to permanent sea duty aboard a ship may elect not to occupy assigned shipboard Gov’t Qtrs and receive BAH or OHA.

2. A member without dependents in grade E-5 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Gov’t Qtrs and receive BAH or OHA. Under Service regulations, the Secretary concerned may authorize BAH or OHA to a member without dependents who is serving in grade E-5 and is assigned to sea duty. In prescribing regulations under par. 10400-E2, the Secretary concerned must consider
Gov’t Qtrs availability for a member serving in grade E-5.

3. A member without dependent in grade E-4 assigned to permanent sea duty aboard a ship cannot elect to not occupy assigned shipboard Gov’t Qtrs and receive BAH or OHA. On or after 31 October 2002, under Service regulations, the Secretary concerned may authorize BAH or OHA to a member without dependent who is serving in grade E-4 and is assigned to sea duty. In prescribing regulations under par. 10400-E3, the Secretary concerned must consider Gov’t Qtrs availability for a member serving in grade E-4.

**Effective 1 Jan 2013**

4. A member married to another member, who is in a pay grade below E-6, is authorized BAH or OHA if assigned to permanent sea duty.

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member is</th>
<th>then BAH or OHA accrues</th>
<th>BAH or OHA does not accrue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>assigned to a PDS</td>
<td>if Gov’t Qtrs or housing facilities not assigned</td>
<td>if the member is assigned or occupies Gov’t Qtrs suitable and adequate for the member’s grade.</td>
</tr>
<tr>
<td>2</td>
<td>while on a short period of special alert duty during which the member is furnished sleeping accommodations at the PDS at which Gov’t Qtrs are not available for assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>while on a short training periods during which, due to military necessity, the member is furnished sleeping accommodations at the PDS at which Gov’t Qtrs are not available for assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ordered to report for TDY ICW the fitting out or conversion of a ship, then to permanent duty aboard the same ship when placed in commission</td>
<td>if the member is not assigned to Gov’t Qtrs at the old PDS or aboard ship (new PDS). Par. 10416 to determine which rate is payable.</td>
<td>if the member is assigned to Gov’t Qtrs at the old PDS or aboard ship (new PDS).</td>
</tr>
<tr>
<td>5</td>
<td>on sea duty</td>
<td>if member is grade E-6 or above and elects on or after 1 July 1996 not to occupy available Qtrs</td>
<td>if member is grade E-5 or below</td>
</tr>
<tr>
<td>6</td>
<td>on field duty, PCS not involved</td>
<td>if receiving BAH or OHA at the PDS</td>
<td>if assigned or occupying Gov’t Qtrs at the PDS.</td>
</tr>
<tr>
<td>7</td>
<td>assigned PCS to a unit on field duty</td>
<td>if the commander certifies that the member was required to procure Qtrs at personal expense at the initial field duty site</td>
<td>for the initial field duty in progress at time of PCS, unless the member is required to procure Qtrs at personal expense at field duty site.</td>
</tr>
<tr>
<td>8</td>
<td>on excess leave</td>
<td></td>
<td>for any period of time.</td>
</tr>
<tr>
<td>9</td>
<td>on authorized leave, accrued, advanced, or ICW release from active duty or discharge (PCS not involved)</td>
<td>if receiving BAH or OHA at the PDS or assigned Qtrs are terminated incident to separation</td>
<td>if assigned Qtrs at the PDS.</td>
</tr>
<tr>
<td>10</td>
<td>sick in hospital, or on sick leave from a hospital (PCS not involved)</td>
<td>if receiving BAH or OHA at the PDS</td>
<td>if assigned Qtrs at the PDS.</td>
</tr>
<tr>
<td>11</td>
<td>being treated at hospital TDY en route PCS; or assigned PCS direct to hospital for treatment</td>
<td>If not assigned Qtrs</td>
<td>if assigned Qtrs in the hospital.</td>
</tr>
<tr>
<td>12</td>
<td>on TDY (PCS not involved), including such duty on transport</td>
<td>If receiving BAH or OHA at the PDS</td>
<td>if assigned Qtrs at the PDS.</td>
</tr>
</tbody>
</table>
### Table 10E-1: BAH and OHA Member without Dependents, Entitled to Basic Pay

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member is</th>
<th>BAH or OHA accrues</th>
<th>BAH or OHA does not accrue</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>in travel status on PCS, including non-travel status under a permissive travel authorization, TDY en route, leave en route and proceed time; or is assigned PCS and is on authorized leave or duty at the old or new PDS</td>
<td>if member is not assigned Gov’t Qtrs while at the old or new PDS. Par. 10416 to determine which rate is payable.</td>
<td>if member is assigned Gov’t Qtrs while at the old or new PDS.</td>
</tr>
<tr>
<td>14</td>
<td>assigned PCS and is on authorized leave or duty at the old or new PDS</td>
<td>if the member is not assigned Gov’t Qtrs while at the old or new PDS.</td>
<td>for the Gov’t Qtrs occupancy period not incident to a PCS. OHA cannot be paid if there is no rent expense.</td>
</tr>
<tr>
<td>15</td>
<td>initially assigned to active duty and is TDY at other than indoctrination or basic training location pending receipt of an order designating a PDS to which the member is to report upon TDY completion</td>
<td>when Gov’t Qtrs are not available for assignment and per diem is not payable.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>in the accession pipeline</td>
<td>between initial TDY and initial PDS.7 An RC member is authorized BAH/OHA based on the primary residence location at the time called/ordered to active duty while attending accession training. Par. 10416.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ordered home or to a place other than a military organization awaiting another order ICW Physical Evaluation Board proceedings</td>
<td>on and after the departure day from the hospital or old PDS through the discharge day, or day prior to retirement effective date.</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>training for, attending or participating in Pan Am or Olympic games, or other international amateur sports competition</td>
<td>if not furnished Qtrs by the Gov’t or by an agency sponsoring the member’s participation</td>
<td>if furnished Qtrs by the Gov’t, or by an agency sponsoring participation.</td>
</tr>
<tr>
<td>19</td>
<td>a medical officer on active duty in an intern or resident physician status at a state, county, municipal, or private hospital</td>
<td>if not furnished Qtrs without charge by the hospital</td>
<td>if furnished Qtrs without charge by the hospital. Such Qtrs are considered furnished on behalf of the U.S.</td>
</tr>
<tr>
<td>20</td>
<td>a student training on a fellowship, scholarship or grant</td>
<td>if not furnished Qtrs by the college, university, or research facility</td>
<td>if furnished Qtrs by the college, university, or research facility. Such Qtrs are considered furnished on behalf of the U.S.</td>
</tr>
<tr>
<td>21</td>
<td>a Nurse Corps officer or Nurse Corps candidate attending a course of instruction or affiliating with a state, county, municipal, or private hospital</td>
<td>if the member is not furnished Qtrs without charge</td>
<td>if furnished Qtrs without charge by the hospital. Such Qtrs are considered furnished on behalf of the U.S.</td>
</tr>
<tr>
<td>22</td>
<td>in confinement in a guardhouse, brig or correctional barracks pursuant to a court-martial (does</td>
<td>if the sentence is set aside or disapproved and the member is otherwise authorized to receive</td>
<td>while confined pursuant to a court-martial and the sentence is effective or approved 9, or, when the</td>
</tr>
</tbody>
</table>
### Table 10E-1: BAH and OHA Member without Dependents, Entitled to Basic Pay

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member is not included pretrial confinement/pretrial restraint other than confinement or an adjudged sentence of restriction alone.</th>
<th>BAH/OHA</th>
<th>BAH or OHA does not accrue if member was not receiving BAH or OHA on the day before the day of confinement and Gov’t Qtrs assignment was not terminated before or during confinement. Uniformed Service procedures must prescribe how and by whom Gov’t Qtrs termination must be certified.</th>
</tr>
</thead>
</table>

1. When not assigned to Gov’t Qtrs at the PDS, BAH or OHA accrues while in a duty or authorized leave status not incident to PCS. BAH or OHA is not forfeited if temporary Gov’t Qtrs are occupied.

2. A member away from PDS may occupy Gov’t Qtrs designated for a member without dependents at the member’s TDY station without affecting the member’s authority to receive BAH or OHA or to be assigned to Qtrs, if any, at the member’s PDS. Under such circumstances, a member may not occupy Gov’t Qtrs that exceed the minimum prescribed Service standards for a member of that grade without dependents, unless the only Qtrs available:

   a. Exceed the minimum standards, and
   
   b. Are made available for joint occupancy with other members.

NOTE: The above limitation does not apply to members on medical hold or holdover personnel receiving outpatient medical treatment who have been designated as requiring a live-in non-medical attendant. The Service determines the housing standards for these personnel based on medical condition, treatment, non-medical attendant, and other relevant factors.

3. Gov’t Qtrs in fact occupied without payment of rental charges are deemed assigned as appropriate and adequate Qtrs.

4. BAH/OHA accrues from the reporting date through the day before the date the ship is placed in full commission, reduced commission, or in service not in commission, whichever occurs first. See par. 10400 and Service regulations for a member on sea duty.

5. A member in pay grade E-6 or above is authorized to receive BAH/OHA after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in pay grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of Qtrs for E-4s and E-5s. A member married to another member who is in a pay grade below E-6 is authorized BAH/OHA. See par. 10400-E for requirements.

6. For a member below grade E-7, authority does not exist during TDY if Qtrs are assigned or furnished at the PDS, even though the Qtrs are vacated at the beginning of the TDY.

7. Par. 10416 for transit rules.

8. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member’s BAH authority. This rule does not address a member’s authority for a housing allowance when the member is confined by civil or foreign authorities. See par. 10420.

9. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).

10. Payment of OHA requires a lease agreement or a verifiable purchase price.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 2: MEMBER WITH DEPENDENT

10402 MEMBER WITH DEPENDENT

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to Gov’t Qtrs a member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependent when:

1. Adequate Gov’t Qtrs are not furnished for the member and dependent without a rental charge payment.

2. Adequate Gov’t Qtrs are not furnished for the member’s dependent, or all of the member’s dependents are prevented by competent authority from occupying such Qtrs, even though Qtrs are assigned for the member’s occupancy. This does not apply to the provisions of par. 10122.

3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family Qtrs. Under such circumstances, the mere availability of Qtrs which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables 10E-6, 10E-12, 10E-13, and 10E-14 for the location to be used in determining the member’s BAH or OHA authorization.

4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS authorization/order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. 10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

NOTE: A member, who is a member with dependent for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned Gov’t Qtrs; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied Gov’t Qtrs.

B. Location Rate. Ordinarily a housing allowance is paid based on the member’s PDS, or the home port for a member assigned to a ship or afloat unit. However, the Service may determine that a member’s assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent’s location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member’s detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. 10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:
a. Requested by the member, and

b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which the member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member’s old PDS. See Table 10E-6, rules 1 and 2.

b. If the dependent of a member, assigned to an unaccompanied tour, moves to a designated place, the member is authorized BAH/OHA based on the dependent’s location. Payment based on the old PDS is not authorized.

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit

A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship’s or afloat unit’s home port.

4. Home Port Changes

Change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service, if a member:

a. Is currently assigned to a ship or other afloat unit with an announced home port change, or

b. Is in receipt of a PCS authorization/order to a ship or other afloat unit with an announced home port change, and

c. The dependent is authorized travel to the new home port.

5. Examples of Location Rate Changes Routinely Authorized/Approved

The member is:

a. Assigned to a PDS in an area at which sufficient housing quantities do not exist;

b. Assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U.S.;

c. Assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

d. In receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U.S. if appropriate) before the effective date of the home port change;

e. Disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG movement. See par. 5258. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness;

f. Assigned to ITDY, or TDY pending further orders; or

g. Assigned to a Professional Military Education (PME) or training course that is scheduled for a duration
of one year or less.

6. Other Circumstances. The Secretary concerned may determine that circumstances, not listed in pars. 10402-B5a through 10402-B5g, require the dependent(s) to reside separately and authorize/approve a housing allowance payment based on either the dependent’s location or the old PDS. The Secretary concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.

7. Multiple Dependent Locations. In instances of multiple dependent locations, the member must designate the dependents’ primary residence. The housing allowance rate is based on this primary residence.

C. During Leave, Travel Status, Separation, and Other Situations. See Table 10E-2 and par. 10416.

<table>
<thead>
<tr>
<th>Table 10E-2: BAH or OHA, Member with Dependents Entitled to Basic Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RULE</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
</tbody>
</table>

1 The phrase, "incident to PCS," refers to whether or not the member is en route to a new PDS under a PCS authorization/order.

2 Includes such status under a permissive travel authorization.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 3: ACQUIRED DEPENDENTS

10404 ACQUIRED DEPENDENTS

A. General Rules

1. When a member acquires a dependent (marriage, birth, adoption, etc.), a with-dependent housing allowance is authorized based on the:
   a. CONUS PDS to which the member is assigned. A member assigned at a CONUS PDS may request through the Secretarial Process, a housing allowance based on the dependent’s residence location.
   b. Dependent’s location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS. If the dependent does reside at or near the OCONUS PDS, the housing allowance is based on the OCONUS PDS.

2. FSH Eligibility. Effective the date the dependent is acquired:
   a. If the dependent does reside in the OCONUS PDS vicinity, then an FSH is not authorized and the member is only authorized the with-dependent housing allowance based on the OCONUS PDS.
   b. If single-type Gov’t Qtrs are not available for a member assigned to an OCONUS PDS, and the dependent does not reside in the PDS vicinity, then FSH is also authorized.
   c. If a member assigned to an OCONUS PDS is residing in private sector quarters, and single-type Gov’t Qtrs are available at the member’s OCONUS PDS, FSH is not authorized.
   d. Dependents may visit the member at an OCONUS PDS without changes to allowances. However, when the visit exceeds 90 consecutive days, it is no longer a visit but a change of the dependents’ permanent residence. The with-dependent allowance is changed to be based on the PDS location and FSH, if being paid, stops. If dependents subsequently depart the PDS area after with-dependent allowances are changed and FSH stopped, the with-dependent allowance and FSH previously authorized are reinstated as of the dependent’s departure date.
   e. FSH is not authorized for a member assigned to a CONUS PDS unless the member is assigned to a PDS to which dependent travel is delayed or restricted. Par. 5136.
### Decision Logic Table

**Table 10E-3: CHANGES WHEN A MEMBER ACQUIRES DEPENDENTS**

<table>
<thead>
<tr>
<th>RULE</th>
<th>Member Assigned</th>
<th>Dependents Located</th>
<th>Dependents Located At/Near the PDS</th>
<th>Gov’t Qtrs Available for the Member</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assigned</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Outside CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Stop BAH at the without-dependent rate as of the day before acquired. Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Outside CONUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the dependent’s location as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Outside CONUS</td>
<td>No</td>
<td>No</td>
<td>Stop the w/o dep allowance as of the day before acquired. Start BAH at the with-dependent rate based on the dependent’s location as of the date acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Outside CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Start OHA based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Outside CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Start OHA at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Outside CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Start OHA at the with-dependent rate based on the dependent’s location as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Outside CONUS</td>
<td>No</td>
<td>No</td>
<td>Start OHA at the with-dependent rate based on the dependent’s location as of the date acquired. Stop the without-dependent allowance as of the day before acquired. Start FSH-B or FSH-O based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>In CONUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>In CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Stop BAH at the without-dependent rate as of the day before acquired. Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>In CONUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td>&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>12</td>
<td>In CONUS</td>
<td>No</td>
<td>No</td>
<td>Stop the without-dependent allowance as of the day before acquired. Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td>&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>13</td>
<td>In CONUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH based on the PDS as of the date acquired</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>In CONUS</td>
<td>Yes</td>
<td>No</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>In CONUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired</td>
<td>&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
<tr>
<td>16</td>
<td>In CONUS</td>
<td>No</td>
<td>No</td>
<td>Start BAH at the with-dependent rate based on the PDS as of the date acquired. Stop the without-dependent allowance as of the day before acquired</td>
<td>&lt;sup&gt;1&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

<sup>1</sup> In unusual circumstances, the member may request BAH/OHA be based on the dependent location through the Secretarial Process.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 4: THE GOVERNMENT DEFERS DEPENDENT TRAVEL

MEMBERS ONLY

10406 THE GOVERNMENT DEFERS DEPENDENT TRAVEL

A. General Rules

1. When the Gov’t defers dependents’ travel at Gov’t expense to a member’s new CONUS/OCONUS PDS pending housing availability, a with-dependent housing allowance continues to be paid at the old PDS rate, or at the dependent location rate if the dependents relocated there at Gov’t expense. In a case in which the Secretarial Process previously authorized a housing allowance based on the dependent location, that rate continues.

2. FSH-O/FSH-B for the member’s location starts when the member obtains private sector housing.

3. The payment of the with-dependents allowance and FSH-O/FSH-B continues for 60 days after dependent travel is authorized. If the 60-day time period expires, dependents have not arrived at the member’s PDS, and an extension to the 60-day period has not been granted through the Secretarial Process, the member is only authorized a with-dependents allowance at the PDS location with-dependent rate. A housing allowance is not authorized for the dependent location.

4. Table 10E-5 applies when an area within CONUS has been declared a concurrent dependent travel application area. See par. 5136.

B. Decision Logic Tables

<table>
<thead>
<tr>
<th>RULE</th>
<th>Expected Travel Delay</th>
<th>Deps Relocated at Gov’t Expense</th>
<th>Dependants Arrive Within 60 Days of Travel Authorization</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>More Than 60 Days But Less Than 20 Weeks</td>
<td>No</td>
<td>Yes</td>
<td>Upon the member’s departure, continue with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival. Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (BAH in Alaska/Hawaii) with-dependents rate as of dependents’ arrival date.</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after the date travel is authorized to begin. Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.</td>
</tr>
</tbody>
</table>
| 3    | No                    | Yes | Yes | Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival. Stop the w/dependents allowance based on the old PDS as of day before dependent arrival. Start OHA (or BAH in Alaska or Hawaii) at the with-
<table>
<thead>
<tr>
<th>RULE</th>
<th>Expected Travel Delay</th>
<th>Deps Relocated at Gov’t Expense</th>
<th>Dependents Arrive Within 60 Days of Travel Authorization</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>No</td>
<td></td>
<td>dependent’s rate as of dependents’ arrival date at the member’s PDS.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Yes</td>
<td></td>
<td>Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-O/FSH-B as of date private sector housing is acquired at the PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin. Change the w/dep allowance from based on the old PDS to based on the new PDS as of day 61.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>No</td>
<td></td>
<td>Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival. Stop the with-dependents allowance based on dependents location on day before dependent arrival at the member’s PDS. Start OHA (or BAH in Alaska or Hawaii) at the with-dependents rate for the member’s PDS on the dependents’ arrival date at the member’s PDS.</td>
<td></td>
</tr>
</tbody>
</table>

Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-O/FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-O/FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from based on the old PDS to based on the new PDS as of day 61.
<table>
<thead>
<tr>
<th>RULE</th>
<th>Expected Travel Delay</th>
<th>Dependents Relocated at Gov’t Expense</th>
<th>Dependents Arrive Within 60 Days of Travel Authorization</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Old PDS is in the United States and Expected Delay is Less Than 20 Weeks</td>
<td>No</td>
<td>Yes</td>
<td>Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of the day before dependent arrival. Stop with-dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents’ arrival date at the member’s PDS.</td>
</tr>
<tr>
<td>2</td>
<td>The Old PDS is in the United States and Expected Delay is 20 or More Weeks</td>
<td>No</td>
<td>No</td>
<td>Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day 61 after travel is authorized to begin. Change the with-dependents allowance from being based on the old PDS to being based on the new PDS as of day 61.</td>
</tr>
<tr>
<td>3</td>
<td>The Old PDS is in the United States and Expected Delay is 20 or More Weeks</td>
<td>No</td>
<td>Yes</td>
<td>Upon member’s departure, continue the with-dependents allowance based on the old PDS. Start FSH-B as of the date private sector housing is acquired at the new PDS. Stop FSH as of day before dependent arrival. Stop the with-dependents allowance based on the old PDS as of day before dependent arrival. Start BAH at the with-dependents rate as of dependents’ arrival date at the member’s PDS.</td>
</tr>
<tr>
<td>4</td>
<td>The Old PDS is Outside the United States</td>
<td>Yes</td>
<td>Yes</td>
<td>Change with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-B on the date private sector housing is acquired at PDS. Stop FSH as of day before dependent arrival. Stop with-dependents allowance based on dependents location on the day before dependent arrival at the member’s PDS. Start BAH at the with-dependents rate for the member’s PDS on the dependents’ arrival date at the member’s PDS.</td>
</tr>
<tr>
<td>5</td>
<td>The Old PDS is Outside the United States</td>
<td>Yes</td>
<td>No</td>
<td>Change the with-dependents allowance based on old PDS to a with-dependents allowance based on the designated location on the date dependents arrive at the designated location. Start FSH-B on the date private sector housing is acquired at the new PDS. Stop FSH-B as of day 61 after travel is authorized to begin. Change the with-dependents allowance from being based on the dependents’ location to being based on the new PDS as of day 61.</td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 5: MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

MEMBERS ONLY

10408 MEMBER WITH A DEPENDENT SERVES AN UNACCOMPANIED/DEPENDENT RESTRICTED TOUR OR UNUSUALLY ARDUOUS SEA DUTY TOUR

A. General Rules

1. A member with a dependent who serves an unaccompanied/dependent restricted tour (see DoDI 1315.18) OCONUS or unusually arduous sea duty outside the U.S. is authorized a dependent’s location-based with-dependent housing allowance, or an old PDS-based with-dependent housing allowance if the dependent remained in the residence shared with the member before PCS, did not relocate, and is not in Gov’t Qtrs. See Table 10E-6 for specific situation-based rate information.

2. If single-type Gov’t Qtrs are not available for assignment to the member at the OCONUS PDS, and the dependent does not reside at or near the PDS, then FSH-O/FSH-B is also authorized. A member assigned to unusually arduous sea duty is not authorized FSH since Gov’t Qtrs are available for assignment.

3. A dependent may visit the member at the PDS for up to 90 consecutive days without affecting the with-dependent allowance or FSH. If the visit exceeds 90 days, the dependent is residing at the PDS and the dependent-location housing allowance and FSH stop. In this event, the member is authorized a PDS-based with-dependent allowance.

4. If the dependent subsequently departs the PDS after day 90 to establish a residence elsewhere, FSH, if otherwise payable, and the with-dependent allowance previously authorized are reinstated as of the departure day.

5. When a member serves an unaccompanied/dependent restricted tour at the first (i.e., the initial PDS when coming on active duty) PDS, payment of a with-dependent housing allowance is based on one of the locations described in par. 5116-A if the dependent has been authorized/approved to reside at one of the locations described in par. 5116-A.

6. A member transferred between unaccompanied/dependent restricted tours, whose dependent does not move, continues to be authorized a with-dependent rate based on the dependent’s location.

7. A member transferred between unaccompanied/dependent restricted tours whose dependent moves from the member’s prior PDS (PDS before the member was assigned on the first unaccompanied/dependent restricted tour) to a designated place, or from a designated place to another designated place if the move is authorized/approved under par. 5120-B, is authorized a with-dependent rate based on the dependent’s new location.

8. If the dependent relocates from a designated place at personal expense to any other OHA location that is not in the vicinity of the member’s PDS, start OHA based on the new location effective the date private sector housing is obtained once the required documentation is provided. Stop the with-dependent allowance based on the designated place from which the dependent departed effective the day before dependent departed that location if an OHA area or the day before the dependent arrive at the new location if departing a BAH area.

9. When a member serves an unaccompanied/dependent restricted tour or is assigned to unusually arduous sea duty
duty, the housing allowance for the dependent’s location may be authorized/approved to be effective on the date of the lease.

10. If the dependent relocates at personal expense from a designated place in a BAH area to a different location in a BAH area that is not at or near the member’s PDS, continue BAH based on the previously authorized location (either old PDS or dependent location before the move). If the dependent relocates from a designated place in an OHA area to a location in a BAH area, start BAH based on the new location on the dependent’s arrival date and stop the OHA the day prior to dependent’s departure.

NOTE: If all of a member’s dependents arrive at a member’s OCONUS PDS and stay beyond 90 days, the member is not authorized OHA simply because the dependents are present. To be paid OHA the member must provide the required documentation (a completed and approved OHA report (DD Form 2367)) for private sector leased/owned housing. For BAH, see Table 10E-3.

B. Decision Logic Tables

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member and the dependent retains the permanent residence in the U.S.</th>
<th>then 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.</td>
<td>If the dependent remains at the member’s old PDS, continue to pay old PDS-based BAH.</td>
</tr>
<tr>
<td></td>
<td>If the dependent is at a U.S. location other than the old PDS and the member is receiving BAH based on a Secretarial waiver, continue the BAH previously being paid.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the dependent is at a U.S. location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop old PDS-based BAH the day before the member’s departure. Pay BAH Transit starting on the member’s departure day until the day prior to the member’s report day at the new PDS. Start BAH based on the dependent’s location the day the member arrives at the new PDS.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.</td>
<td>If the dependent remains at the member’s old PDS, continue to pay old PDS-based OHA.</td>
</tr>
<tr>
<td></td>
<td>If the dependent is at an OCONUS location other than the old PDS and the member is receiving OHA based on a Secretarial waiver, continue the OHA previously paid.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the dependent is at an OCONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, stop OHA the day before the member’s departure. Pay BAH Transit starting on the member’s departure day until the day prior to the member’s report day at the new PDS. Start OHA based on the dependent’s location the day the member arrives at the new PDS.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>is assigned to an unaccompanied/dependent restricted tour at</td>
<td>If the dependent travels with the member, start dependent’s location-based BAH the day one or more dependents arrive at the new residence location and stop BAH Transit the day before the dependent’s arrival day.</td>
</tr>
<tr>
<td></td>
<td>the dependent relocates the permanent residence from</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>If a member and then</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>an OCONUS PDS or unusually arduous sea duty outside the U.S. the U.S. to another location in the U.S. at Gov’t expense</td>
<td>If the dependent travels after the member, stop old PDS-based BAH the day prior to the member’s departure. Start BAH Transit on the member’s departure day and pay it through the day prior to the member’s report day at the new PDS. Start the member’s old PDS BAH rate the day the member reports to the new PDS and continue it until the day prior to the dependents’ arrival at the new residence location. Start dependent’s location-based BAH on the day one or more dependents arrive at the new residence location.</td>
</tr>
<tr>
<td>5</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S. the dependent relocates the permanent residence outside the U.S. to the U.S.</td>
<td>If the dependent travels in advance of the member, start dependent’s location-based BAH the day one or more dependents arrive at the new residence location. Old PDS-based OHA or BAH Transit continues through the day before the dependent’s arrival day.</td>
</tr>
<tr>
<td>6</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S. the dependent relocates the permanent residence at Gov’t expense from Outside the U.S. to the U.S.</td>
<td>If the dependent travels after the member, stop old PDS-based OHA the day prior to the member’s departure. Start BAH Transit the day the member departs the old PDS through the day prior to the dependent’s arrival at the new location. Start dependent’s location-based BAH the day one or more dependents arrive at the new residence location.</td>
</tr>
<tr>
<td></td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S. the dependent relocates the permanent residence at Gov’t expense</td>
<td>If the dependent travels in advance of the member, start dependent’s location-based OHA the day the dependent incurs permanent lodging costs at the new residence. Old PDS-based OHA or BAH Transit continues through the day before the day dependent’s location OHA begins.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the dependent travels with the member, stop OHA the day prior to the member’s departure. Start BAH Transit the day the member departs the old PDS through the day prior to the dependent’s arrival at the new PDS. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to the dependent’s departure. Start dependent’s location-based BAH on the day one or more dependents arrive at the new residence location.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the dependent travels after the member, stop old PDS-based OHA the day prior to the member’s departure. Start BAH Transit the day the member departs the old PDS and continue it through the day prior to the dependent’s departure. Start old PDS-based OHA the day the member reports to the new PDS and continue it until the day prior to dependent’s departure. Start OHA based on the dependent’s location on the day the dependent starts incurring permanent lodging costs at the new residence location.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If the dependent travels in advance of the member, start the dependent’s location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent’s location OHA begins.</td>
</tr>
</tbody>
</table>

Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour

**Table 10E-6**

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member and then</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>an OCONUS PDS or unusually arduous sea duty outside the U.S. the U.S. to another location in the U.S. at Gov’t expense</td>
</tr>
<tr>
<td>5</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S. the dependent relocates the permanent residence outside the U.S. to the U.S.</td>
</tr>
<tr>
<td>6</td>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S. the dependent relocates the permanent residence at Gov’t expense</td>
</tr>
</tbody>
</table>

If the dependent travels in advance of the member, start the dependent’s location-based OHA the day one or more dependents arrive at the new residence location. Old PDS-based OHA or BAH Transit continues through the day before the day dependent’s location OHA begins.
<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member and</th>
<th>then</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDS or unusually arduous sea duty outside the U.S.</td>
<td>from the U.S. to a location outside the U.S.</td>
<td>If the dependent travels with the member, stop old PDS-based BAH the day prior to member’s departure. Start BAH Transit the day the member departs the old PDS. Start dependent’s location-based OHA the day the dependent incurs permanent lodging costs at the new residence location and stop BAH Transit the day before the day dependent’s location-based OHA begins.</td>
</tr>
<tr>
<td>is assigned to an unaccompanied/dependent restricted tour at an OCONUS PDS or unusually arduous sea duty outside the U.S.</td>
<td>the dependent relocates the residence at personal expense while the member is serving an unaccompanied or dependent restricted tour</td>
<td>Pay the rate for the location in rules 1 or 2 through the day before one or more dependents arrive at the new permanent residence location if the dependent moves to an OHA area. OHA authority at the rate applicable to the new permanent residence location begins on the day one or more dependents arrive at that location. If the dependent relocates between BAH locations, continue BAH based on the rate for the previously authorized location (either old PDS or dependent location) before the move).</td>
</tr>
<tr>
<td>7</td>
<td>is assigned to an unaccompanied/dependent restricted tour at a PDS outside CONUS and the member is required to perform TDY anywhere in the world, incident to a transfer to another unaccompanied or dependent restricted tour</td>
<td>the dependent continues to reside at the same location</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 10E-6: Member with a Dependent Serves an Unaccompanied/Dependent Restricted or Unusually Arduous Sea Duty Tour

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member and the dependent continues to reside at the same location</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>is assigned to an unaccompanied or dependent restricted tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer to the U.S.</td>
<td>Continue to pay a dependent’s permanent residence location-based housing allowance through the day before the day the member reports to the new PDS. BAH or OHA authority at the new PDS-based rate begins on the day the member reports at that PDS.</td>
</tr>
<tr>
<td>10</td>
<td>is assigned to unusually arduous sea duty in the U.S.</td>
<td>Pay BAH at the unit’s U.S. home port-based rate unless the member requests through the Secretarial waiver process BAH/OHA at the old PDS-based rate (if the dependent remained in the residence shared with the member before PCS) or dependent’s location.</td>
</tr>
</tbody>
</table>

A housing allowance must not be paid if a member is assigned adequate family-type Gov’t Qtrs at the PDS. Do not start the housing allowance until the member terminates the family-type Gov’t Qtrs assignment.

### Table 10E-7: Changes when a Member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit

<table>
<thead>
<tr>
<th>RULE</th>
<th>Member on an Unaccompanied/Dependent Restricted Assignment</th>
<th>Gov’t Qtrs Available</th>
<th>Dependents Visit for More Than 90 Days</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>No</td>
<td>No Action Required.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Stop the with-dependent allowance based on dependent location on day 90. Start with-dependent PDS-based allowance on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance as of the departure day.</td>
</tr>
<tr>
<td>3</td>
<td>In Alaska or Hawaii (BAH Area)</td>
<td>No</td>
<td>No</td>
<td>Start PDS-based FSH as of the date private sector housing is acquired at the PDS.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-B on day 90. Start with-dependent PDS-based BAH on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the dependent location-based with-dependent allowance and FSH-B as of the departure day.</td>
</tr>
<tr>
<td>5</td>
<td>Outside U.S., (OHA Area)</td>
<td>No</td>
<td>No</td>
<td>No Action Required.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Stop the dependent location-based with-dependent allowance on day 90. Start PDS-</td>
</tr>
</tbody>
</table>
### Table 10E-7: Changes when a Member with a Dependent Serves an Unaccompanied or Dependent Restricted Tour and Dependents Visit

<table>
<thead>
<tr>
<th>RULE</th>
<th>Member on an Unaccompaned/Dependent Restricted Assignment</th>
<th>Gov't Qtrs Available</th>
<th>Dependents Visit for More Than 90 Days</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>No</td>
<td>No</td>
<td>Stop the dependent location-based with-dependent allowance on day 90. Stop FSH-O on day 90. Start PDS-based with-dependent OHA as of day 90. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate dependent location-based with-dependent allowance and FSH-O as of the departure day.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>No</td>
<td>Yes</td>
<td>based with-dependent OHA on day 91. If the dependent departs the PDS after day 91, to take up residence elsewhere, reinstate the location-based with-dependent allowance as of the departure day.</td>
<td></td>
</tr>
</tbody>
</table>

No
Start PDS-based FSH-O on the date private sector housing is acquired.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 6: EARLY RETURN OF DEPENDENTS

10410 EARLY RETURN OF DEPENDENTS

A. At Gov’t Expense

1. When all of a member’s dependents are returned from an OCONUS PDS at Gov’t expense not due to a PCS, regardless of the reason for the return, the member is authorized a housing allowance at the with-dependent rate based on the dependents’ permanent residence location effective on the arrival day. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired.

2. OHA, or BAH in Alaska or Hawaii, at the with-dependent rate for the member’s OCONUS PDS stops on the day prior to the day dependent permanent residence location rate starts. If the member resides in private sector housing after the dependents’ departure, and single-type Gov’t Qtrs are not available (as determined by the appropriate housing authority), FSH-O/FSH-B for the member’s PDS location is authorized effective on the day the dependent permanent residence location rate begins. If the member is assigned Gov’t Qtrs (i.e., Gov’t Qtrs are made available to the member) following dependents’ departure, no housing allowance is payable for the member’s PDS.

B. At Personal Expense. When all of a member’s dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized a second housing allowance and the with-dependent rate housing allowance based on the member’s PDS continues without change (unless there is an OHA-related paperwork change). If the member vacates family-type Gov’t Qtrs that were occupied by the dependents before their departure, the member is authorized a with-dependent rate allowance for the member’s PDS (for OHA - starting with the paperwork date).
### C. Decision Logic Table

<table>
<thead>
<tr>
<th>RULE</th>
<th>Dependents Returned from OCONUS PDS</th>
<th>Member Assigned Family Gov’t Qtrs at OCONUS PDS</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Return Is at Gov’t Expense</td>
<td>Yes</td>
<td>If the dependents’ location is in a BAH area, start with-dependent BAH based on dependent residence location as of the dependent’s arrival date there. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired for the dependents (as noted on the relevant paperwork). When the member terminates Gov’t family-type Qtrs assignment, start FSH effective on the termination date or the date private sector housing for the member is acquired (based on the paperwork for OHA), whichever is later, if single type Gov’t Qtrs are not available (i.e., not offered).</td>
</tr>
<tr>
<td>2</td>
<td>Return Is Not at Gov’t Expense</td>
<td>No</td>
<td>If the dependents’ location is in a BAH area, start with-dependent BAH based on dependent residence location as of dependent’s arrival date there. If the dependents’ location is in an OHA area, start OHA on the date private sector housing is acquired (based on the paperwork). Stop the with-dependent rate based on the PDS on the day before the dependent location allowance rate starts. Start FSH-O/FSH-B the day dependent’s location allowance starts if single-type Gov’t Qtrs are not available (i.e., are not offered).</td>
</tr>
<tr>
<td>3</td>
<td>Return Is Not at Gov’t Expense</td>
<td>Yes</td>
<td>No housing changes required. When the member terminates Gov’t Qtrs assignment: If in a BAH area, start with-dependent BAH based on the PDS as of the termination date. If in an OHA area, start with-dependent OHA based on the PDS as of the date (based on the paperwork) private sector housing is acquired or the termination date, whichever is later.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>No</td>
<td>No housing changes required.</td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 7: DEPENDENT TRAVEL – ADVANCE AND DELAYED

MEMBERS ONLY

10412 DEPENDENT TRAVEL - ADVANCE AND DELAYED

A. General. When a PCS order has been issued, the member’s family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member stationed in England receives a PCS authorization/order in July for reassignment to Norfolk with a November reporting date. The member’s family returns in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS authorization/order in January to report to Japan in April. The member’s family remains in Chicago until the school year ends in June.

B. Housing Allowance Based on Dependents’ Location or Old PDS. Unless otherwise authorized/approved, a member’s housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location at which the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;

2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;

3. The member is assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

4. The member is in receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port change;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. 5258. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education (PME) or a training course that is scheduled for a duration of one year or less.

C. Secretarial Determinations. The Secretary concerned may determine that circumstances, not listed in pars. 10412-B1 through 10412-B7, require the dependents to reside separately and authorize/approve a housing allowance payment based either on the dependent’s location or the old PDS. The Secretary concerned may determine an additional reason for a BAH or OHA waiver is acceptable and the Secretarial Process may then be used to authorize/approve individual cases based on that determination.
D. Rates Applicable

1. If dependents relocate, the rate applicable to the dependents’ new residence location is effective on the date one or more dependents arrive there.

2. If the dependents do not relocate, the with-dependent allowance is based on the higher of the rates for the dependents’ location or the member’s old PDS and continues until the dependents depart the authorized/approved location.

3. A member is generally authorized a Transit Housing Allowance while on leave and travel between PDSs. However, in situations in which the Secretary concerned has authorized/approved an advance or delayed travel situation, the authorized/approved with-dependent allowance rate applies. In delayed travel situations, when the dependents depart the authorized/approved location, the allowance changes to the new PDS if the member has already arrived there, or changes to the Transit Housing Allowance if the member is still in transit. See par. 10416 for the Transit rate.

DII. Decision Logic Tables

<table>
<thead>
<tr>
<th>Rule</th>
<th>Deps Perform PCS Travel in Advance of the Member</th>
<th>New PDS Location</th>
<th>Assigned Gov’t Qtrs at the Old PDS</th>
<th>Has HA for Deps Location Been Auth/App by Sec Process?</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>New PDS In U.S. (BAH Area)</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the dependent’s location on the arrival date, or the date Gov’t quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td>2</td>
<td>New PDS In U.S. (BAH Area)</td>
<td>No</td>
<td></td>
<td>No</td>
<td>Do not start BAH.</td>
</tr>
<tr>
<td>3</td>
<td>Old PDS In U.S. (BAH Area)</td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>Stop BAH based on the current PDS as of the day before BAH starts based on dependent’s location.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>No</td>
<td></td>
<td>No</td>
<td>Continue BAH based on current PDS until member’s departure.</td>
</tr>
<tr>
<td>5</td>
<td>New PDS Outside U.S. (OHA Area)</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Start OHA at the with-dependent rate based on the dependent’s location on the date they obtain private sector housing at the new PDS, or the date Gov’t quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>No</td>
<td></td>
<td>No</td>
<td>Do not start OHA.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>No</td>
<td></td>
<td>Yes</td>
<td>Start BAH based on the current PDS as of the day before OHA starts based on the dependents’ location.</td>
</tr>
</tbody>
</table>

Table 10E-9: Changes when Dependents Travel in Advance of the Member
<table>
<thead>
<tr>
<th>RULE</th>
<th>Deps Perform PCS Travel in Advance of the Member</th>
<th>New PDS Location</th>
<th>Assigned Gov’t Qtrs at the Old PDS</th>
<th>Has HA for Deps Location Been Auth/App by Sec Process?</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>Continue BAH based on current PDS until member’s departure.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the dependent’s location on the arrival date, or the date Gov’t quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td>10</td>
<td>Old PDS Outside U.S (OHA Area)</td>
<td>New PDS In U.S (BAH Area)</td>
<td>No</td>
<td>Yes</td>
<td>Start BAH at the with-dependent rate based on the dependent’s location on the arrival date or effective date specified by the authorizing/approving document, whichever is later. Stop OHA based on the current PDS as of the day before BAH starts based on dependent’s location.</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Continue OHA based on current PDS until member’s departure.</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>Do not start BAH.</td>
</tr>
<tr>
<td>13</td>
<td>New PDS Outside U.S (OHA Area)</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Start OHA at the with-dependent rate based on the dependent’s location on the date they obtain private sector housing at the new PDS, or the date Gov’t quarters assignment is terminated, or effective date specified by the authorizing/approving document, whichever is later. Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location.</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>Do not start OHA.</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Start OHA at the with-dependents rate based on the dependent’s location on the date they obtain private sector housing or effective date specified by the authorizing/approving document, whichever is later. Stop OHA based on the current PDS as of the day before OHA starts based on the dependents location.</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>No</td>
<td>No</td>
<td>Continue OHA based on current PDS until member’s departure.</td>
</tr>
</tbody>
</table>
## Table 10E-10: Changes when Dependents Travel after the Member

<table>
<thead>
<tr>
<th>Rule</th>
<th>Deps Perform PCS Travel after the Member</th>
<th>New PDS Location</th>
<th>Assigned Gov’t Qtrs at the Old PDS</th>
<th>Has HA for Deps Location Been Auth/App by Secr Process?</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New PDS In U.S. (BAH Area)</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH based on the higher of the old PDS or the dependent’s location rates on the date Gov’t quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>New PDS In U.S. (BAH Area)</td>
<td>No</td>
<td>No</td>
<td>Start BAH based on the new PDS rate when Gov’t quarters assignment is terminated if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Old PDS In U.S. (BAH Area)</td>
<td>No</td>
<td>Yes</td>
<td>Continue BAH based on the higher of the old PDS or dependent’s location rates as of the member’s departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Old PDS In U.S. (BAH Area)</td>
<td>No</td>
<td>No</td>
<td>Stop BAH as of the day before the member’s departure.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>New PDS Outside U.S. (OHA Area)</td>
<td>Yes</td>
<td>Yes</td>
<td>Start BAH based on the higher of the old PDS or the dependent’s location rates on the date Gov’t quarters assignment is terminated or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>New PDS Outside U.S. (OHA Area)</td>
<td>No</td>
<td>No</td>
<td>Start OHA based on the new PDS rate when Gov’t quarters assignment is terminated if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Start BAH based on the higher of the old PDS or the dependent’s location rates as of the member’s departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later. As of dependents departure date, change to allowance based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>No</td>
<td>No</td>
<td>Stop BAH as of the day before the member’s departure.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Old PDS Outside U.S. (OHA Area)</td>
<td>Yes</td>
<td>Yes</td>
<td>If dependents move to the new PDS after Gov’t quarters are terminated, start BAH based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
</tbody>
</table>
### Table 10E-10: Changes when Dependents Travel after the Member

<table>
<thead>
<tr>
<th>Rule</th>
<th>Deps Perform PCS Travel after the Member</th>
<th>New PDS Location</th>
<th>Assigned Gov’t Qtrs at the Old PDS</th>
<th>Has HA for Deps Location Been Auth/App by Secr Process?</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If dependents move to private-sector housing after Gov’t quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Start BAH based on the new PDS rate when Gov’t quarters assignment is terminated if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Continue OHA based on the old PDS as of the member’s departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of dependents departure date, change to BAH based on new PDS if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Continue OHA based on the old PDS as of the member’s departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Stop OHA as of the day before the member’s departure.</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>If dependents move to the new PDS after Gov’t quarters are terminated, start OHA based on new PDS if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If dependents move to private sector housing after Gov’t quarters are terminated, start OHA based on the old PDS on the date quarters are terminated, or the date private sector housing is obtained, or the effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Start OHA based on the new PDS rate when Gov’t quarters assignment is terminated if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Continue OHA based on the old PDS as of the member’s departure date from the old PDS, or the effective date specified by the authorizing/approving document, whichever is later.</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>As of dependents departure date, change to OHA based on new PDS if member has arrived or Transit allowance if still in transit.</td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td>No</td>
<td>Stop OHA as of the day before the member’s departure.</td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 8: FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

MEMBERS ONLY

10414 FAMILY SEPARATION HOUSING (FSH) ALLOWANCE

A. General

1. The FSH allowance is based upon a separation resulting from military/uniform orders.
2. Once a member elects to serve an unaccompanied tour, dependent transportation to the PDS is not authorized at Gov’t expense.
3. FSH is payable to a member, with dependents, for added housing expenses resulting from separation from the dependents when a member is assigned to a/an
   a. OCONUS PDS on an unaccompanied/dependent restricted tour, or
   b. PDS in CONUS to which concurrent travel has been denied.
4. General conditions are:
   a. Dependent transportation to the PDS is not authorized at Gov’t expense under 37 USC §476;
   b. Dependents do not reside in the PDS vicinity; and
   c. Gov’t Qtrs are not available for assignment to the member.

B. Rates Payable. There are two types of FSH as described in pars. 10414-B1 and 10414-B2. FSH-B is payable in a monthly amount equal to the without dependent BAH rate applicable to the member’s grade and PDS. FSH-O is payable in a monthly amount up to the without dependent OHA rate applicable to the member’s grade and PDS.

1. FSH – BAH Based Location (FSH-B). Payable for assignments at PDSs in Alaska and Hawaii or to a CONUS PDS to which concurrent travel has been denied and is based on the PDS location. Payment starts upon submission of proof that Gov’t Qtrs are not available and the member has obtained private sector housing.
2. FSH – OHA Based Location (FSH-O). Payable for assignments at PDSs outside the U.S. and is based on the location of the PDS. Payment is under the same conditions as for OHA for a member without dependents. OHA rules for determining monthly rent (par. 10022), utility/recurring maintenance allowance (par. 10024), MIHA (par. 10026), and advances (par. 10028) apply to FSH-O.

C. When Not Payable. A member may not be paid FSH-O/FSH-B when the:

1. Member’s only dependent is entitled to active duty basic pay;
2. Member has no dependents other than a dependent for whom the member is paying child support but of whom the member does not have legal custody and control. This situation is fundamentally different from a member who has a spouse and/or children. The member with spouse/children is authorized transportation of dependents under 37 USC §476, just not to the PDS because of the nature of the tour or the PDS location. The member who has a dependent solely by reason of child support is not eligible for any transportation of that dependent under 37 USC §476, because the member does not have custody and control. The ineligibility for transportation as opposed to a tour/location denial precludes payment of FSH;
3. Member is assigned to a CONUS PDS other than a PDS in CONUS to which concurrent travel has been denied; or

4. Member elects not to occupy available assigned Gov’t Qtrs and resides in a private sector residence for personal convenience.

D. Temporary Social Visits by Dependents

1. FSH-O/FSH-B continues uninterrupted while the member’s dependents visit at or near the member’s PDS, but for no longer than 90 continuous days. Facts clearly must show that the dependents merely are visiting (not changing residence) and that the visit is temporary and not intended to exceed 90 days.

2. If, for unforeseen reasons (due to illness or other emergency), a bona fide social visit extends beyond 90 days, FSH-O/FSH-B stops at the end of the 90 day period. FSH-O/FSH-B is again authorized on the day that the dependents depart from the PDS.

3. If one or more (but not all) dependents visit for longer than 90 days and the member is authorized a with dependent housing allowance on behalf of the dependents who are not visiting the member or do not reside in the member’s PDS vicinity, then the member is authorized FSH-O/FSH-B. **FSH-O/FSH-B is not authorized if the dependent(s) who is not visiting is a dependent student because the residence of a dependent student is considered to be the member’s PDS or the designated place of the other dependents (37 USC 476(m)).**

4. For consistent action on FSH changes with other housing allowances see par. 10408.

E. Dependents Reside in the Member’s PDS Vicinity. FSH-O/FSH-B is not authorized if all of the member’s dependents reside in the PDS vicinity. If some (but not all) of the dependents voluntarily reside near the PDS, FSH-O/FSH-B continues. See par. 10000-C for definition of vicinity.

F. FSH in Situations Other Than an Unaccompanied/Dependent Restricted Tour. FSH may be paid in situations other than an unaccompanied/dependent restricted tour. For situations and start stop rules see:

1. **Acquired dependents.** See par. 10404.

2. **Gov’t Caused delays.** See par. 10406.

3. **Early return of dependents.** See par. 10410.

4. **Evacuation.** See par. 10426.

5. **Concurrent Dependent Travel Denied in CONUS.** See par. 5136.
G. Decision Logic Table

<table>
<thead>
<tr>
<th>RULE</th>
<th>When an eligible member</th>
<th>Then FSH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Arrives at PDS outside the CONUS</td>
<td>Starts when private sector housing is acquired.</td>
</tr>
<tr>
<td>2</td>
<td>Departs upon reassignment from an OCONUS PDS</td>
<td>Continues through the day before the date the member departs PCS or the day the member’s lease terminates, whichever occurs first</td>
</tr>
<tr>
<td>3</td>
<td>No longer has eligible dependent</td>
<td>Continues through the day before the date member no longer has an eligible dependent</td>
</tr>
<tr>
<td>4</td>
<td>Is assigned Gov’t Qtrs</td>
<td>Continues through the day before the day Gov’t Qtrs become available for assignment</td>
</tr>
<tr>
<td>5</td>
<td>Enters a non-pay status</td>
<td>Continues through the day before the date member enters non-pay status</td>
</tr>
<tr>
<td>6</td>
<td>Is on TDY away from member’s PDS, including TDY within the U.S.</td>
<td>Continues for 60 or fewer days without certificate from member</td>
</tr>
<tr>
<td>7</td>
<td>Is hospitalized at or away from PDS, including hospitalization within the U.S.</td>
<td>Continues for 60 or fewer days without certificate from member</td>
</tr>
<tr>
<td>8</td>
<td>Is on authorized leave (accrued or advance) at, or away from, PDS, including leave within the U.S.</td>
<td>Continues for 60 or fewer days without certificate from member</td>
</tr>
<tr>
<td>9</td>
<td>Is in military confinement or otherwise restricted by military authority</td>
<td>Continues for 60 or fewer days without certificate from member</td>
</tr>
<tr>
<td>10</td>
<td>Continues in status covered by rules 6 through 9 for more than 60 days</td>
<td>Continues 1</td>
</tr>
</tbody>
</table>

1 Payment must be supported by member’s certification that the member maintained private sector housing at the PDS.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 9: MEMBER IN TRANSIT

10416  MEMBER IN TRANSIT

A. General. A Transit housing allowance (BAH-T) is a temporary housing allowance paid while a member is in a travel or leave status between PDSs, provided the member is not assigned Gov’t Qtrs while at the old or new PDS. BAH-T continues during proceed time and authorized delays en route, including TDY en route. If the member performs TDY en route at:

1. The new PDS, BAH or OHA for the new PDS begins the day of arrival in a “TDY” status at the new PDS.

2. A location near, but outside the limits of, the new PDS or to the home port of a ship, afloat staff, or afloat unit. Per diem stops IAW par. 5046. BAH or OHA for the new PDS begins the day per diem stops.

B. Old PDS in the U.S. A member’s old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the day before the member reports to the new PDS in compliance with a PCS order (if the member had been residing in Gov’t Qtrs at the old PDS, the member is authorized BAH as of the Gov’t Qtrs termination date). Tables 10E-12, 10E-16 and 10E-17 for further guidance.

C. Old PDS outside the U.S. When a member’s old PDS is outside the U.S., the member is authorized OHA (if not assigned Gov’t Qtrs) through the day before departing the OCONUS PDS. The day the member departs OHA is no longer authorized and the member is authorized BAH-T if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member arrives at the new PDS. If the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location. If the dependents also perform PCS travel, BAH-T applies.

D. New Accession

1. Definition. A member in the accession pipeline includes a:

   a. Member who is undergoing initial entry training, to include an RC member;

   b. Student (includes ROTC and OCS) without prior Military Service; see NOTE below.

   c. Service academy graduate upon graduation, until arrival at the first PDS. See NOTE below.

The member remains in the accession pipeline until:

   a. the member arrives at a PDS, including a training location of 20 or more weeks; or

   b. an RC member completes entry-level training or arrives at a PDS, whichever occurs first.

2. Member without a Dependent. A member without a dependent in the accession pipeline is authorized BAH-T when in a travel, leave en route or proceed time status while transferring from the initial entry training location, between training locations and to the first PDS. For BAH authorization only (not locality rate), the training sites are defined as a PDS except for an RC member without a dependent. A member without a dependent is not authorized BAH (except BAH-Partial) while at the training locations since Gov’t Qtrs are assigned at the PDS. Effective 1 February 2008, an RC member without a dependent attending accession
training is authorized BAH or OHA based on the primary residence location at the time called/ordered to active duty if the member maintains a residence and continues to be responsible for rent, or owns the residence.

NOTE: A Service academy and ROTC graduate without a dependent, who remains on active duty at the graduation/ commissioning location following graduation and commissioning before proceeding to another duty station and is not assigned Gov’t Qtrs, is authorized a housing allowance at the without-dependent rate for the graduation/commissioning location through the day prior to departure en route to the training location. If the officer acquires a dependent, the officer’s housing allowance with-dependent rate becomes based on the dependent location effective the date the dependent is acquired.

3. Member with a Dependent. The BAH rate for a new accession with a dependent is based on the dependent’s location if the location is inside the U.S. If dependent is located outside the U.S., BAH is based on the training site location.

E. Retirement or Separation

1. From a U.S. PDS. A member’s old PDS is the PDS for BAH purposes from the day the member departs the old PDS through the separation or retirement date (if the member had been residing in Gov’t Qtrs at the old PDS, the member is authorized BAH on Gov’t Qtrs termination date provided the member is still on active duty). See Table 10E-12 for further guidance.

2. From a PDS outside the U.S.
   a. Remains outside the U.S. A member at a PDS outside the U.S., who is processing for retirement or separation or on leave after processing, and who intends to establish a residence in an OHA based area after retirement or separation, is eligible for a housing allowance (OHA):

      (1) If the member continues to occupy private sector leased/owned housing at or in the PDS vicinity OHA continues until the date of separation or retirement.

      (2) If the member occupies private sector leased/owned housing after vacating Gov’t Qtrs or moves to different private sector housing in the same country, OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. In this case, OHA is based on the PDS rate.

      (3) If a member at an OCONUS PDS moves to a different country, which is an OHA area, to establish a residence after separation/retirement, the member is eligible for a housing allowance based on the residence location. OHA starts on the day the member obtains private sector housing and stops on the date of separation/retirement. However, if the member is being paid a with-dependent rate OHA for dependents residing separately, that OHA rate continues provided the dependents remain at the OCONUS location.

To be paid OHA under any of the circumstances in par. 10416-E2 above, the member must provide a lease and an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) that is completed and approved.

b. Returns to a U.S. Processing Station. A member separating/retiring at a PDS outside the U.S. who returns to the U.S. for retirement or separation processing is authorized OHA (if not assigned Gov’t Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the retirement/ separation processing location if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent BAH rate for dependents residing separately, that BAH rate continues until the member separates or retires. NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.

c. Returns to the U.S. after Completing Separation or Retirement Processing Overseas. A member retiring/
separating at a PDS outside the U.S. who returns to the U.S. after completing retirement/separation processing at the overseas PDS, and who does not have a processing location within the U.S. is authorized OHA (if not assigned Gov’t Qtrs) through the day before departing the OCONUS PDS. The day the member departs, OHA is no longer authorized and the member is authorized the BAH rate for the leave address provided as part of the final processing if the member is not receiving a with-dependent housing allowance for dependents residing separately. If the member is being paid a with-dependent rate BAH for dependents residing separately, that BAH rate continues until the member separates or retires.

F. Decision Logic Table

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the member and then 1,2,3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>is en route PCS from a PDS in the U.S. Continue old PDS-based BAH through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.</td>
</tr>
<tr>
<td>2</td>
<td>is en route PCS from a PDS outside the U.S. Start the Transit rate beginning the day the member departs an OHA area through the day before the day the member reports to the new PDS, to include TDY en route. New PDS-based BAH or OHA authority begins on the day the member reports to the new PDS.</td>
</tr>
<tr>
<td>3</td>
<td>is en route PCS but was not paid BAH or OHA at the old PDS because Gov’t Qtrs were assigned from a PDS in the U.S. Start the old PDS-based BAH beginning the day the member terminates Gov’t Qtrs and the new PDS rate the day the member reports to the new PDS.</td>
</tr>
<tr>
<td>4</td>
<td>new accession – newly inducted, enlisted, reenlisted, or officer candidate from a PDS outside the U.S. Start the Transit rate the day the member departs the old PDS through the day before the member reports to the new PDS. Start new PDS-based BAH rate or OHA beginning the day the member reports to the new PDS.</td>
</tr>
<tr>
<td>5</td>
<td>the member has dependents located in the U.S. Start dependent location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.</td>
</tr>
<tr>
<td>6</td>
<td>the member has dependents located outside the U.S. Start training location-based BAH beginning the date of enlistment, entry on active duty or date active duty pay begins through the day before the day the member reports to the first PDS (including a training location for 20 or more weeks). Start the PDS rate beginning the day the member reports to the first PDS.</td>
</tr>
<tr>
<td>7</td>
<td>is a new accession in the pipeline in a travel, leave en route or proceed time status while transferring from the initial training location, between training locations and to the first PDS the member has no dependent Start the Transit rate when the member is in a travel status between duty/training stations and start the new PDS-based BAH or OHA rate the day the member reports to the new PDS (including a training location for 20 or more weeks). For an RC member, pay BAH or OHA based on the primary residence location at the time called/ordered to active duty for the accession training duration if the member maintains a residence and continues to be responsible for rent, or owns the residence.</td>
</tr>
<tr>
<td>8</td>
<td>the member is with For dependents located in the U.S., continue</td>
</tr>
</tbody>
</table>
Table 10E-12: Member in Transit

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the member and</th>
<th>then 1-2-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>dependent location-based BAH through the day before the day the member reports to the new PDS. The first PDS BAH or OHA rate begins the day the member reports to the first PDS. For dependents located outside the U.S., continue training site location-based BAH through the day before the day the member reports to the new PDS. The first PDS rate begins the day the member reports to the first PDS.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Pay graduation/commission location-based BAH through the day prior to departure en route to the training location. The Transit rate applies thereafter. Rule 7 above.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Continue old PDS-based BAH through the date of discharge.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Start retirement/separation processing location-based BAH beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Start BAH based on the leave address provided as part of the final out-processing beginning the day the member departs the PDS through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based BAH, continue that BAH rate through separation/retirement date.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Continue OHA based on the PDS outside the U.S. provided the member continues to occupy private sector leased/owned housing.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Stop OHA based on the PDS when the member stops paying rent or when the member departs the PDS area and start OHA based on the OCONUS location the member moves to establish a residence on the day the member obtains private sector housing. Continue OHA through the date of separation or day before effective date of retirement. If the member is being paid a dependent location-based OHA, continue that OHA rate through separation/retirement date provided the dependents remain at the OCONUS location.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Start designated unit of assignment-based BAH/OHA during scheduled school breaks or leave periods (only when the member is authorized BAH/OHA).</td>
</tr>
</tbody>
</table>
Table 10E-12: Member in Transit

<table>
<thead>
<tr>
<th>Rule</th>
<th>If the member</th>
<th>and</th>
<th>then ¹,²,³</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>in receipt of an appropriate authorization/order associated with a prolonged hospitalization determination</td>
<td>the member was transferred from any PDS to a hospital in the U.S. for observation or treatment</td>
<td>Start (for a member authorized BAH) hospital location-based BAH.</td>
</tr>
</tbody>
</table>

¹ The member is not authorized BAH/OHA if assigned Gov’t Qtrs adequate for the member (and dependent(s) if applicable). Start BAH/OHA effective the date of Qtrs termination, if applicable.

² If the member has a Secretarial waiver to pay previous PDS-based BAH, or the dependent’s location-based BAH, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.

³ Payment of OHA requires a lease agreement or a verifiable purchase price.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 10: UNUSUAL MEMBER STATUS

MEMBERS ONLY

10418 MEMBER IN A MISSING STATUS

A. Member without Dependent. A member without a dependent carried in a missing status is authorized without-dependent BAH. Pay PDS location-based without-dependent BAH for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive former PDS-based BAH due to a low-cost or no-cost PCS (par. 10400-B), that Secretarial waiver-based BAH rate continues. Pay HOR location-based without-dependent BAH for a member whose PDS is outside the U.S. If both the member’s HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DoD FMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent’s location-based with-dependent housing allowance.

10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent’s location if the member is authorized a housing allowance (other than partial BAH) while confined. See DoD FMR, Vol. 7A, Chapter 1. For FSH, see, Table 10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 for BAH-partial rules. Table 10E-11, rule 9, Table 10E-1, rule 22 and pars. 10010-B7 and 10010-B8 do not apply to a member in civil or foreign confinement. A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DoD FMR, Vol. 7A, Chapter 1.
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 11: HOUSING ALLOWANCE FOLLOWING MEMBER’S DEATH

10424 HOUSING ALLOWANCE FOLLOWING A MEMBER’S DEATH

A. General. BAH or OHA continuation, or payment, to the surviving dependents of a member (see App A) who dies on active duty is authorized for 365 days. It is paid to the dependents when on the date of the member’s death the dependents:

1. Do not occupy Gov’t Qtrs.
2. Are occupying Gov’t Qtrs on a rental basis.
3. Vacate Gov’t Qtrs within 365 days of the member’s death.

B. Not Payable. The housing allowance is not payable to:

1. A dependent who killed the member, unless there is evidence which clearly absolves the dependent of any felonious intent.
2. A surviving dependent of an RC member if that member dies while on inactive duty.

C. Payment Priority. Payments to surviving dependents are made in the following order:

1. Current spouse,
2. If there is no current spouse, the housing allowance is divided equally among the dependents on whose behalf the deceased member was receiving a with-dependent housing allowance.

D. Payment Amount and Method

1. General. The housing allowance is paid in the same amount and in the same manner as the deceased member would have been paid. The housing allowance may be paid quarterly as an advance payment but must be reconciled. Housing allowance payments to the dependents are not subject to collection of any debts owed by the deceased member to the United States. If the deceased member’s spouse is also a member see par. 10424-E.

2. Examples

a. A member dies on 16 March 2006, and the member’s dependents do not occupy Gov’t family-type Qtrs. Pay a housing allowance to the dependents from 17 March 2006 through 16 March 2007, a total of 365 calendar days.

b. A member dies on 5 January 2007, and dependents vacate Gov’t Qtrs on 12 February 2007. Pay a housing allowance to the dependents at the appropriate monthly rate for 12 February 2007 through 5 January 2008, which is the 365th calendar day after the date of the member’s death. Had the member died 5 January of a leap year, the housing allowance termination date would be 4 January of the following year.

E. Payment to a Deceased Member’s Spouse Who is also a Member (Surviving Member Spouse) (37 USC §403(l)). The allowance in par. 10424-A may be paid to a deceased member’s spouse even though the spouse is also a
1. **Payment Rules.** The following rules apply:

   a. Dual housing allowance payments are authorized for a surviving member spouse.

   b. When dependents other than a surviving member spouse are involved, the housing allowances are paid in the same manner that was provided for prior to the member’s death. If the surviving member spouse was drawing the without dependent housing allowance on the member’s date of death, that rate would continue for 365 days. On day 366, the surviving member spouse’s housing allowance could change to the with-dependent rate.

   c. If the family vacates Gov’t Qtrs, the surviving member spouse is paid the housing allowance that would have been paid to the deceased member as well as the housing allowance to which the surviving member spouse is authorized. In this case, the surviving member spouse may determine on whose behalf the with- and without-dependents housing allowances are paid (i.e., which member ‘claims’ the dependents for housing allowance purposes).

   d. If the deceased member was receiving a with-dependent rate housing allowance solely for dependents who may not be claimed by the surviving member spouse, the surviving member spouse is only authorized housing allowance continuation at the without-dependent rate. The remainder, the difference between the with- and without-dependent rates, is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent rate. For example, this rule would apply the deceased member and surviving member spouse who lived in separate locations and each received a with-dependent housing allowance for children from previous marriages, but claimed no children from the current marriage. Each would have been drawing a with-dependent housing allowance.

2. **Examples**

   a. A member dies on 1 April 2007 while stationed OCONUS. The surviving member spouse is stationed at Location A in CONUS and receiving without-dependent rate BAH. The couple had no other dependents. Continue the surviving member spouse’s BAH at the without-dependent rate for Location A. Also pay the surviving member a without-dependent Location A BAH at the rate the deceased member would have received from 2 April 2007 through 31 March 2008 (2008 is a leap year). If 2008 had not been a leap year, the housing allowance termination would be 1 April 2008.

   b. A member dies on 3 May 2007. The deceased member was drawing BAH at the with-dependent rate. The surviving member spouse was drawing BAH at the without-dependent rate. The couple had children from the current marriage. The surviving member spouse continues to receive BAH at the without-dependent rate and also receives a with-dependent rate BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year). On 3 May 2008 the surviving member spouse begins receiving BAH at the with-dependent rate.

   c. A member dies on 3 May 2007. The deceased member was drawing without-dependent rate BAH. The surviving member spouse was drawing the with-dependent rate BAH. The surviving member spouse continues to receive the with-dependent BAH and also receives a without-dependent BAH that the deceased member would have received from 4 May 2007 through 2 May 2008 (2008 is a leap year).
d. A member dies on 30 January 2007. The deceased member was drawing with-dependent BAH for payment of child support for children from a previous marriage. The deceased member was married to another service member and there were no children of that marriage. The surviving member spouse was drawing without-dependent BAH. The surviving member spouse continues to receive the without-dependent BAH and also receives a without-dependent rate BAH that the deceased member would have received from 31 January 2007 through 30 January 2008. The remainder of the deceased member’s BAH (the difference between the with-and-without-dependent BAH rates) is divided equally among the dependents on whose behalf the deceased member was receiving the with-dependent BAH.

e. A member dies on 15 January 2007. The deceased member was not in receipt of BAH at the time of death because the deceased member was living in family-type Gov’t Qtrs with the surviving member spouse and children. The surviving member spouse and children vacate Gov’t Qtrs on 1 March 2007. The surviving member spouse elects to receive without-dependent BAH and also receives a with-dependent BAH that the deceased member would have received from 1 March 2007 through 15 January 2008. On 16 January 2008 the surviving member spouse begins receiving only with-dependent rate BAH.

f. A member dies on 15 June 2006. The deceased member was drawing with-dependent BAH. The deceased member was married to another service member and there were children from that marriage. The surviving member spouse was receiving without dependent BAH but began receiving a single with-dependent BAH for the children on 16 June 2006 under policies in effect at the time. Under the new payment rules, on 1 October 2006 change the surviving member spouse’s BAH to the without dependent BAH and also pay the with-dependent rate BAH that the deceased member would have received from 1 October 2006 through 15 June 2007. On 16 June 2007 the surviving member spouse begins receiving only the with-dependent BAH.

F. Decision Logic Table

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a member with dependents dies on active duty</th>
<th>and</th>
<th>then the payable housing allowance rate the dependents receive is that which is prescribed for the deceased member’s PDS regardless of the location at which the dependents choose to reside (unless the dependents are in receipt of a Secretarial waiver).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>while assigned to a U.S. PDS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>while assigned to a PDS outside the U.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>dependents reside in Gov’t Qtrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 12: EVACUATION OF A MEMBER’S PDS

MEMBERS ONLY

10426  EVACUATION OF A MEMBER'S PDS

A. Member with Dependents

1. OCONUS PDS - Command Sponsored (for COLA purposes) Dependents

a. A member, whose command sponsored dependents are evacuated and who was authorized a with-dependent housing allowance on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the command-sponsored dependents are receiving evacuation allowances.

b. If dependents’ return to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation allowances until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowance per diem terminates and OHA/BAH based on the OCONUS PDS stops on the day before.

c. If Gov’t Qtrs are not available for the member at an OCONUS PDS, start FSH based on the PDS on the same day as the with-dependent allowance based on the designated place starts.

2. OCONUS PDS - Non-Command Sponsored Dependents

a. If the evacuation occurs less than 90 days after dependents arrived at the member’s OCONUS PDS and the member is still being paid a with-dependent allowance based on the dependent’s permanent residence (designated place) location and FSH-O/FSH-B based on the OCONUS PDS rate; no changes in housing allowances are required.

b. If the evacuation occurs 90 or more days after dependents arrived at the member’s OCONUS PDS and the member is now being paid a with-dependent allowance based on the OCONUS PDS, see par. 10408, reinstate OHA/BAH based on the dependents’ prior permanent residence (designated place) location on the dependents’ departure day from the PDS. Reinstate FSH on the same day if Gov’t Qtrs are not available for the member, and stop the OHA/BAH based on the OCONUS PDS on the day before.

3. CONUS PDS

a. A member, whose dependents are evacuated and who was authorized a with-dependent BAH on the evacuation date, continues to be paid such allowance while the member's PDS remains unchanged and the member continues to maintain private sector housing, as long as the dependents are receiving evacuation allowances.

b. If return of dependents to the PDS is not authorized/approved, they are directed to select a designated place and continue to receive evacuation per diem until they establish a permanent residence. A member is authorized a with-dependents allowance based on the designated place location beginning the day after evacuation allowances terminate and BAH based on the PDS stops the day before.
B. **Member without Dependents.** A member without a dependent, who was authorized OHA/BAH at the PDS on the date an evacuation is ordered or authorized and who continues to maintain a private sector residence, continues to be authorized such allowances even though the member temporarily may be required to occupy Gov’t Qtrs for all or any portion of the period involved, or be sent TDY. When the commanding officer believes the member will not be permitted to return to the private sector housing in the foreseeable future, the commander must encourage the member to terminate the private sector housing at the earliest practical date and terminate OHA/BAH concurrent with the private sector housing termination.

C. **Decision Logic Tables**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Dependents Evacuated from PDS</th>
<th>Member Assigned Quarters at the PDS</th>
<th>Dependents Authorized to Return to the PDS</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No housing actions required.</td>
</tr>
<tr>
<td>2</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances.</td>
</tr>
<tr>
<td>3</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No housing allowance actions required.</td>
</tr>
<tr>
<td>4</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Start with-dependent allowance based on the dependent-designated place as of day following termination of evacuation allowances. Stop with-dependent allowance based on the PDS as of day prior to the day the allowance based on the designated place starts. Start FSH-O/FSH-B on the day the allowance based on the designated place starts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule</th>
<th>Dependents Evacuated from PDS</th>
<th>Member Assigned Quarters at the PDS</th>
<th>Deps Auth Return to the PDS</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Yes</td>
<td>If a with-dependent allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Yes</td>
<td>If the with-dependent allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day the dependents depart the PDS.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>No</td>
<td>If a with-dependents allowance is being paid based on the dependent's designated place (visit 90 days or less), no action required.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>No</td>
<td>If the with-dependents allowance has been changed to be based on the PDS (visit more than 90 days): a. Start a with-dependent allowance based on dependent's designated place on the day the dependents depart the PDS. b. Stop with-dependent allowance based on the PDS as of day prior to the day the dependents depart the PDS. c. Start FSH based on the PDS on the date the dependents depart the PDS if Gov’t Qtrs are not available for the member.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule</th>
<th>Dependents Evacuated from PDS</th>
<th>Member Assigned Quarters at the PDS</th>
<th>Deps Auth Return to the PDS</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Start with-dependent allowance based on the dependents’ designated place as of day following evacuation allowances termination.</td>
</tr>
<tr>
<td>10</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No housing allowance actions required.</td>
</tr>
<tr>
<td>11</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Start with-dependents allowance based on the dependents’ designated place as of day following termination of evacuation allowances. Stop with-dependents BAH based on the PDS as of day prior to the day the allowance based on the designated place starts.</td>
</tr>
</tbody>
</table>
CHAPTER 10: HOUSING ALLOWANCES

PART E: ASSIGNMENT SITUATIONS

SECTION 13: RESERVE COMPONENTS

MEMBERS ONLY

10428 RESERVE COMPONENTS

A. Order Duration. An RC member called/ordered to active duty for 30 or fewer days is authorized the RC rate (BAH-RC), except for contingency operations as provided in par. 10428-B or for an AGR member as provided in par. 10428-C. A member called/ordered to active duty for more than 30 days, except a member without-dependent during initial entry training, is authorized BAH/OHA. An RC member initially on a tour of 30 or fewer days who receives an order modification or assignment extension with a prospective (new) active duty period of more than 30 days receives BAH/OHA on the modification date. Do not add periods of active duty previously served to obtain the more than 30-day requirement (Table 10E-16 and par. 10428-E). See par. 10416-D for the rate for a member in accession pipeline travel.

B. Contingency Operation. An RC member called/ordered to active duty in support of a contingency operation is authorized BAH/OHA for the duration of the tour. If the RC member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty and a PCS order is not issued, BAH/OHA rate is based (paid) on the primary residence location at the time called/ordered to active duty except for an AGR as prescribed in par. 10428-C. Effective 3 April 2013

C. AGR. An AGR member’s BAH/OHA is based on the PDS, even when the member is mobilized for active duty other than AGR duty provided the member does not have a break in service. The PDS rate applies for the duration of the tour. If the AGR member receives a PCS order authorizing HHG transportation, BAH/OHA is based on the new PDS. However, if the member is called or ordered to active duty without a break in service and a PCS order authorizing HHG transportation is not issued, BAH/OHA rate is based (paid) on the PDS location at the time called/ordered to active duty.

1. Break in Service Definition. A break in service occurs when one or more calendar days between active service periods do not qualify as active service.

2. AGR with Break in Service. If an AGR member has a break in service when called to active duty for other than AGR duty, then the member is paid a housing allowance as for any other RC member (e.g., primary-residence rate).

3. Transition. An AGR member mobilized for active duty other than AGR duty before 3 April 2013 receiving BAH/OHA based on primary residence continues to receive that rate until the member transitions to AGR duty. However, the Secretarial Process may approve BAH/OHA based on the PDS rate effective 3 April 2013 for an AGR member mobilized for active duty other than AGR duty without a break in active service prior to 3 April 2013 if it would be inequitable or unfair to continue paying primary residence based BAH/OHA.

D. Member Married to Member. Unless pars. 10428-B or 10428-C above applies, an RC member married to another member on active duty, without dependents, not assigned to Gov’t Qtrs, is authorized the Reserve rate at the without-dependents rate, when called to active duty for fewer than 30 days. For such an RC member on active duty for more than 30 days, each member is authorized BAH/OHA at the without-dependent rate. If such a member has dependents, BAH/OHA is paid as for an active duty member.

E. Location Rate
1. Called/Ordered to Active Duty for More Than 30 Days. An RC member called/ordered to active duty for more than 30 days, except a member without dependents during initial entry training, is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate continues for the tour duration except as noted below.

a. Called/Ordered to ADT for 140 or More Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location-based BAH/OHA begins on the day the member reports at that location. A member called/ordered to ADT for 140 or more days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

b. Called/Ordered to ADT for 140 or More Days but Not Authorized HHG Transportation. If the member is not authorized HHG transportation (e.g., duty is not performed for 140 or more days at one location or there is a Secretarial waiver for the school IAW par. 032201), the member continues to receive BAH/OHA based on the member’s primary residence (at the time called/ordered to active duty) except IAW par. 10428-E1e.

c. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days and Authorized HHG Transportation. Except as provided in par. 10428-E2, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authority for PDS location BAH/OHA begins on the day the member reports at that location. A member called/ordered to active-duty-for-other-than-training for more than 180 days at one location is authorized BAH/OHA in the same manner as a member already on active duty.

d. HHG Transportation. An RC member called/ordered to active-duty-for-other-than-training for more than 180 days:

   (1) At one or more locations outside the local commuting distance of the member’s primary residence location, (at the time called/ordered to active duty) and the duty is not for more than 180 consecutive days at one location, or

   (2) At a location other than the member’s primary residence location (at the time called/ordered to active duty) but authorized TDY allowances IAW par. 030302-B2c, or

   (3) At a location to which the member commutes from the member’s primary residence (at the time called/ordered to active duty), or

   (4) At an OCONUS location for a prospective period of less than 12 months,

and not authorized PCS HHG transportation IAW Ch 5, Part A5, continues to receive primary residence-based BAH/OHA except as provided in par. 10428-E1e.

e. Member Without Dependents OCONUS. An RC member without dependents or who has no dependents other than for whom the member is paying child support and that member is not authorized FSH IAW par. 10414:

   (1) authorized PCS allowances to an OCONUS location, and

   (2) not authorized PCS HHG transportation due to a prospective period of less than 12 months (par.5194), and

   (3) Gov’t Qtrs are not available at the PDS

receives BAH/OHA based on the primary residence. If Gov’t Qtrs are available for assignment to the member at the PDS, the member receives only primary residence-based BAH/OHA. However, the Service
may determine that it is inequitable to pay a housing allowance based on the primary residence. The Secretarial Process may authorize/approve a housing allowance based on the PDS.

HHG transportation under a TDY order IAW par. 020501, does not affect this housing allowance authority. See par. 10414 for a possible FSH allowance if the RC member is assigned PCS OCONUS.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized primary residence-based BAH/OHA beginning on the first active duty day. This rate is authorized even for duty of fewer than 31 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS.

F. BAH Rate Protection. BAH for an RC member is rate protected IAW par. 10004 provided the member does not have a break in active service of one or more calendar days. This includes transitions in service status from AGR duty to other active duty and back to AGR duty, or beginning a new active duty order or order extension without a break in active service.

G. Decision Logic Tables

<table>
<thead>
<tr>
<th>Rule</th>
<th>If member is 1,2</th>
<th>PCS HHG Transport Authorized</th>
<th>Duty in Support of Contingency Operation</th>
<th>Then 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Called/Ordered to Active Duty for Training for More Than 30 But Fewer Than 140 Days</td>
<td>No</td>
<td>No</td>
<td>Start primary residence-based BAH/OHA at the time called/ ordered to active duty for training beginning on first active duty day.</td>
</tr>
<tr>
<td>2</td>
<td>Called/Ordered to Active Duty for Other Than Training for More Than 30 But for 180 or Fewer Days</td>
<td>No</td>
<td>No</td>
<td>Start primary residence-based BAH/OHA at the time called/ordered to active duty beginning on first active duty day.</td>
</tr>
<tr>
<td>3</td>
<td>Called/Ordered to Active Duty for Training for 140 or More Days or Other Than Training for More Than 180 Days</td>
<td>Yes</td>
<td>No</td>
<td>Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day the member reports to PDS.</td>
</tr>
<tr>
<td>4</td>
<td>Yes</td>
<td>Yes</td>
<td>Start primary residence-based BAH/OHA at the time called/ ordered to active duty/active duty for training beginning on first active duty day through the day before arrival day at PDS. PDS location-based BAH/OHA begins on the day member reports to PDS.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>No</td>
<td>No</td>
<td>Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>No</td>
<td>Yes</td>
<td>Start primary residence-based BAH/OHA at the time called/ ordered to active duty beginning on first active duty day.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Called/Ordered to</td>
<td>No</td>
<td>No</td>
<td>Start BAH-RC beginning on first active duty day.</td>
</tr>
</tbody>
</table>
### Table 10E-16: Reserve Component Member

<table>
<thead>
<tr>
<th>RULE</th>
<th>If member is 1,2</th>
<th>PCS HHG Transport Authorized</th>
<th>Duty in Support of Contingency Operation</th>
<th>Then 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Active Duty for 30 or fewer Days</td>
<td>No</td>
<td>Yes</td>
<td>Start primary residence-based BAH/OHA at time called/ordered to active duty beginning on first active duty day.</td>
</tr>
<tr>
<td>9</td>
<td>Injured or physically disabled while on active duty/inactive duty training, author incapacitation pay 6 (including BAH/OHA) under DoDD 1241.01</td>
<td>No</td>
<td>Yes or No</td>
<td>Start primary residence-based BAH/OHA beginning on the date the member becomes entitled to incapacitation pay.</td>
</tr>
<tr>
<td>10</td>
<td>AGR member mobilized for active duty without a break in service</td>
<td>No</td>
<td>Yes or No</td>
<td>Continue BAH/OHA based on AGR PDS.</td>
</tr>
<tr>
<td>11</td>
<td>AGR member mobilized for active duty without a break in service</td>
<td>Yes</td>
<td>Yes or No</td>
<td>Continue BAH/OHA based on AGR PDS. New PDS location-based BAH/OHA begins on the day member reports to new PDS.</td>
</tr>
</tbody>
</table>

1 A DoD retired member ordered to active duty is authorized the same housing allowances as an RC member.

2 If the RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authority. If the prospective new period is more than 30 days, BAH-RC would stop the day before the amendment/modification and primary residence-based BAH/OHA would start on the modification date. If the prospective period is 140 or more days for training or over 180 days and PCS HHG are authorized, the BAH-RC or primary residence-based BAH/OHA would stop the day before the modification/amendment and PDS-based BAH/OHA would begin on the modification date.

3 A lease agreement or verifiable purchase price is required before OHA payment.

4 OHA/BAH is not authorized for a member assigned adequate (to member’s grade and dependency status) Gov’t Qtrs at the PDS.

5 An RC member without dependents authorized PCS allowances to an OCONUS location, but not authorized HHG transportation, and Gov’t Qtrs are not available, receives BAH/OHA based on the primary residence rate, unless the Secretarial Process authorizes/approves the PDS rate, IAW par. 10428-E1e.

6 The condition must be a result of an injury, illness, or disease incurred or aggravated in line of duty while performing:

   a. Active duty;

   b. Inactive-duty training (other than work or study ICW a correspondence course of an armed force or attendance in an inactive status at an education institution under the sponsorship of an armed force or the Public Health Service).

7 BAH/OHA for an eligible RC member may not be paid for more than 6 months except when, in the interest of fairness and equity, the Secretary concerned or the Secretary’s designated representative extends incapacitation pay. 37 USC §204(g) and (h), DoDD 1241.01 and DoDI 1241.2 for offsets.
APPENDIX A: DEFINITIONS & ACRONYMS

A. Definitions. As used in the JTR, and unless otherwise specifically provided in the JTR, the following definitions apply.

ACADEMY, SERVICE (Service members only). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy (37 USC §410(a)).

ACCOMMODATIONS

A. FEMA-Approved Accommodations. Any place of public lodging listed on the National Master List of Approved Accommodations for Federal Travelers. This list is compiled, periodically updated, and published in the Federal Register by FEMA.

B. Common Carrier

1. Other Than Economy/Coach

   a. First Class (see par. 020206-J, K and L and Table 2-5). First class:  
      
      (1) Is the highest accommodations class, for cost and amenities, offered by:  

         (a) Airlines,  

         (b) Trains, and  

         (c) Ships.  

      (2) Includes ship suites, bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach on trains.

   b. Business Class. Business class is:

      (1) Other than the least expensive unrestricted economy/coach accommodations offered by airlines, trains, or ships that is higher than economy/coach and lower than first class for cost and amenities.

      (2) Referred to as business, business elite, business first, world business, connoisseur, or envoy, depending on the airline/train/ship.

      (3) Also a service class offered on extra fare trains (e.g., AMTRAK Acela Express).

      (4) Found in par. 020206-J, K and L and Table 2-5, ICW business class transportation. The approval authority is restricted to the two star flag level and civilian equivalents.

2. Economy/Coach. Economy/coach:

   a. Is the least expensive unrestricted accommodations offered by airlines/trains/ships that includes a service level available to all passengers regardless of the fare paid.

   b. Applies when an airline/train/ship offers only one accommodations class that is sold as economy/coach (i.e., some airlines/trains/ships only offer true business class/true first class and are not to be mistaken for this one accommodations class).

   c. Includes:
(1) Tourist Class on airlines, and

(2) Economy plus or coach elite seating on airlines. Airlines may use various names for this seating service, but it is in the economy or coach cabin and is not “other than economy or coach travel.” This type of seating normally provides extra leg room and requires an additional fee. The order issuing official must authorize or approve use of this seating service for it to be reimbursable by the Government.

(3) Reserved Coach and/or Slumber Coach on overnight train travel.

3. **Slumber Coach.** The least expensive sleeping accommodations available on a train.

4. **Extra Fare Train.** A train that operates at an increased fare due to the train’s extra performance (e.g., faster speed or fewer stops).

5. **Single Class.** This term applies when an airline offers only one class of accommodations to all travelers (FTR §301-10.121).

C. **Public Accommodations.** Any inn, hotel, motel, or other establishment within the U.S. that provides lodging to transient guests, excluding establishments:

1. Owned by the Gov’t;

2. Treated as an apartment building by State or local law or regulation; or

3. Containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

D. **Accommodation Types.** Accommodation types are seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities, including:

1. **Air Economy/Coach/Air Tourist.** Available on commercial airlines at rates lower than other than economy/ coach accommodations.

2. **Coach or Chair Car (Train).** A type that does not have sleeping facilities, at a lesser rate than first class (parlor car seat).

3. **Security (Enclosed).** Any private room that can be locked for security purposes.

**ACQUIRED DEPENDENT (Service members only).** A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include dependents or children born of a marriage that existed before the beginning of a current tour.

**ACTIVE DUTY (Service members only).** Full time duty in the active service (37 USC §101(18)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. A member is on active duty while in a travel status or while on authorized leave.

**ACTIVE DUTY FOR TRAINING (ADT) (Service members only).** Full time training duty in the active military service training a Ready Reserve member to acquire/maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary concerned.

**ACTIVE GUARD AND RESERVE (AGR).** Active duty performed by a member of a RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to
an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC §101(d)6).

**ACTUAL EXPENSE.** Payment of authorized actual expenses incurred, up to the JTR limit, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE (Civilian employees only).** The fixed or permanent domicile of a person that can be justified as a bona fide residence. Also referred to as the home of record (HOR). For a separating employee concluding an OCONUS assignment, the actual residence is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service agreement signed by the employee prior to departure to an OCONUS PDS. The employee is authorized return travel and transportation expenses to the actual residence. GSBCA 16265-RELO, 19 December 2003.

**ADMINISTERING SECRETARY OR SECRETARIES.** As defined in 37 USC §451(a)(1).

1. **Armed Forces** (including the USCG when operating as a Service in the USN): Secretary of Defense.

2. **USCG** (not operating as a Service in the USN): Secretary of Homeland Security.

3. **NOAA**: Secretary of Commerce.

4. **USPHS**: Secretary of Health and Human Services.

**ADVANCED TRAVEL OF DEPENDENTS** (Service members only). The movement of dependents based on a PCS order, but before member travel.

**AGENCY**

A. **Includes:**

1. An Executive Agency, as defined in 5 USC §105;

2. A Military department;

3. An office, Agency, or other establishment in the legislative branch; and/or


B. **Does NOT include a/an:**

1. Gov’t controlled corporation;

2. Member of Congress;

3. Office or committee of either House of Congress or of the two Houses; or

4. Office, Agency, or other establishment in the judicial branch.

**ALTERNATE PLACE** (Service members only). A CONUS/non-foreign OCONUS place authorized/approved by the Secretarial Process to which a dependent is authorized to move at Gov’t expense in conjunction with an ITDY.

**ANNUAL TRAINING (AT)** (Service members only)

1. Active duty required of the Ready Reserve to satisfy the member’s annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of AT, but AT also may support active component missions and requirements (i.e., operational support).

3. AT is a part of active duty for training.

4. For DoD, see DoDI 1215.06. For non DoD Services, see Service issuances.

APPROVE(D). The ratification or confirmation of an act already done.

APPROVING OFFICIAL. See Travel Approving/Directing Official.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (37 USC §101(4)).

ATTENDANT. An attendant:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies a member/employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and

2. Takes care of and waits upon the member/employee patient in response to the patient’s needs; and

3. May travel with the patient and attend to the patient’s needs at the destination medical facility; and

4. Is appointed by a medical authority.

AUTHORIZE(D)

1. Permission given before an act.

2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

3. Example: When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

AUTHORIZING/ORDER ISSUING OFFICIAL (AO). The official who directs travel and has responsibility for the funding.

BAGGAGE. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point, including Gov’t material. Baggage may accompany a traveler (accompany baggage) or be transported separately from the traveler (UB).

A. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.

B. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the carrier to transport accompanied baggage.

C. Unaccompanied (UB). Except for long-term TDY for an employee, that part of a member’s/employee’s prescribed weight allowance of HHG that:

1. Is not carried free on a ticket used for personal travel;

2. Ordinarily is transported separately from the major bulk of HHG;

3. Usually is transported by an expedited mode because it’s needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG;
4. ICW PDT (including TCS for employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB; and/or

5. ICW a long-term TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long-term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.

BLANKET ORDER. See Order.

BREAK IN SERVICE (Civilian employees only). A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an Executive Agency (5 CFR §300.703 (2004)).

BUSINESS CLASS. See Accommodations.

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. The calendar day technically begins one second after midnight and ends at midnight.

CENTRALLY BILLED ACCOUNT (CBA). See Government Travel Charge Card (GTCC).

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that ordinarily would be prescribed by a TO between the places involved. Also referred to as Indirect Travel.

CITY PAIR AIRFARE. Airfare on a U.S. flag air carrier, under contract for a Gov’t traveler on official travel. Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):
   1. No advance purchase required,
   2. Last seat availability, and
   3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare (‘Dash’ CA):
   1. Lower prices than the standard city pair rates,
   2. Limited number of seats on each flight, and
   3. Not used for cost construction purposes.

CODE SHARE. A commercial agreement between two airlines that allows an airline to put its two-letter identification code on the flight of another airline, as they appear in computerized reservations systems. Most airlines, including all City Pair Program contract carriers, participate in some type of commercial code share agreement.

COMBATANT COMMAND. A unified or specified command with a broad continuing mission, under a single commander, established and so designated by the President, through the SECDEF, with the advice and assistance of
the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities.

**COMMANDANT'S PAROLE.** *(Service members only)*. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole is authorized by the Secretary concerned and whose court martial sentence has not been executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

**COMMAND SPONSORED DEPENDENT.** *(Service members only)*

1. A dependent residing with a member at an OCONUS location at which an “accompanied by dependents” tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member’s PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the ‘with dependent’ rate on behalf of a command sponsored dependent as a result of the dependent’s residence at/in the member’s PDS vicinity.

3. Command sponsorship is not required to receive OHA at the ‘with dependent’ rate.

4. See Dependent.

**COMMERCIAL POV STORAGE FACILITY.** *(Service members only)*. Any commercial fee-for-service facility, open to the public for daily/long-term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (P. L. 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMERCIAL TRAVEL OFFICE (CTO).** See Travel Management Company (TMC).

**COMMON CARRIER.** Private sector supplier of air, train, bus, or ship transportation.

**COMMUTED RATE.** *(Civilian employees only)*. A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. See Commuted Rate Table information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 5656-D4.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR §410.404. Does not include regularly scheduled courses of instruction conducted at a Gov’t/commercial training facility.

**CONFERENCE REGISTRATION FEE.** A fee required for conference attendance.

**CONSECUTIVE OVERSEAS TOUR (COT).** *(Service members only)*. The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See In Place Consecutive Overseas Tour.

**CONSUMABLE GOODS.** Also see Household Goods.

A. General. Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to the DTMO website for the designated locations to which consumable goods shipments are authorized.

1. Foodstuff.: Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance.** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.

3. **Household Maintenance.** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

**B. Exclusions.** Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.

**CONTIGUOUS UNITED STATES.** The 48 contiguous States and the District of Columbia.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations. See 37 USC §101.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or

2. Results in the call or order to, or retention on, active duty of a member under 10 USC §688, §12301(a), §12302, §12304, §12304a, §12305, or §12406; Ch 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIER.** A U.S. flag air carrier that is under contract with the Gov’t to furnish employees, members, and other persons authorized to travel at Gov’t expense with passenger transportation service. This also includes GSA’s contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website.

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** Also, refer to the Defense Almanac and/or the DoD website.

<table>
<thead>
<tr>
<th>DOD BRANCH OF SERVICE</th>
<th>DOD FIELD ACTIVITIES</th>
<th>DEFENSE AGENCIES</th>
<th>JOINT SERVICE SCHOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff (JCS))</td>
<td>Defense Media Agency (DMA)</td>
<td>Defense Advanced Research Projects Agency (DARPA)</td>
<td>Defense Security Cooperation Agency (DSCA)</td>
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<td>Defense Acquisition University (DAU)</td>
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<tr>
<td>Department of the Air Force</td>
<td>Defense Education Administration (DCMA)</td>
<td>Missile Defense Agency (MDA)</td>
<td>National Defense University (NDU)</td>
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<td>National Geospatial</td>
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</tbody>
</table>
A. General. The term “dependent” is defined by 37 USC §401. Except for transportation to obtain OCONUS medical care (par. 033301-A1), any of the following individuals are a dependent:

1. A member's spouse;

2. A member’s unmarried child under age 21. This includes an infant born after a PCS order effective date when the mother’s travel to the new PDS before the child’s birth was precluded by Service regulations:

   a. Because of the advanced state of the mother’s pregnancy or other medical reason(s) as certified by a medical doctor, or

   b. For other official reason(s) such as awaiting completion of the school year by other children in the family. See 50 Comp. Gen. 220 (1970), and 66 Comp. Gen. 497 (1987).

3. A member's unmarried stepchild under age 21. This includes a member’s spouse’s illegitimate child. A stepchild is excluded as a dependent after the member’s divorce from the stepchild's parent by blood. See B-177061 4 Nov 1974;

4. A member's unmarried adopted child under age 21. This includes a child placed in the member’s home by a placement agency for the purpose of adoption.;

5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW Service regulations;

6. A member's unmarried child who is under 23 enrolled in a full time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one half of his/her support. This includes step, adopted, and illegitimate children.;

7. A member's unmarried child of any age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support. This includes a member’s child by blood, a stepchild, an adopted child, a child placed in the member’s home by a placement agency for the purpose of adoption, and an illegitimate child if the member’s parentage of the child is established IAW Service regulations.;

8. For transportation authorized in par. 5088-B:

   a. A member's unmarried child who traveled at Gov’t expense to an OCONUS PDS incident to the member’s assignment there and by reason of age or graduation from/cessation of enrollment in, an
institution of higher education, otherwise would cease to be the member’s dependent, while the member is serving at an OCONUS PDS;

b. A parent, stepparent, or person in loco parentis, who traveled at Gov’t expense to an OCONUS PDS incident to the member’s assignment there and ceases to be the member’s dependent while the member is serving at an OCONUS PDS;

9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:

a. Is dependent on the member for more than one half of his/her support and has been dependent for a period prescribed by the Secretary concerned; or

b. Became dependent due to a change of circumstances arising after the member entered active duty and the parent’s dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce/annulment before the member was eligible for return transportation. See par. 5154.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member’s legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non-foreign OCONUS area for a period of at least 12 months; and

   (1) Has not attained age 21, or

   (2) Has not attained age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

   (3) Is incapable of self-support because of a mental or physical incapacity that occurred while the person was a dependent of the member/former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or other circumstances as prescribed in the regulations of the Secretary concerned; and

d. Is not a dependent of a member under any other paragraph.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of a member’s spouse when a “common law marriage” is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes “Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage”.

3. As we recognized in James H. Perdue, the burden of proof is on the claimant to establish the common law marriage. See GSBCA 14122-RELO, 16 March 1998 and GSBCA 15207-RELO, 19 May 2000. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: B-260688, 23 October 1995; B-247541, 19 June 1992; B-212900, 15 November 1983; B-191316, 27 September 1978; B-191316, 6 April 1978; B-186179, 30 June 1976.

4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1976; B-191316, 27 September 1978.

C. Member Married to Member

1. A member’s spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for:

   a. Purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in par. 031102-A, or

   b. Transportation for survivors of a deceased member authorized in par. 032002-A.

2. A child a dependent of either the mother or the father who are members on active duty. Only 1 member may receive allowances on the child’s behalf.

3. A member may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay. See 37 USC §421 and 37 USC §204.

D. Dependency Determination PoCs. Service PoCs for dependency determination are in par. 10104-G3.


DEPENDENT/IMMEDIATE FAMILY (Civilian employees only)

A. General

1. Dependent and Immediate Family Member. The terms “dependent” and “immediate family” include the following named members of an employee’s household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

   a. Employee’s spouse. Any individual who is lawfully married (unless legally separated), including an individual married to a person of the same sex who was legally married in a state or other jurisdiction (including a foreign county), that recognizes such marriages, regardless of whether or not the individual’s state of residency recognizes such marriages. The term “spouse” does not include individuals in a formal relationship recognized by a State, which is other than lawful marriage. It also does not include individuals in a marriage in a jurisdiction outside the U.S. that is not recognized as a lawful marriage under U.S. law;

   b. Employee’s domestic partner;

   c. Children of the employee, of the employee’s spouse, or of the employee’s domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. See item A2 below.

   d. Dependent parents (including step and legally adoptive parents) of the employee, of the employee’s
spouse, or of the employee’s domestic partner. See Footnote 2 below.

e. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee’s domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. See Footnote 2 below.

2. Children. The term “children” includes:

a. Natural offspring;

b. Stepchildren;

c. Adopted children;

d. Grandchildren,

e. Legal minor wards or other dependent children who are under legal guardianship of the employee/employee’s spouse.

f. A child born and moved after the employee’s effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned (e.g., awaiting school year completion by other children). See 50 Comp. Gen. 220 (1970) and 66 Comp. Gen. 497 (1987). See Footnote 1 below.

B. Common Law Marriage. For the purpose of allowances authorized in these regulations, determination of an employee’s spouse when a “common law marriage” is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

1. GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage".


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4. The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. B-186179, 30 June 1976 and B-191316, 27 September 1978.

5. Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate Agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law. PDTATA does not adjudicate these cases.

C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 5565-A3 for transportation eligibility.

D. Emergency Leave Travel. See par. 040201.

11/01/17

Footnotes

1. An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren’s parent was a member on active duty with a DoD Service in Iraq. The member (the parent) executed a special military power of attorney granting guardianship of the children to the children’s grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee’s immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf. See GSBCA 16337-RELO, 19 April 2004.

2. Generally, individuals are the employee’s dependents if they receive at least 51% of their support from the employee/employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51%) from the employee/employee's spouse without which they would be unable to maintain a reasonable standard of living.

DEPENDENT RESTRICTED TOUR (Service members only)

1. A tour at any overseas PDS that does not permit command sponsored dependents.

2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.

3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See DoDI 1315.18, Glossary.

DESIGNATED PLACE

A. Service Members Only

1. Except as used in Ch 6 (Evacuation Allowances):

   a. A place in a CONUS/non-foreign OCONUS area;

   b. The foreign OCONUS place to which dependents are specifically authorized to travel under par. 5116-A, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard;

   c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, and to which dependents specifically are authorized to travel under par. 5114-D, 5116-A or 5120-D;

   d. The OCONUS place in the old PDS vicinity at which dependents remain under par. 5120-D, while a member serves a dependent restricted/unaccompanied tour;

   e. The CONUS, non-foreign OCONUS, or foreign OCONUS place to which dependents are specifically authorized to travel under par. 5096, 5098, 5100, 5102, or 5104, when early return of dependents is
authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.

2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at Gov’t expense.

3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. 6010-A and 6080-A.

B. **Civilian Employees Only.** A place designated by the:

1. Commander concerned,
2. Commander’s designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE** *(Civilian employees only)*. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT** *(Service members only)*. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES** *(Civilian employees only)*

1. The several departments and agencies of the Executive branch of the Gov’t.
2. Within DoD, the terms Different Departments or Different Military Departments means the DoD components separately. This distinction is necessary with regard to funding for travel and transportation from one department to another.

**DISABILITY.**

1. A “disability” means:
   a. A physical/mental impairment that substantially limits one or more major life activities;
   b. A record of such an impairment; or
   c. Being regarded as having such an impairment, but the term must not be applied to transitory or minor impairments. A transitory impairment is impairment with an actual or expected duration of 6 or fewer months.

2. **Physical/Mental Impairment.** “Physical/mental impairment” means/includes:
   a. Any physiological disorder/condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
   b. Any mental/psychological disorder, such as intellectual disability, organic brain syndrome, emotional/mental illness, and specific learning disabilities.
c. Diseases and conditions such as cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, intellectual disability, emotional illness, orthopedic, visual, speech, and hearing impairments, and similar diseases and conditions.

3. **Major Life Activities.** Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

4. **Substantially Limits.** “Substantially limits” means that the traveler is:

   a. Unable to perform a major life activity that the average person can perform; or

   b. Significantly restricted as to the condition, manner, or duration under which the traveler can perform a particular major life activity as compared to the condition, manner, or duration under which the average person can perform that same major life activity.

5. **Has a Record of Such an Impairment.** “Has a record of such an impairment” means the traveler has a history of, or has been classified as having, a mental/physical impairment that substantially limits one or more major life activities.

6. **Is Regarded as Having Such an Impairment.** The traveler has:

   a. A physical/mental impairment that does not substantially limit major life activities, but the impairment is treated by the agency as constituting such a limitation;

   b. A physical/mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or

   c. None of the impairments defined in this par., but is treated by the Service/Agency as having a substantially limiting impairment.

**DISCOUNT GOVERNMENT MEAL RATE (GMR).** The daily rate charged for meals in a Gov’t Dining Facility minus the operating cost. See Government Meal Rate for current rates.

**DISTANCE.** As applicable for the Defense Table of Official Distance:

1. **Shortest.** Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

2. **Practical.** Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**DOMESTIC PARTNER (Civilian employees only).** An adult in a domestic partnership with an employee of the same sex.

**DOMESTIC PARTNERSHIP (Civilian employees only).** A committed relationship between two adults of the same sex, in which they:

1. Are each other’s sole domestic partner and intend to remain so indefinitely;

2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;

4. Share responsibility for a significant measure of each other’s financial obligations. This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner;

5. Are not married or joined in a civil union to anyone else;

6. Are not a domestic partner of anyone else;

7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;

8. Are willing to certify, if required by the Agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under 18 USC §1001, and that the method for securing such certification, if required, must be determined by the Agency;

9. Are willing promptly to disclose, if required by the Agency, any dissolution or material change in the status of the domestic partnership; and

10. Certify that they would marry but for the failure of their State or other jurisdiction (or foreign country) of residence to permit same-sex marriage.

DUTY STATION

A. Service Members Only. For the purpose of transportation and storage of HHG and mobile homes:

1. The home of a member at the time of:
   a. Appointment to regular Service from civilian life or an RC;
   b. Being called to active duty or active duty for training for 20 or more weeks;
   c. Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
   d. Enlistment or induction into the Service (regular or during emergency);

2. The place a member is assigned for duty, including a place the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship/mobile unit the member is assigned;

3. The place a ship is being built/fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;

4. The home of a member upon:
   a. Retirement;
   b. Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
   c. Release from active duty;
   d. Discharge, resignation, or separation, all under honorable conditions; or
e. Temporary disability retirement.

B. **Civilian Employees Only.** For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**EARLY RETURN OF DEPENDENT (Service members only).** Authorized dependent movement from an OCONUS location, requested by the member or directed by the member’s command, prior to the issuance of a PCS order.

**EFFECTIVE DATE OF PCS ORDER**

A. **Service Members Only**

1. The last day of active duty for a member separating/retiring. See below for an RC member separating.

2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member’s home, primary residence, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, primary residence, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.

4. The following are examples of computing an order’s effective date:

<table>
<thead>
<tr>
<th>Example 1</th>
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</thead>
<tbody>
<tr>
<td>A Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member travels by POV and is authorized 7 days travel time.</td>
</tr>
<tr>
<td>10 June</td>
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<td>3 June</td>
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<td>4 June</td>
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<td>4 June</td>
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<table>
<thead>
<tr>
<th>Example 2</th>
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</thead>
<tbody>
<tr>
<td>A Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member anticipates that the official distance of 2,100 miles will be traveled by POV. The Service member changes plans and travels by air. The Service member reports in on 9 June.</td>
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<tr>
<td>10 June</td>
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<td>9 June</td>
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<tr>
<th>Example 3</th>
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</thead>
<tbody>
<tr>
<td>A Service member ordered to make a PCS is required to report to the new PDS on 10 June. The Service member travels by POV and is authorized 7 days travel time. However, the Service member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.</td>
</tr>
<tr>
<td>10 June</td>
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<tr>
<td>1 June</td>
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<tr>
<td>2 June</td>
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<td>2 June</td>
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B. **Civilian Employees Only.** The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.
EFFECTIVE DATE OF SEPARATION (Civilian employees only). The date an employee is separated from Federal service.

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT (Civilian employees only). The date an employee or new appointee reports for duty at a new or first PDS (B-210953, 22 April 1983).

EMERGENCY TRAVEL (Civilian employees only). Travel resulting from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler’s family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler’s home.

EMPLOYEE. A civilian individual:

1. Employed by an Agency (as defined in App A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily ‘when actually employed’ basis; or
3. Serving without pay or at $1 a year (5 USC §5701(2)). Also referred to as “invitational traveler” for TDY travel purposes only.

ENHANCED USE LEASE (EUL). See 10 USC §2667.

ESCORT. An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
   a. Travel is authorized by competent authority, and
   b. Is incapable of traveling alone, and
2. May be appointed by the member’s/employee’s commanding officer/AO.

EXPEDITED TRANSPORTATION MODE. A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. See Dependent.

FAMILY MEMBER (Repatriation of a Service Member Held Captive). For repatriation of a service member held captive, family members are the service member's:

1. Spouse;
2. Children (including step, adopted, and illegitimate children); and
3. Siblings and parents (includes fathers and mothers through adoption and persons who have stood “in loco parentis” to the service member for a period of not less than 1 year immediately before the service member entered the Uniformed service). Only one father and one mother, or their counterparts, may be recognized in any one case.
**FAMILY MEMBER** *(Civilian Employee Emergency Visitation Travel (EVT)).* For EVT, any of the following individuals may be an “eligible family member” if part of the employee’s household at the OCONUS PDS and eligible for EVT:

1. A child who is unmarried and under age 21 years or who, regardless of age, is physically/mentally incapable of self-support. The term includes, in addition to natural offspring, a stepchild and adopted child and a child under legal guardianship of the employee or the spouse or domestic partner when such children are expected to be under such legal guardianship at least until they reach age 21 and when dependent upon and normally residing with the guardian;

2. A parent (including stepparent and legally adoptive parent) of the employee/spouse/domestic partner, when such parent is at least 51% dependent on the employee for support (App A - dependent/immediate family);

3. A sibling (including stepsister/stepbrother, or adoptive sister/brother) of the employee/spouse/domestic partner, when such sibling is at least 51% dependent on the employee for support, unmarried and under age 21, or regardless of age, is incapable of self-support; and

4. A Spouse or domestic partner.

**FAMILY MEMBER, IMMEDIATE** *(Civilian Employee Emergency Visitation Travel (EVT)).* For EVT an immediate family member is the civilian employee’s:

1. Spouse or domestic partner;

2. Child, including stepchild, adopted child and an individual who is or was under legal guardianship of the employee/spouse/domestic partner, and spouses thereof;

3. Civilian employee’s parent, spouse’s parent or domestic partner’s parent; and

4. Sibling (including stepbrother and/or stepsister), spouse’s sibling, or domestic partner’s sibling (for cases of death).

**FEDERAL TRAVEL REGULATION.** Regulation contained in *Title 41 of the Code of Federal Regulations (CFR), Chapters 300 through 304*, that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at Gov’t expense.

**FIELD DUTY**

1. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

   a. The individual is provided meals in a Gov’t Dining Facility or with an organization drawing field rations, and is provided Gov’t Qtrs or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate), or

   b. Students are participating in survival training, forage for subsistence, and improvise shelter.

2. An individual furnished subsistence obtained by contract is performing field duty when determined by a competent official.

**FIRST CLASS.** See Accommodations.

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.
FOREIGN BORN DEPENDENT (Service members only). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

FOREIGN FLAG AIR CARRIER. An air carrier that does not hold a certificate issued by the U.S. under 49 USC §41102.

FOREIGN SERVICE OF THE UNITED STATES (Civilian employees only). The Foreign Service as constituted under the Foreign Service Act of 1980 (P.L. 96-465).

FORMER CANAL ZONE AREA. Areas and Installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements in section 3(a) of the Panama Canal Act of 1979.

FUND APPROVING OFFICIAL (Civilian employees only). One who provides the accounting data for authorized/approved travel orders or order amendments.

FUNDING ACTIVITY (Civilian employees only). The command or organization whose funds pay for the travel.

GEOGRAPHIC LOCALITY

1. The contiguous political area of a single country or a related island group in the same region.

2. Widely dispersed noncontiguous subdivisions of the same country are separate geographic localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographic locality and Ireland (Republic of) is a separate geographic locality; France and Germany are separate geographic localities; Portugal and the Azores are separate geographic localities; the Philippine Islands are the same geographic locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographic locality. The Ryukyu Islands (including Okinawa) are a separate geographic locality. With regard to the U.S., CONUS is a single geographic locality, but the states of HI and AK and each U.S. territory or possession, are separate geographic localities.

3. When the term Overseas Area or OCONUS Area is used, it relates to more than one geographic locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.


GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the Gov’t.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an Executive Agency.

GOVERNMENT AUTO. An automobile (or light truck, as defined in 41 CFR part 102-34 including vans and pickup trucks) that is:

1. Owned by an Agency;
2. Assigned or dispatched to an Agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Gov’t for 120 or more days from a commercial firm.

GOVERNMENT CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTROLLED QUARTERS. Qtrs (other than Gov’t Qtrs or privatized housing) under the
jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased Qtrs for which the Gov’t controls occupancy).

GOVERNMENT CONVEYANCE

A. Includes:

   1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Gov’t use.

   2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does Not Include:

   1. A Gov’t owned ship totally leased for commercial operation, or


GOVERNMENT DINING FACILITY

1. A generic term used for Gov’t mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms describing appropriated funds dining facilities.

2. This term excludes activities operated by non-appropriated funds, such as an officer’s mess, club, organized mess and all similar terms.

3. If used by or made available to the member, or used by the employee, it includes:

   a. A general or Service organizational dining facility, including dining facilities of a state National Guard Camp. A dining facility established and operated primarily for enlisted members is not included unless the dining facility is used by/made available to officers, or used by employees;

   b. Marine Corps officers’ field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or

   c. Box lunches, in-flight meals, or rations furnished by the Gov’t on military aircraft.

4. In-flight snack meals purchased at the member’s/employee’s option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Gov’t Dining Facility.

GOVERNMENT INSTALLATION

1. A U.S. Installation;

2. A base, post, yard, camp or station of a foreign nation used by U.S. personnel participating in formal training or combined operations.

3. A temporary installation where there are U.S. Gov’t operations.

GOVERNMENT LODGING PROGRAM. For the ILPP in App X, Gov’t or commercial lodging for DoD civilian employees or members, under the Secretary’s jurisdiction, performing duty on official travel to include, in the following prioritization: Gov’t lodging (e.g., DoD Lodging), Public-Private Venture (PPV) lodging, (e.g., Privatized Army Lodging); and Gov’t preferred lodging (i.e., DoD Preferred Lodging).
GOVERNMENT MEAL RATE (GMR)

A. Discount GMR. The discount GMR is:
   1. The daily rate provided in lieu of meals in a Gov’t Dining Facility minus the operating cost.
   2. $10.45/day.

B. Standard GMR. The standard GMR is:
   1. The daily rate provided in lieu of meals in a Gov’t Dining Facility including the operating cost.
   2. $13.85/day.

C. Effective Date(s). The discount and standard Gov’t meal rates above are effective from 1 January 2015 to 31 December 2017.

GOVERNMENT PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Gov’t official.

GOVERNMENT QUARTERS (Gov’t Qtrs)

A. Gov’t Qtrs. The following are Gov’t Qtrs:
   1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the Gov’t;
   2. Lodging or other Qtrs obtained by Gov’t contract;
   3. Qtrs in a state owned National Guard camp;
   4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
   5. Temporary lodging facilities as defined in App A;
   6. Lodging facilities (other than privatized housing) on a U.S. Installation if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
   7. Family type housing owned or leased by the Gov’t whether occupied as a guest or as a principal;
   8. Guesthouses, officers clubs, bachelor Qtrs, visiting officers’ Qtrs, or similar Qtrs facilities located at a military activity, Qtrs aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform;
   9. DoD Lodging Facilities located on a U.S. installation (includes Air Force Inns, Navy Gateway Inns and Suites, Marine Corps Billeting Quarters, Army Lodging and Fisher House., but does not include Privatized Army Lodging or ILPP approved commercial lodging); and
   10. Lodging facilities located on an installation of a foreign nation when these facilities actually are used or competent authority directs their use for TDY travel.

B. Adequacy Standards

   1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in DoD 4165.63-M, DoD Housing Management and implemented by appropriate Service regulations.

C. Privatized Housing. Privatized housing, of any style or type and in any location, is not Gov’t Qtrs. See par. 10010-C for an exception as part of a Navy test.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the Gov’t for transportation on land, water, or in the air. See Government Conveyance.

GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC). The Best Value cost the Gov’t would have paid for Gov’t procured HHG transportation.

GOVERNMENT TRANSPORTATION REQUEST (GTR)

1. A GTR is a Standard Form 1169.

2. A GTR is an accountable Gov’t document used to procure common carrier transportation services.

3. A GTR obligates the Gov’t to pay for transportation services provided.

4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.

5. See Transportation Request.

GOVERNMENT TRAVEL CHARGE CARD (GTCC). A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the Gov’t (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the Gov’t and the Gov’t retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. This term does not apply to personal (non-Gov’t) credit card not issued under the GTCC program.

GROUP MOVEMENT

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is Gov’t owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.

2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

HELPING VERB FORMS. The following usages apply:

<table>
<thead>
<tr>
<th>Helping Verb</th>
<th>Degree Of Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must, shall</td>
<td>Action is mandatory</td>
</tr>
<tr>
<td>Should</td>
<td>Action is required, unless justifiable reason exists for not taking action</td>
</tr>
<tr>
<td>May, can</td>
<td>Action is optional</td>
</tr>
<tr>
<td>Will</td>
<td>Is not restrictive; applies only to a statement of future condition or an expression of time</td>
</tr>
</tbody>
</table>

HIGHEST CONUS M&IE RATE. Effective for travel by car ferry on/after 1 October 2009: $71.
HOME OF RECORD (HOR) (Service members only)

A. General. The place recorded as the individual’s home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual’s home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member’s actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS) (Service members only). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions in par. 5068-A1.

HOUSEHOLD GOODS (HHG)

A. General. HHG are items associated with the home and all personal effects belonging to a member/employee and dependents on the member's order effective date/employee’s effective date of transfer/appointment that legally may be accepted and transported by an authorized commercial HHG transporter.

B. Authorized. HHG include:

   1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination.
      a. Service Members Only. PBP&E that are needed are not calculated in the member’s weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
      b. Civilian Employees Only. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 5686-A) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
   2. Spare POV Parts (GSBCA 14680-RELO, 17 September 1998). Spare POV parts, e.g., a car engine/transmission and a pickup tailgate when removed. Service members only. Must not exceed the member’s administrative HHG weight allowance.
   3. Vehicle Parts. Integral/attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware).
   4. Consumable Goods. Consumable goods for a member/employee ordered to locations listed in the DTMO website.
   5. Other Vehicles. A vehicle other than a POV, e.g., motorcycle, moped, hang glider, golf cart, jet ski, or
snowmobile and/or the associated trailer. **Civilian employees only**: Must be of reasonable size and fit into a moving van.

6. **Boat/Personal Watercraft**
   
   a. **Service Members Only**: A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) and/or the associated trailer.
   
   b. **Civilian Employees Only**: A boat/personal watercraft (e.g., jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat) of reasonable size that can fit in a moving van, and/or their associated trailer. See DTR 4500.9-R, Part IV, Chapter 412.

7. **Ultralight Vehicles**: Defined in 14 CFR Part 103 as being single occupant; for recreation/sport purposes; weighing less than 155 lbs. (un-powered) or less than 254 lbs. (powered); having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

8. **Utility Trailer**: A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).

9. **Organizational Clothing & Individual Equipment**: Government property issued to the member or employee by an Agency or Service for official use.

C. **Not Authorized**: HHG do NOT include:

1. Accompanied personal baggage when carried free on commercial transportation;

2. Automobiles, trucks, vans and similar motor vehicles;

3. Aircraft;

4. Mobile homes;

5. Recreational Vehicles (to include a camper, camping trailer, 5th wheel camper or self-propelled recreational vehicle);

6. Farming vehicles and horse/livestock trailers;

7. Live animals including birds, fish and reptiles;

8. Cordwood and building materials (B-133751, 1 November 1957 and B-180439, 13 September 1974);

9. HHG for resale, disposal or commercial use;

10. Privately owned live ammunition (B-130583, 8 May 1957);

11. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DTR 4500.9-R, Part IV, for examples of hazardous materials;

12. Low Speed Vehicles (LSVs) defined IAW 49 CFR §571.500;

13. Items liable to damage other equipment/property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);

14. Items that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases
11. Perishable items that require refrigeration/freezing;

16. Perishable plants, unless:
   a. Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading;
   b. No storage is required, and
   c. No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

17. Items for which the law or carrier regulations prohibit commercial transportation;

18. Boats, other than those in B6b above (Civilian employees only); and

19. UB ICW long-term TDY (Civilian employees only).

D. Items Acquired after the PCS Order Effective Date (Service members only)

1. Replacement Parts/Items. HHG items acquired after the PCS order effective date are not authorized shipment except for:
   a. Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the TO or transportation carrier, if purchased in the U.S. for transportation to an OCONUS PDS, with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
   b. Replacement HHG items, in cases where, through no fault of the member, the original HHG shipment is destroyed/lost during transportation ICW a change of TDY station or PDS (68 Comp. Gen. 143 (1988)).

2. ICW an IPCOT (Service members only). HHG items acquired after the order effective date but before entering an IPCOT may be shipped IAW par. 5312-B1b or 5312-B2.

HOUSEHOLD GOODS TRANSPORTATION. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at Gov’t expense. See Ch 5, Parts A5 and B5 for specific regulations governing PCS HHG transportation and Ch 4, Part E for TDY HHG transportation.

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

4. See par. 5206-L/5652-I ICW a weight additive item.

HOUSE HUNTING TRIP (HHT) (Civilian employees only). Round trip travel between the old and new PDSs to seek a permanent residence. A domestic partner is not a spouse and cannot be authorized a HHT.
IMMEDIATE FAMILY (Civilian employees only). See Dependent/Immediate Family.

INACTIVE DUTY TRAINING (Service members only)

A. General. Inactive duty training is:

1. Duty prescribed for an RC member by the Secretary concerned, or

2. Special additional duty authorized for an RC member by an authority designated by the Secretary concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.

B. ICW the National Guard. When performed by a National Guard member inactive duty training includes the duties in par. A above and also includes:

1. Unit training assemblies; and

2. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

C. Correspondence Course. This term does not include work/study for a correspondence course of a Uniformed Service.

D. ICW Pay. For pay purposes, inactive duty training must:

1. Be performed under an order,

2. Cover a specific assignment, and

3. Have a prescribed time limit.

INCIDENTAL EXPENSES. See Per Diem.

INDIVIDUALLY BILLED ACCOUNT (IBA). See Government Travel Charge Card.

INITIAL ACTIVE DUTY TRAINING (Service members only). The initial active duty training of a non-prior service enlistee performed during a period of not less than 12 weeks, and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (Service members only)

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.

2. An IPCOT order effective date is the first day of duty on the new tour.

3. No PCS movement is involved for a service member.

4. Dependents and HHG can be transported at Gov’t expense to the member’s current PDS if the member’s new tour is the accompanied tour length.

5. Curtailment of the initial overseas tour is not authorized (DoDI 1315.18).

6. For USCG, See Service regulations.
INTERVIEWEE. (Civilian employees only). An individual who is being considered for employment by an Agency. The individual may currently be a Gov’t employee.

INVITATIONAL TRAVEL

1. Authorized travel by individuals either not employed by the Gov’t or employed intermittently in the Gov’t’s service as consultants or experts and paid on a daily when-actually-employed basis. See 5 USC §5703.

2. Used for an individual serving without pay or at $1 a year when the individual is acting in a capacity directly related to, or ICW, official Gov’t activities.

3. Travel and transportation allowances authorized are the same as those authorized for an employee ICW TDY, except for spouse invitational travel.

ITINERARY VARIATION. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

KEY BILLET (Service members only) (DoDI 1315.18, Glossary)

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the member’s continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.

2. Approval authority for key billet designation is:
   a. Joint Chiefs of Staff, PDUSD(P&R); or
   b. The Secretary concerned.

3. Designation of a key billet requires the member to serve a 24-month tour whether accompanied or unaccompanied.

LAST DUTY STATION (Service members only). For the purpose of computing a member's travel allowances on separation, the last duty station (permanent or temporary) that the member was on duty, or a hospital, if the member was undergoing treatment there.

LIGHT REFRESHMENTS. Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

 Lodging provided by the Gov’t without cost to the member.

 LODGING PLUS COMPUTATION METHOD. The per diem allowance computation method for official travel. The per diem allowance for each travel day is:

   1. Established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus

   2. An allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

LONG-TERM TDY. Temporary Duty (TDY) for a continuous period of 31 days or more.

MARRIAGE (Civilian employees only). A legal union between individuals that was entered into in a state or other jurisdiction (or foreign country) whose laws authorize the marriage, even if the married couple is domiciled in a state or other jurisdiction (or foreign country) that does not recognize the validity of the marriage. The term also includes common law marriage in a state or other jurisdiction (or foreign country) where such marriages are
recognized, so long as they are proven according to the applicable state, other jurisdiction, or foreign laws. The term marriage does not include registered domestic partnerships, civil unions, or other similar formal relationships recognized under state or other jurisdiction (or foreign country) law that are not denominated as a marriage under that state’s or other jurisdiction (or foreign country’s) law.

Note: Certain foreign marriages are not recognized by U.S. law. For example, bigamy, polygamy, the marriage to a sibling or other close relative, and a marriage to a minor would likely not be recognized by U.S. law.

MEDICAL AUTHORITY. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery, or other health care provider, authorized to practice in the U.S. (or one of its territories or possessions), authorized to diagnose and treat physical, dental or mental health conditions, and who is performing within the scope of their practice. A medical authority in a foreign country is a health care provider who is authorized to practice IAW the laws of that country.

MEMBER (UNIFORMED SERVICE). See SERVICE MEMBER.

MILEAGE ALLOWANCE

A. Local and TDY Travel
   1. A rate per mile in lieu of reimbursement of actual POV operating expenses.
   2. For current rates, see the DTMO Website.

B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel
   1. See Monetary Allowance in Lieu of Transportation (MALT).
   2. A rate per mile for authorized POV use during official PCS travel.
   3. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
   4. See the DTMO Website for the current rate.

MILITARY WORKING DOG (MWD) (Also referred to as a Federal Service Dog)

A. General. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

B. Expense Reimbursement. The MWD is considered “Government Equipment” for reimbursement of expenses incurred by the MWD handler while performing official travel.

C. Limitations. A MWD is not considered a pet.

D. Implementation. The USAF is the Executive Agent for the MWD program under DoDD 5200.31E. See AFI 23-126_IP (DoD Military Working Dog Program). This instruction does not supersede the JTR.

MISCELLANEOUS CHARGE ORDER (MCO). A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

MISSING STATUS. The absence status of a member/an employee who officially is carried or determined to be:

1. Missing;

11/01/17
2. Missing in action;
3. Interned in a foreign country;
4. Captured, beleaguered, or besieged by a hostile force; or
5. Involuntarily detained in a foreign country.

MIXED MODES. Travel using a POV (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:
1. Personally procured commercial transportation (par. 3045),
2. Gov’t procured commercial transportation, and/or
3. Gov’t transportation.

MOBILE HOME
1. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
   a. House trailer,
   b. Privately owned railcar converted for use as a principal residence (51 Comp. Gen. 806 (1972)),
   c. Boat a member/employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)).
3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee, or the member’s/employee’s dependents, are part of the mobile home.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)
1. A rate per mile for the authorized POV use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances, IAW this regulation.
4. See the DTMO Website for the current rate.

MULTIPLE OCCUPANCY DWELLING. A duplex, triplex or other type of dwelling that is designed to provide separate living Qtrs for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

NON-COMMAND SPONSORED DEPENDENT [Service members only]. Dependents not authorized/approved to reside with a member at an OCONUS location.

NON-FOREIGN OCONUS AREA. The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

NON-TEMPORARY STORAGE (NTS). Long-term HHG storage in lieu of transportation. See Ch 5, Parts A5d and B5d.
OCONUS. Locations outside the continental U.S. (CONUS).

**Civilian Employees Only**. For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographic localities, an OCONUS place of employment outside the geographic locality in which the residence is located.

**OFFICER** [Service members only]. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION**. See Permanent Duty Station.

**OFFICIAL TRAVEL**

1. Authorized travel and assignment solely ICW DoD/Gov’t business.

2. Official travel may be performed:
   a. Within/in the PDS vicinity;
   b. To/from the actual residence to, from, or between PDSs; and
   c. To, from, at, and between TDY locations.

3. The below are not official travel. Travel:
   a. ICW delays for personal reasons/convenience,
   b. By a circuitous route,
   c. By transportation modes other than authorized/approved,
   d. For additional distances, or
   e. To places ICW personal business.

4. Non-official travel status affects allowances, reimbursements, and pay status.

**OPEN MESS**. A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER**

A. **General**. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel;

2. Provides the traveler information regarding what expenses will be paid;

3. Provides the TMC documentation for use of travel contracts and similar arrangements with transportation and lodging providers; and

4. Supplies financial information necessary for budgetary planning and identifies purpose(s) of travel.
B. **Blanket Order**

1. **General.** A blanket order is:
   
   a. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographic limits for a specific time period within a fiscal year in performance of regularly assigned duties.

   b. Unavailable in DTS,

   c. Restricted to economy/coach travel and requires an amendment for each trip involving the use of other than economy/coach transportation.

   d. Restricted to the established locality per diem rate and requires an amendment for each trip involving the use of an AEA. The Coast Guard allows AEA on a blanket order.

2. **Blanket Order Types**

   a. **Unlimited Open.** Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

   b. **Limited Open.** Allows the traveler to travel on official business without further authority under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time within a fiscal year.

   c. **Repeat.** Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

C. **Trip by Trip**

1. A trip by trip order allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs.

2. The following types of travel must be authorized on a trip by trip basis:

   a. Other than economy/coach transportation,

   b. AEA travel (except the Coast Guard),

   c. Conference travel,

   d. Foreign travel,

   e. Travel funded from a non-federal source (donated travel),

   f. Training related travel, and

   g. Travel by volunteers (invitational travel).

**ORDER-ISSUING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT**

1. Is accountable or issue in kind property owned or purchased by the Gov’t/Uniformed Service;

2. Must be returned, IAW Service/Agency regulations, to the Service/Agency upon mission completion or (in
the case of a member) release from active duty (discharge, separation, or retirement); and/or

3. Is PBP&E, per Agency/Service regulations, when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

A. **General.** The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals, and related incidental expenses;

2. Is separate from transportation expenses and other reimbursable expenses; and

3. Does not include transportation and other miscellaneous travel expenses.

B. **Expenses.** The per diem allowance covers all charges, including tax (except lodging tax in the U.S. and non-foreign OCONUS locations which may be claimed as a separate reimbursable expense.)

C. **Lodging**

1. **Expenses Authorized.** Overnight sleeping facilities, (including Gov’t Qtrs), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, fireplaces furnished in rooms when not included in the room rate, and lodging tax in a foreign OCONUS area.

2. **Expenses Not Authorized.** Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. **Meals.** The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but

2. Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.

E. **Incidental Expenses**

1. **Authorized.** Incidental expenses include:

   a. Fees and tips to hotel employees, porters, baggage carriers, and flight attendants involving all official domestic and foreign travel. See par. 020207-D, regarding baggage-handling costs incurred ICW a traveler’s disability/special need.

   b. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in this subpar.

   c. Expenses related to lodging that are listed in the room account;

   d. Transportation tips for courtesy transportation (e.g., hotel, park and ride or airport shuttles). See par. 020213, Table 2-13 for taxi cab/limousine.

2. **Not Authorized.** Incidental expenses do not include any mission or personal related purchases that would ordinarily be purchased on a recurring basis at the PDS, nor are such expenses reimbursable separately.
PER DIEM RATES. Maximum per diem rates prescribed for specific localities. For current per diem rates, see the Defense Travel Management Office (DTMO) website.

PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)

A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes the JTR.

B. Purpose

1. Service Members Only. To ensure that uniform travel and transportation regulations are issued pursuant to Title 37, USC, other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services.

2. Civilian Employees Only. To issue uniform regulations implementing the Federal Travel Regulation (FTR), statutory requirements, Executive orders, and decisions of the Comptroller General of the U.S. and of the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA).

Also see PDTATAC Charter 18 August 2016; 37 USC §481; 37 USC §1001; and DoDI 5154.31, Vol 5.

PERMANENT CHANGE OF STATION (PCS)

A. General. The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. Service Members Only. For a member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or Gov’t convenience within the corporate limits of the same city or town ICW a transfer between activities;

2. A change in the home port of a ship/mobile unit or of the PDS of a shore based unit;

3. Change from primary residence, home or PLEAD to the first PDS upon:

   a. Appointment or reappointment (including reinstatement) to the regular Service from civilian life or from an RC;

   b. Call to active duty for 20 or more weeks or call to active duty for training (see par. 032201-A3 for exceptions) for 20 or more weeks;
c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL); 


d. Enlistment/induction into the Service (regular or during emergency); and 


e. Change from the last PDS to home or primary residence upon: 

(1) Discharge, resignation, or separation from the Service under honorable conditions; 

(2) Release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks; 

(3) Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve; 

(4) Retirement; and 

(5) Temporary disability retirement. 

PERMANENT DUTY STATION (PDS). Also called Official Station.

A. PDS Designation (Service members only) 

1. General. The PDS is the: 

   a. Member/invitational traveler’s post of duty/official station, including a ship (for the purpose of personal travel and transportation of the member’s UB on the ship). 

   b. Ship’s home port/ship based staff that a member is assigned/attached for duty (other than TDY) is the PDS for: 

      (1) Dependent transportation; 

      (2) Transportation of HHG, mobile homes, and/or POVs; 

      (3) CONUS COLA; and 

      (4) Geography-based station allowances and OHA. 

2. Course of Instruction. When a member is ordered to attend a course(s) of instruction at a school/facility that is 140 or more days (20 or more weeks), the school/facility location is the PDS regardless of the order’s terms, except when the course is authorized as TDY under par. 032201-A3. 

3. Transportation and Storage of HHG and Mobile Homes. The following are PDSs for transportation and storage of HHG and mobile homes: 

   a. The home of the member at the time of: 

      (1) Appointment to regular Service from civilian life or from an RC; 

      (2) Being called to active duty (including for training) for 20 or more weeks; 

      (3) Being recalled from the Fleet Reserve/Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); 

      (4) Enlistment/induction into the Service (regular or during emergency); or
(5) Temporary disability retirement.

b. The place to which a member is assigned for duty, including a place from which the member commutes daily to the assigned station. For a member assigned to a ship/ship-based staff, it is the home port to which the member is assigned (except as noted in the basic definition).

c. The place at which a ship is being built/fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station.

d. The member’s home upon:
   (1) Retirement;
   (2) Transfer to an RC, the Fleet Reserve/Fleet Marine Corps Reserve;
   (3) Release from active duty;
   (4) Discharge, resignation, or separation, all under honorable conditions; or
   (5) Temporary disability retirement.

B. PDS Designation (Civilian employees only)

1. General. The PDS is the:
   a. Employee/invitational traveler's permanent work assignment location.
   b. Building or other place (base, military post, or activity) where an employee regularly reports for duty, ICW determining PCS travel allowances.
   c. Residence or other Qtrs from/to which the employee regularly commutes to and from work, ICW JTR authority relating to the residence, HHG, and an employee’s personal effects.

2. Remote Area PDS. When the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance, the residence includes the dwelling where the employee’s dependents reside or are to reside, but only if the residence reasonably relates to the PDS as determined by the AO.

C. Geographic Limits

1. Member/Employee
   a. PDS is a City/Town. The PDS geographic limits are the corporate limits of the city/town in which the member/employee is stationed.
   b. PDS is a Ship [Service members only]. For a member assigned to a ship, the limits of the post of duty/official station are the ship (for specified purposes).
   c. PDS is Other than a City/Town/Ship. If the employee/member is not stationed in an incorporated city/town, or ship [Service members only], the official station limits are the reservation, station, or other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the post of duty is located.

2. Invitational Traveler
   a. PDS is a City/Town. The PDS geographic limits are the Corporate limits of the city/town in which the
home or principal place of business is located.

b. **PDS is Other than a City/Town.** If not in an incorporated city/town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located.

3. **PDS Crosses Recognized Borders.** When a reservation, station, other established area or established large reservation subdivision:

   a. Falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI); or

   b. Crosses recognized borders (e.g., Ft. Campbell is in TN and KY);

it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.

4. **PDS Example.** Arlington County, VA, is a PDS. The Pentagon and other Gov’t activities are located in Arlington, VA, even though they have Washington, DC, mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

**PERMANENT DUTY TRAVEL (PDT)**

A. **Service Members Only.** PCS and COT/IPCOT travel.

B. **Civilian Employees Only.** First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See Ch 5, Part B1.

**PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEASE)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it’s the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

2. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place at which the member attains a military status or at which the member enters the Service. Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).

4. The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

**PLACE OF STORAGE.** Residence or authorized storage location.

**POLICY CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy constructed airfare turns out to be, or to include, a city pair airfare, and if there are both a YCA and a -CA airfare, the YCA airfare is used. A capacity controlled city pair airfare (-CA airfare) is not included when creating a policy constructed airfare for comparison purposes.
PORT CALL. Official notification/instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements.

PORT OF DEBARKATION (POD)

1. **Air Travel.** The destination airport where the traveler leaves an international/transoceanic flight.
2. **Ship Travel.** The place where the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION (POE)

1. **Air Travel.** The airport where the traveler boards an international/transoceanic flight.
2. **Ship Travel.** The place where the traveler boards a ship for a journey of 24 or more hours.

POSESSIONS OF THE UNITED STATES. See Territories and Possessions of the United States.

POST OF DUTY. An OCONUS PDS.

POV SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

**Service Members Only:**

1. POV spare parts must not exceed the member’s administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member’s responsibility (facilities and cost) except when par. 5222 applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no Gov’t storage facility is available or an available Gov’t storage facility cannot accommodate car engine/transmission (e.g., does not fit or does not meet environmental requirements).

POV TRANSPORTATION

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. Does not include land transportation to/from POV transportation ports, except when POV transportation is IAW Service regulations and authorized by 37 USC §484, or 5 USC §5564.
3. Customs and other fees and charges required to effect entry of a POV into a country are the traveler’s personal financial responsibility.

PREMIUM CLASS (OTHER THAN ECONOMY/COACH). See Accommodations.

PRIMARY RESIDENCE OF RESERVE COMPONENT (RC) MEMBER. For an RC member ordered to active duty, the primary residence is the dwelling (e.g., house, townhouse, apartment, condominium, mobile home, houseboat, vessel) where the RC member resides before being ordered to active duty.

1. An RC member can have only one primary residence at any given time. The PLEAD and primary residence may or may not be the same location.
2. The primary residence location determines the RC member’s travel and transportation allowances. The
Services’ administrative policy shall ensure the location is known prior to notification (verbal or written) of the call to active duty travel order. See par. 010206-A regarding modification to travel authorization.

3. If the RC member relocates the primary residence during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence on the first active duty day, only if there is a break of active duty/service exceeding one full day. The command may request the RC member provide documentation to support the location of their primary residence.

4. The primary residence can only change if there is a break of active duty/service exceeding one full day.

**PRIVATELY OWNED AIRCRAFT.** An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Gov’t Agency, nor is it rented or leased for use in carrying out official Gov’t business.

**PRIVATELY OWNED AUTOMOBILE (POA).** A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

**PRIVATELY OWNED VEHICLE (POV)**

A. For Transporting People

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a Government conveyance or common carrier.

2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the Service member or civilian employee for transportation on PCS or TDY when such rental conveyance has not been authorized or approved as a special conveyance.

3. A common carrier or a Government-owned conveyance is not a POV.

Also see **TRANSPORTATION.**

B. For Shipment.

1. **General.** Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a Service member or civilian employee, or the Service member’s or civilian employee’s dependent for the primary purpose of providing personal transportation that:

   a. Is self-propelled;

   b. Is licensed to travel on the public highways;

   c. Is designed to carry passengers or HHG; and

   d. Has four or more wheels.

2. **Motorcycle or Moped**

   a. **Service Members Only.** At the Service member's option, a motorcycle or moped may be considered a POV if the Service member does not ship a vehicle with four or more wheels on the same order.

   b. **Civilian Employees Only**

      (1). **CONUS.** The civilian employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the Government to transport POV(s) than to drive to the new PDS.
(2). **OCONUS.** A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

3. **Leased Vehicle.** The Service member or civilian employee must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease, as well as requirements for POV entry into any location, are the civilian employee’s responsibility.

4. **Low Speed Vehicle (LSV).** The low speed vehicles must be legally eligible for public use, licensed, and meet the motor vehicle laws at the new PDS destination. See [49 CFR §571.500](http://www.gpo.gov) for the Department of Transportation (DOT) federal statute pertaining to low speed vehicles definition.

**PRIVATIZED HOUSING**

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §2871-§2885](http://www.gpo.gov).

2. Privatized housing is not:
   a. Gov’t Qtrs,
   b. Gov’t controlled Qtrs, or
   c. Private sector housing.

**PROCEED TIME** **(Service members only)**. A form of administrative absence that is authorized for members in certain PCS circumstances. See [DoDI 1327.06](http://www.gpo.gov), Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e).

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. **General.** PBP&E:

1. Is also referred to as PRO or PRO-Gear.

2. Includes HHG in a member or employee’s possession needed for the performance of official duties at the next or a later PDS. See [B-171877.03, 15 December 1976](http://www.gpo.gov), [B-196994, 9 May 1980](http://www.gpo.gov), and [B-251563, 14 June 1993](http://www.gpo.gov).

B. **PBP&E Inclusions.** The following items are PBP&E:

1. Reference material not ordinarily available at the next PDS;

2. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

3. Specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

4. Communication equipment used by a DoD employee or DoD member in association with the Military Auxiliary Radio System ([DoDI 4650.02](http://www.gpo.gov));

5. Individually owned or specially issued field clothing and equipment; and

6. Gov’t or uniformly owned accountable organizational clothing and individual equipment issued to
the employee or member by the Service/DoD COMPONENT for official use.

C. PBP&E Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business;
2. Sports equipment;
3. Office furniture;
4. Household furniture;
5. Shop fixtures;
6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks);
7. Personal computer equipment and peripheral devices;
8. Memorabilia including awards, plaques or other objects presented for past performance;
9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware; and/or
10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

D. Member’s Dependent Spouse (Service members only)

1. General
   a. This weight allowance is not applicable to an employee’s dependent spouse.
   b. PBP&E includes HHG in a spouse’s possession needed for the spouse’s employment or community support activities at the next or a later destination.

2. The following items are PBP&E:
   a. Reference material;
   b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions; and
   c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains’ vestments, and other specialized apparel not normal or usual uniform or clothing.

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard Gov’t meal rate and the meals portion of the applicable M&IE rate, rounded up to the nearest dollar.

**PUBLIC-PRIVATE VENTURE (PPV) LODGING.** PPV lodging:

1. Is commercially operated (per agreement with DoD) in Gov’t-owned, commercially-owned, or commercially-leased facilities;
2. Is not required to comply with policy in DoD Instructions 1015.11 and 1015.12;

3. Is not authorized direct appropriated or non-appropriated funds;

4. Provides lodging to official travelers at discounted rates that do not exceed the lodging portion of the local area per diem rate;

5. Is generally located on a DoD Installation and serves in support of the official travel mission; and

6. Does not include Enhanced Use Leases (EULs).

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations, in the performance of official travel.

**RECREATIONAL VEHICLE**

1. A mobile dwelling constructed or converted and intended for use as a temporary residence, normally for recreational purposes, and designed to be moved, either self-propelled or towed.

2. Examples of recreational vehicles are a:

   a. Camper;

   b. Camping trailer;

   c. 5th wheel trailer, regardless of size or options, such as slide outs,

   d. Self-propelled vehicle a member does not normally use as the place of principle residence;

   e. Boat a member does not normally use as the place of principal residence (62 Comp. Gen. 292 (1983)).

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an Agency when there are known reductions in lodging and meal costs that can be determined in advance.

**REGISTRATION FEE.** A fee to register for training courses. This is a mission related expense and not a travel and transportation expense. These regulations are not the authority for registration fee reimbursement.

**RELOCATION SERVICE COMPANY (RSC).** A third party supplier under contract with an Agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT)** *(Civilian employees only)*

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See par. 5950 for eligibility and limitations.

3. See Permanent Duty Travel.

**REPEAT ORDER** *(Service members only)*. See Order.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;
2. Army Reserve;
3. Naval Reserve;
4. Marine Corps Reserve;
5. Air National Guard of the U.S.;
6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

RESIDENCE TYPE QUARTERS. Lodgings that are not hotel or hotel like accommodations.

SECRETARIAL PROCESS

A. Service Members Only. Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under the JTR Introduction (Service or DoD Agency Regulation Review Process).

B. Civilian Employees Only

1. Action by the PDTATAC Principal member, the Principal member’s designated representative, or:
   a. Secretary of a Military Department,
   b. Director of a Defense Component,
   c. Director, Administration & Management for:
      (1) Office of the Secretary of Defense,
      (2) Washington Headquarters Services,
      (3) Organization of the Joint Chiefs of Staff,
      (4) Uniformed Services University of the Health Sciences,
      (5) U.S. Court of Military Appeals, and
   d. Designated representative for any of the above.

2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under the JTR Introduction (Service or DoD Agency Regulation Review Process).

SECRETARY CONCERNED

A. Definition. As defined in 37 USC §101(5), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. The Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a Service in the Navy;
3. The Air Force, with respect to matters concerning the Air Force;

4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;

5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and

6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. JTR Use. When this term is used in the JTR, the Secretary concerned may authorize action by the PDTATAC Principal, without further delegation.

SEPARATE DEPARTMENT (Civilian employees only). See Different/Separate Departments and Agencies.

SEPARATED FROM THE SERVICE (Service members only). Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SEPARATION TRAVEL (Civilian employees only). See Permanent Duty Travel.

SERVICE AGREEMENT (Civilian employees only). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel.

SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (Service members only). Cost of maid service and fee for electricity.

SERVICE MEMBER. As used in the JTR, the term ‘Service member’ is a member serving in one of the Uniformed Services including:

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Service retiree.

2. ‘Retiree’ includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

SERVICES. See Uniformed Services.

SHORT DISTANCE MOVE

A. Service Members Only

1. A move:

   a. Involving HHG drayage or shipment for a short distance between residences;

   b. To or from a NTS facility in the member's PDS area;

   c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;

   d. Incident to reassignment or PCS to a new PDS near the old PDS;

   e. Between residences within a metropolitan area; or
f. (Not during a PCS) between residences within the daily commuting distance of the PDS.

2. A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

B. **Civilian Employees Only.** A PCS (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee’s current residence than the old PDS is from the same residence. See par. 5566 for authorization/approval and exceptions to the 50 mile rule.

**SPARE PARTS FOR A POV.** See POV Spare Parts.

**SPECIAL CONVEYANCE.** A commercially rented or hired vehicle; such as a taxi or cab. A POV or Government-owned/contracted vehicle is not a special conveyance.

**SPECIAL NEEDS.** Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include, but are not limited to, the traveler’s weight or height.

**STANDARD CONUS PER DIEM RATE.** The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates, and
2. All CONUS locations when PDT is involved.

**STANDARD GOVERNMENT MEAL RATE (GMR)**

1. The daily rate paid for meals in a Gov’t Dining Facility including the operating cost.
2. See Government Meal Rate for current rates.

**STORAGE IN TRANSIT (SIT)**

1. Short term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See Ch 5, Parts A5e and B5e.
5. Also referred to as Temporary Storage.

**SUBSISTENCE EXPENSES.** The same items as those included under Per Diem Allowance.

**SUBSISTING OUT (Service members only).** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment. See DoD 6015.1-M, January 1999, P19.1.19).

**TAXI.** Includes limousine service and Transportation Network Companies when permissible under local laws and ordinances.

**TEACHER (Civilian employees only).** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (Civilian employees only).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.
TEMPORARY DUTY (TDY)

A. General

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location at which processing is accomplished (Service members only).

B. TDY Travel Types. There are four types of TDY travel:

1. Business Travel. Conducting business at a location other than the PDS. Business travel incorporates any type of travel not included in schoolhouse training, deployment and unit training, or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

2. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by an employee or member (other than a member who has not yet reached the first PDS).

3. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Gov't provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

4. Special Circumstances Travel.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant’s Qtrs allowance.

2. Includes guesthouses, except transient visiting officer Qtrs occupied by official visitors to the Installation.

3. Does not include:

   a. Facilities used primarily for rest and recuperation purposes, or

   b. Unaccompanied officer and enlisted Qtrs.

TEMPORARY STORAGE. See Storage In Transit.

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. IAW the Office of the Geographer and Global Issues, 1 July 1997, the territories and possessions of the U.S. include:

1. Commonwealth of the Northern Mariana Islands, i.e., Saipan, Saipan Lagoon, Tinian, Aguijan, Rota, Farallon De Pajaros (Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zeelandia Banks, Guguan, Sarigan, Anatahan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. Island names are from website: http://www.saipan.com;
2. Commonwealth of Puerto Rico;
3. American Samoa;
4. Baker Island;
5. Guam;
6. Howland Island;
7. Jarvis Island;
8. Johnston Atoll;
9. Kingman Reef;
10. Midway Islands;
11. Navassa Island;
12. Palmyra Atoll;
13. Virgin Islands; and
14. Wake Island.

TERRITORY OF THE UNITED STATES

A. General. A U.S. territory is:
   1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
   2. An area referred to as a dependent area or possession, and
   3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

   1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
   2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

See Territories and Possessions of the U.S.

TRANSOCEANIC TRAVEL. Travel that requires oceangoing ships if performed by surface means of commercial transportation over a usually traveled route.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. Costs related to transportation. See pars. 020203, 020206, 020207, 020208, 020209, 020210, 020211 and 020213.
TRANSPORTATION IN KIND. Transportation provided by the Gov’t without cost to the traveler. It includes transportation by Gov’t aircraft, ship, or vehicle, and Gov’t-procured transportation via commercial carriers.

TRANSPORTATION NETWORK COMPANY. Transportation network companies connect paying passengers with drivers who provide transportation in their own non-commercial vehicles. All parties connect to the service via websites and mobile apps.

TRANSPORTATION REQUEST. A written Gov’t request (including a GTR) to procure transportation, accommodations, or other services chargeable to the Gov’t, from a commercial provider ICW official travel.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Gov’t transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term travel relates to movement of persons from place to place and includes authority for the use of Qtrs facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in the JTR. When used ICW travel allowances, the term refers to per diem or AEA.

TRAVEL ADVANCE. Pre-payment of estimated travel expense, in the form of a loan.

TRAVEL APPROVING/DIRECTING OFFICIAL. Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

TRAVEL CLAIM (VOUCHER). A written request, supported by applicable documentation and receipts, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL MANAGEMENT COMPANY (TMC). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract with the Gov’t. Also called a Travel Management Center (TMC) under GSA’s program, this was formerly referred to as a Commercial Travel Office (CTO) in the JTR. See Travel Management System (TMS).

TRAVEL MANAGEMENT SYSTEM (TMS). (FTR §§301-73.100-103) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes electronic systems or other commercial methods of arranging travel.

TRAVEL ORDER. See Order.

TRAVEL REQUEST. (Civilian employees only) A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

TRAVEL REQUESTING OFFICIAL. (Civilian employees only)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.

2. DoD Components may permit travelers to be travel requesting officials for their own travel orders.

3. When travelers are permitted to be travel requesting officials for their own travel orders, under no circumstances may the travel requesting official also be the travel approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel approving/directing official.

TRAVEL STATUS

A. General. The member’s/employee’s status for the elapsed period of time from the beginning to the end of
official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler’s control. See par. 010203).

B. **Excluded**. Travel status does not include travel for personal convenience, leave, civilian administrative leave or administrative absence while performing travel away from the PDS on public business under competent travel orders.

C. **Service Members Only**. See DoDI 1327.06, Leave and Liberty.

**TRIP RECORD**. Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB)**. See Baggage.

**UNACCOMPANIED MEMBER** (Service members only). A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR** (Service members only)

1. The authorized tour length at a specific overseas PDS for a member who is not accompanied by command-sponsored dependents.

2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see App A definition).

3. For JTR allowances, an unaccompanied tour also includes a dependent-restricted tour DoDI 1315.18, Glossary.

**UNIFORMED SERVICES**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

**UNIT**. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

**UNITED STATES (U.S.)**. The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY** (Service members only). Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

**UPON SEPARATION FROM FEDERAL SERVICE** (Civilian employees only). All dates following the date an employee is separated from Federal Service.

**U.S. FLAG AIR CARRIER**. A U.S. flag air carrier that holds a certificate under 49 USC §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign flag air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U.S. INSTALLATION**

A. **Definition**. A U.S. Installation is a base, post, yard, camp or station:

1. Under the local command of a uniformed service,
2. With permanent or semi-permanent type troop shelters and a Gov’t Dining Facility, and
3. At which there are U.S. Gov’t operations.

B. **Limitations.** This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the Installation.

**USUAL TRANSPORTATION MODE** *(Civilian employees only).* A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and Gov’t transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**WARD.** A person, especially an infant; placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See Household Goods Weight Additive.

**YEARS OF SERVICE** *(Service members only).* Any service authorized to be credited in computation of basic pay under 37 USC §205.

### **Acronyms**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADT</td>
<td>Active Duty for Training <em>(Service members only)</em></td>
</tr>
<tr>
<td>AEA</td>
<td>Actual Expense Allowance</td>
</tr>
<tr>
<td>AGR</td>
<td>Active Guard and Reserve <em>(Service members only)</em></td>
</tr>
<tr>
<td>AMC</td>
<td>Air Mobility Command</td>
</tr>
<tr>
<td>AO</td>
<td>Authorizing/Order-Issuing Official or Approving Official</td>
</tr>
<tr>
<td>AOR</td>
<td>Area of Responsibility</td>
</tr>
<tr>
<td>APP</td>
<td>Appendix</td>
</tr>
<tr>
<td>AT</td>
<td>Annual Training <em>(Service members only)</em></td>
</tr>
<tr>
<td>ATM</td>
<td>Automated Teller Machine</td>
</tr>
<tr>
<td>BAH</td>
<td>Basic Allowance for Housing <em>(Service members only)</em></td>
</tr>
<tr>
<td>BAH-DIFF</td>
<td>Basic Allowance for Housing – Differential <em>(Service members only)</em></td>
</tr>
<tr>
<td>BAH-RC</td>
<td>Basic Allowance for Housing - Reserve Component <em>(Service members only)</em></td>
</tr>
<tr>
<td>BAH-T</td>
<td>Basic Allowance for Housing – Transit <em>(Service members only)</em></td>
</tr>
<tr>
<td>BAS</td>
<td>Basic Allowance for Subsistence <em>(Service members only)</em></td>
</tr>
<tr>
<td>BRAC</td>
<td>Base Realignment and Closure</td>
</tr>
<tr>
<td>_CA</td>
<td>Unrestricted capacity-controlled airfare (fare basis code). The unrestricted capacity controlled airfare, or “-CA”, differs from the unrestricted airfare (YCA) only in that the airline can limit the number of seats offered at the unrestricted capacity controlled airfare. See App P.</td>
</tr>
<tr>
<td>CAP</td>
<td>Civilian Advisory Panel</td>
</tr>
<tr>
<td>CBA</td>
<td>Centrally Billed Government Travel Charge Card Account</td>
</tr>
<tr>
<td>CBCA</td>
<td>Civilian Board of Contract Appeals</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>COCOM</td>
<td>Combatant Command</td>
</tr>
<tr>
<td>COLA</td>
<td>Cost of Living Allowance</td>
</tr>
<tr>
<td>CONUS</td>
<td>Continental United States</td>
</tr>
<tr>
<td>CONUS COLA</td>
<td>Continental United States Cost of Living Allowance <em>(Service members only)</em></td>
</tr>
<tr>
<td>COSTEP</td>
<td>Commissioned Officer Student and Extern Program</td>
</tr>
<tr>
<td>COT</td>
<td>Consecutive Overseas Tour <em>(Service members only)</em></td>
</tr>
<tr>
<td>CTD</td>
<td>Civilian Travel Determination <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>DDESS</td>
<td>Domestic Dependent Elementary and Secondary School</td>
</tr>
<tr>
<td>DFAS</td>
<td>Defense Finance and Accounting Services</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>DIA</td>
<td>Defense Intelligence Agency</td>
</tr>
<tr>
<td>DLA</td>
<td>Dislocation Allowance (Service members only)</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DoDD</td>
<td>Department of Defense Directive</td>
</tr>
<tr>
<td>DoDDS</td>
<td>Department of Defense Dependents Schools (Civilian employees only)</td>
</tr>
<tr>
<td>DoDEA</td>
<td>Department of Defense Education Activity</td>
</tr>
<tr>
<td>DoD FMR</td>
<td>Department of Defense Financial Management Regulation</td>
</tr>
<tr>
<td>DoDI</td>
<td>Department of Defense Instruction</td>
</tr>
<tr>
<td>DOHA</td>
<td>Department of Defense Office of Hearings and Appeals (Service members only)</td>
</tr>
<tr>
<td>DoJ</td>
<td>Department of Justice</td>
</tr>
<tr>
<td>DoN</td>
<td>Department of the Navy (includes USN and USMC)</td>
</tr>
<tr>
<td>DoS</td>
<td>Department of State</td>
</tr>
<tr>
<td>DPM</td>
<td>Direct Procurement Method</td>
</tr>
<tr>
<td>DSSR</td>
<td>Department of State Standardized Regulations</td>
</tr>
<tr>
<td>DTMO</td>
<td>Defense Travel Management Office</td>
</tr>
<tr>
<td>DTOD</td>
<td>Defense Table of Official Distances</td>
</tr>
<tr>
<td>DTR</td>
<td>Defense Transportation Regulation</td>
</tr>
<tr>
<td>DTS</td>
<td>Defense Travel System</td>
</tr>
<tr>
<td>EFT</td>
<td>Electronic Funds Transfer</td>
</tr>
<tr>
<td>ERD</td>
<td>Early Return of Dependent</td>
</tr>
<tr>
<td>EVT</td>
<td>Emergency Visitation Travel (Civilian employees only)</td>
</tr>
<tr>
<td>FAM</td>
<td>Foreign Affairs Manual (Civilian employees only)</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FEML</td>
<td>Funded Environmental and Morale Leave</td>
</tr>
<tr>
<td>FHA</td>
<td>Federal Housing Administration (Civilian employees only)</td>
</tr>
<tr>
<td>FSH</td>
<td>Family Separation Housing (Service members only)</td>
</tr>
<tr>
<td>FSH-B</td>
<td>Family Separation Housing – BAH Based Location (Service members only)</td>
</tr>
<tr>
<td>FSH-O</td>
<td>Family Separation Housing – OHA Based Location (Service members only)</td>
</tr>
<tr>
<td>FTA</td>
<td>Foreign Transfer Allowance (Civilian employees only)</td>
</tr>
<tr>
<td>FTR</td>
<td>Federal Travel Regulation</td>
</tr>
<tr>
<td>FVT</td>
<td>Family Visitation Travel (Civilian employees only)</td>
</tr>
<tr>
<td>FWS</td>
<td>U.S. Fish and Wildlife Service (Civilian employees only)</td>
</tr>
<tr>
<td>GAO</td>
<td>Government Accountability Office (formerly General Accounting Office)</td>
</tr>
<tr>
<td>GARS</td>
<td>Government Administrative Rate Supplement</td>
</tr>
<tr>
<td>GCC</td>
<td>Government (Transportation) Constructed Cost</td>
</tr>
<tr>
<td>GMR</td>
<td>Government Meal Rate</td>
</tr>
<tr>
<td>Gov’t</td>
<td>(U.S.) Government</td>
</tr>
<tr>
<td>GSA</td>
<td>General Services Administration</td>
</tr>
<tr>
<td>GSBCA</td>
<td>General Services Administration Board of Contract Appeals</td>
</tr>
<tr>
<td>GTCC</td>
<td>Government Travel Charge Card</td>
</tr>
<tr>
<td>GTR</td>
<td>Government Transportation Request (SF 1169)</td>
</tr>
<tr>
<td>HHG</td>
<td>Household Goods</td>
</tr>
<tr>
<td>HHS</td>
<td>Health and Human Services (Service members only)</td>
</tr>
<tr>
<td>HHT</td>
<td>House Hunting Trip (Civilian employees only)</td>
</tr>
<tr>
<td>HOR</td>
<td>Home of Record</td>
</tr>
<tr>
<td>HOS</td>
<td>Home of Selection (Service members only)</td>
</tr>
<tr>
<td>HSTA</td>
<td>Home Service Transfer Allowance (Civilian employees only)</td>
</tr>
<tr>
<td>IAW</td>
<td>In Accordance With</td>
</tr>
<tr>
<td>IBA</td>
<td>Individually Billed Government Travel Charge Card Account. Does not apply to any other form of personal credit card.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>ICW</td>
<td>In Connection With</td>
</tr>
<tr>
<td>IDL</td>
<td>International Date Line</td>
</tr>
<tr>
<td>IDT</td>
<td>Inactive Duty Training <em>(Service members only)</em></td>
</tr>
<tr>
<td>IE</td>
<td>Incidental Expenses</td>
</tr>
<tr>
<td>ILPP</td>
<td>(DoD) Integrated Lodging Program Pilot</td>
</tr>
<tr>
<td>IPCOT</td>
<td>In Place Consecutive Overseas Tour <em>(Service members only)</em></td>
</tr>
<tr>
<td>IRS</td>
<td>Internal Revenue Service <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>ITA</td>
<td>Invitational Travel Authorization</td>
</tr>
<tr>
<td>ITDY</td>
<td>Indeterminate TDY <em>(Service members only)</em></td>
</tr>
<tr>
<td>ITRA</td>
<td>Income Tax Reimbursement Allowance <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>JTF</td>
<td>Joint Task Force</td>
</tr>
<tr>
<td>JTR</td>
<td>Joint Travel Regulations</td>
</tr>
<tr>
<td>LPS</td>
<td>Living Pattern Survey <em>(Service members only)</em></td>
</tr>
<tr>
<td>LQA</td>
<td>Living Quarters Allowance <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>M&amp;IE</td>
<td>Meals and Incidental Expenses</td>
</tr>
<tr>
<td>MALT</td>
<td>Monetary Allowance in Lieu of Transportation</td>
</tr>
<tr>
<td>MALT PLUS</td>
<td>Monetary Allowance in Lieu of Transportation Plus Flat Per Diem</td>
</tr>
<tr>
<td>MAP</td>
<td>Military Advisory Panel</td>
</tr>
<tr>
<td>MEA</td>
<td>Miscellaneous Expense Allowance <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>MHA</td>
<td>Military Housing Area <em>(Service members only)</em></td>
</tr>
<tr>
<td>MIA</td>
<td>Missing in Action</td>
</tr>
<tr>
<td>MIHA</td>
<td>Move in Housing Allowance <em>(Service members only)</em></td>
</tr>
<tr>
<td>MSC</td>
<td>Military Sealift Command <em>(Civilian employees only)</em></td>
</tr>
<tr>
<td>MWD</td>
<td>Military Working Dog</td>
</tr>
<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>NSA</td>
<td>National Security Agency</td>
</tr>
<tr>
<td>NTE</td>
<td>Not to exceed</td>
</tr>
<tr>
<td>NTS</td>
<td>Non-temporary Storage (also referred to as Extended Storage)</td>
</tr>
<tr>
<td>OCONUS</td>
<td>Outside the Continental United States</td>
</tr>
<tr>
<td>OHA</td>
<td>Overseas Housing Allowance <em>(Service members only)</em></td>
</tr>
<tr>
<td>OMB</td>
<td>Office of Management and Budget</td>
</tr>
<tr>
<td>OPM</td>
<td>Office of Personnel Management</td>
</tr>
<tr>
<td>OSD</td>
<td>Office of the Secretary of Defense</td>
</tr>
<tr>
<td>PBP&amp;E</td>
<td>Professional Books, Papers and Equipment (also referred to as PRO-Gear)</td>
</tr>
<tr>
<td>PCS</td>
<td>Permanent Change of Station</td>
</tr>
<tr>
<td>PDS</td>
<td>Permanent Duty Station</td>
</tr>
<tr>
<td>PDT</td>
<td>Permanent Duty Travel</td>
</tr>
<tr>
<td>PDTATAC</td>
<td>Per Diem, Travel and Transportation Allowance Committee</td>
</tr>
<tr>
<td>PDUSD (P&amp;R)</td>
<td>Principal Deputy Under Secretary of Defense (Personnel &amp; Readiness)</td>
</tr>
<tr>
<td>PHS</td>
<td>Public Health Service (same as USPHS)</td>
</tr>
<tr>
<td>P. L.</td>
<td>Public Law</td>
</tr>
<tr>
<td>PLEAD</td>
<td>Place from Which Entered (or Called) to Active Duty <em>(Service members only)</em></td>
</tr>
<tr>
<td>PMR</td>
<td>Proportional Meal Rate</td>
</tr>
<tr>
<td>POA</td>
<td>Privately Owned Automobile</td>
</tr>
<tr>
<td>PoC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>POD</td>
<td>Port of Debarkation</td>
</tr>
<tr>
<td>POE</td>
<td>Port of Embarkation</td>
</tr>
<tr>
<td>POV</td>
<td>Privately Owned Vehicle</td>
</tr>
<tr>
<td>POW</td>
<td>Prisoner of War</td>
</tr>
<tr>
<td>PPP</td>
<td>Priority Placement Program</td>
</tr>
<tr>
<td>PPV</td>
<td>Public-Private Venture (lodging)</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>QTRS</td>
<td>Quarters</td>
</tr>
<tr>
<td>R&amp;R</td>
<td>Rest and Recuperation Leave</td>
</tr>
<tr>
<td>RAT</td>
<td>Renewal Agreement Travel (Civilian employees only)</td>
</tr>
<tr>
<td>RC</td>
<td>Reserve Component</td>
</tr>
<tr>
<td>RIT</td>
<td>Relocation Income Tax (Civilian employees only)</td>
</tr>
<tr>
<td>RSC</td>
<td>Relocation Service Company (Civilian employees only)</td>
</tr>
<tr>
<td>SDDC</td>
<td>(Military) Surface Deployment and Distribution Command</td>
</tr>
<tr>
<td>SEA</td>
<td>Subsistence Expense Allowance (Civilian employees only)</td>
</tr>
<tr>
<td>SECDEF</td>
<td>Secretary of Defense</td>
</tr>
<tr>
<td>SES</td>
<td>Senior Executive Service (Civilian employees only)</td>
</tr>
<tr>
<td>SIT</td>
<td>Storage in Transit</td>
</tr>
<tr>
<td>SMA</td>
<td>Separate Maintenance Allowance (Civilian employees only)</td>
</tr>
<tr>
<td>SR&amp;R</td>
<td>Special Rest and Recuperation Absence (Service members only)</td>
</tr>
<tr>
<td>SROTC</td>
<td>Senior Reserve Officers’ Training Corps</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TCS</td>
<td>Temporary Change of Station (Civilian employees only)</td>
</tr>
<tr>
<td>TDRL</td>
<td>Temporary Disability Retired List (Service members only)</td>
</tr>
<tr>
<td>TDY</td>
<td>Temporary Duty</td>
</tr>
<tr>
<td>TLA</td>
<td>Temporary Lodging Allowance – OCONUS (Service members only)</td>
</tr>
<tr>
<td>TLE</td>
<td>Temporary Lodging Expense – CONUS (Service members only)</td>
</tr>
<tr>
<td>TMC</td>
<td>Travel Management Company (formerly referred to as a DTMO contracted CTO or a GSA contracted TMC)</td>
</tr>
<tr>
<td>TMS</td>
<td>Travel Management System</td>
</tr>
<tr>
<td>TO</td>
<td>Transportation Officer</td>
</tr>
<tr>
<td>TQSA</td>
<td>Temporary Quarters Subsistence Allowance (Civilian employees only)</td>
</tr>
<tr>
<td>TQSE</td>
<td>Temporary Quarters Subsistence Expenses (Civilian employees only)</td>
</tr>
<tr>
<td>TQSE(AE)</td>
<td>Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)</td>
</tr>
<tr>
<td>TQSE(AE)</td>
<td>Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)</td>
</tr>
<tr>
<td>TQSE(LS)</td>
<td>Lump Sum Reimbursement for Temporary Quarters Subsistence Expenses (Civilian employees only)</td>
</tr>
<tr>
<td>UB</td>
<td>Unaccompanied Baggage</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>U.S.</td>
<td>United States</td>
</tr>
<tr>
<td>USC</td>
<td>United States Code</td>
</tr>
<tr>
<td>USPHS</td>
<td>United States Public Health Service (same as PHS)</td>
</tr>
<tr>
<td>UTD</td>
<td>Uniformed Travel Determination (Service members only)</td>
</tr>
<tr>
<td>VA</td>
<td>Department of Veterans Affairs (Civilian employees only)</td>
</tr>
<tr>
<td>VAT</td>
<td>Value Added Tax</td>
</tr>
<tr>
<td>VPC</td>
<td>Vehicle Processing Center</td>
</tr>
<tr>
<td>YCA</td>
<td>Unrestricted airfare (fare basis code). The unrestricted airfare, or “YCA”, has a last economy/coach seat on the aircraft availability to the traveler. See App. P.</td>
</tr>
</tbody>
</table>
APPENDIX I: TRAVEL ORDERS

EMPLOYEES ONLY

A. Delegation of Authority

Only the officials listed in par. 3510 may authorize/approve premium class air accommodations.

1. Who May Issue a Travel Order (FTR §301-71.104)

a. General

(1) The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.

(2) Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.

(3) One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.

(4) Specific travel order-issuing conditions are indicated in the following tables.

(5) Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving a travel order.

(6) See par 020307 for AEA information.

b. Army Delegation of Authority

All below are travel order issuance delegation.

<table>
<thead>
<tr>
<th>Authorizing and Approving Official</th>
<th>TDY Travel</th>
<th>PDT</th>
<th>Invitational Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary of the Army</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant to the Secretary of the Army</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency</td>
<td>2, 4, 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander or Head of an Installation, Activity, or Field Operating Agency (A1)</td>
<td>4, 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Guard Adjutants General of the Respective States</td>
<td>4</td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

1 Issuance is subject to the provisions of AR 600-8-10, “Leaves and Passes.”

2 This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.

3 For the Office of the Secretary of the Army and elements reporting directly thereto.

4 For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a
blanket TDY travel order issuance. Blanket travel orders are not used in DTS.

5 For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning a civilian employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.

6 Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

7 TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW the requirements in pars. 010206-G, 010206-I; and Table 1-6 and Table 1-7.-


<table>
<thead>
<tr>
<th>Authorizing and Approving Official</th>
<th>TDY Travel</th>
<th>PDT 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trip and Blanket Travel Orders</td>
<td>OCONUS Involving Employment Agreements</td>
</tr>
<tr>
<td>Secretary of the Navy</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Under Secretary of the Navy</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Deputy Under Secretary for Manpower</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Assistant Secretaries of the Navy</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Special Assistant to the Secretary of the Navy</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Commandant, Assistant Commandant, and Director, USMC Staff</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Auditor General of the Navy and Director, Naval Audit Service</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Director, each Naval Audit Service Regions</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Commander and Vice Commander of Naval Systems Command HQs</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Commander, Deputy Commander and Chief of Staff, Military Sealift Command</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Director, Defense Printing Service</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Director, Naval Training Aids Center</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Chairman, Armed Services Board of Contract Appeals</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### App I: Travel Orders (Employees Only)

<table>
<thead>
<tr>
<th>Authorizing and Approving Official</th>
<th>TDY Travel</th>
<th>PDT 3</th>
<th>Invitational Travel (^1,2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trip and Blanket Travel Orders (^1,2)</td>
<td>OCONUS Involving Employment Agreements</td>
<td>Other Incl CONUS First Duty Station Travel</td>
</tr>
<tr>
<td>Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Civilian Personnel and Industrial Relations Officer</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

\(^2\) An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.” Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

\(^3\) An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the service agreement or travel order as “acting.”

d. **Air Force Delegation of Authority.** All below are Travel Order Issuance Delegation

<table>
<thead>
<tr>
<th>Authorizing and Approving Official</th>
<th>TDY Travel 1, 9</th>
<th>PDT</th>
<th>Invitational Travel 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary of the Air Force</td>
<td>(^3)</td>
<td>(^6)</td>
<td></td>
</tr>
<tr>
<td>Chief of Staff, U.S. Air Force</td>
<td>(^4)</td>
<td>(^6)</td>
<td></td>
</tr>
<tr>
<td>Commander, Major Air Command/FOA/DRU</td>
<td>(^5)</td>
<td>(^6)</td>
<td></td>
</tr>
<tr>
<td>Commander, Intermediate Echelon</td>
<td>(^2,5)</td>
<td>(^6)</td>
<td>(^7)</td>
</tr>
<tr>
<td>Commander, Activity, Wing, Group, or Squadron</td>
<td>(^2,5)</td>
<td>(^6)</td>
<td>(^7)</td>
</tr>
<tr>
<td>Commander, North American Air Defense Command</td>
<td></td>
<td>(^6)</td>
<td></td>
</tr>
<tr>
<td>National Guard Adjutants General of the respective State</td>
<td>(^8)</td>
<td>(^8)</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.

\(^2\) Prior authorization by the major air command concerned is required for TDY assignments in excess of 180 days. Authority may be re-delegated to lower echelons if desired.

\(^3\) Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. A blanket travel order is not used in DTS.
Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. A blanket travel order is not used in DTS.

Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. A blanket travel order is not used in DTS.

Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.

When delegated by the responsible major air command.

Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.

An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order “by direction.” Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

B. General Conditions

1. Order in Writing (FTR §301-71.108)

   a. Policy. A travel order must be written or electronic and establish the conditions under which official travel and transportation is authorized at Gov’t expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

   b. Purposes (FTR §301-71.100). The purposes of a travel order are to:

      (1) Provide the traveler information regarding what expenses may be paid;

      (2) Provide TMCs and travel service vendors with necessary documentation for travel programs use;

      (3) Provide necessary financial information for budgetary planning; and

      (4) Identify the travel purpose.

   c. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

   d. Exceptions

      (1) When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO’s authorization may be:

         (a) Verbal,

         (b) By letter/message, or

         (c) By travel order.
(2) A travel order is not necessary when it is known that the travel claim involves only commercial transportation or \textit{POV} mileage reimbursement.

(3) If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

e. **Sea Trial Travel Order**

(1) Instead of an individual travel order, a travel order may be issued for civilian employees participating in sea trial trips when the only per diem involved is the per diem payable while the civilian employees are aboard the Gov’t ship.

(2) The written travel order must show:

   (a) The per diem authorization,

   (b) The per diem rate,

   (c) Duty dates,

   (d) Accounting data, and

   (e) The names of the civilian employees assigned to the particular sea trial trip.

(3) A copy of the travel order must be given to each civilian employee concerned.

f. **Civilian Employee Status**

(1) An administrative determination must be made IAW civilian personnel policy to determine if the civilian employee is in a duty or leave/other non-duty status. See DoDI 1400.25, Vol. 630.

(2) For a funded order to be issued, the civilian employee must be in a duty status. A civilian employee in a leave status when a funded order is issued enters a duty status to execute the order.

2. **Confirmatory Travel Order**

   a. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.

   b. A confirmatory travel order must:

      (1) Be issued as promptly as possible,

      (2) Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and

      (3) Be initiated by the official who directed the travel.

3. **Blanket Travel Order.** A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

   a. Is limited to use within a stated geographical area, and

   b. Is limited to a time period within a fiscal year, and

   c. Must not be issued merely to authorize a specific number of trips to or between stated places or to
enable variations in itinerary, and

d. Can only authorize economy-class travel. If travel in ‘other than economy/cock’ accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.

Expense items requiring specific approval under these regulations also require specific approval. Blanket travel orders are not used in DTS.

4. Travel Order Amendment

a. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:

   (1) Recognize an essential aspect of travel not known in advance,
   (2) Change the period or place of TDY assignment,
   (3) Include omitted pertinent information,
   (4) Change allowances for unperformed travel or duty, and/or
   (5) Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

b. Authorization, Approval and Retroactive Modification

   (1) Allowances may be:

      (a) Authorized only in advance of travel in some instances and/or
      (b) Approved after travel is completed.

   (2) See App A for definitions of “authorize” and “approve”.

   (3) Approval after the fact, when permitted, does not constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

   (4) Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/ modified retroactively to create or deny an allowance (24 Comp. Gen. 439 (1944)). (Ex: It would be improper to amend a travel order to ‘un-authorize’ POV travel after travel had been completed that the travel order had clearly permitted POV use.)

   (5) See par. 020304-B and Table 2-18 regarding the effect of deductible meals on per diem rates.

c. Amendment Effective Date

   (1) The amendment effective date is the issuance date unless a later date is specified.

   (2) The amendment may indicate retroactive effect under the conditions in par. D1.

   (3) An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

   (4) An amendment changing allowance amounts should be made effective on a date that a civilian employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the civilian employee concerned.
d. How to Amend a Travel Order

(1) General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

(2) Responsible Official. The AO directing a civilian employee’s travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order may issue a permitted amendment.

5. Rescinding a Travel Order

a. An order may:

(1) Not be rescinded if a civilian employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

(2) Be rescinded when it applies to unperformed authorized travel.

b. Incurred expenses/services, initiated by the civilian employee based on an anticipated travel order, are not reimbursable. See pars. 010206 and 5506 and CBCA 1370-RELO, 22 January 2009.

6. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

7. Authorization of a Travel Order (FTR §301-71.3). A travel order is “authorized” by affixing the AO’s seal or signature. Authorization may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology for electronic data interchange are met, or by seal.

8. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

a. Issuance of Gov’t-procured transportation;

b. Travel advances;

c. HHG transportation and/or storage;

d. Transportation of unaccompanied dependents;

e. Transportation by Military Sealift Command (5 copies);

f. Transportation by Air Mobility Command (3 copies);

g. Immunizations/inoculations, passport, visa, and green cards. See par. 0204, Table 2-24.; and

h. Administrative requirements, including for a record in the civilian employee’s personnel folder, for OCONUS PCS travel.
9. **Unused Travel Order.** An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

10. **Statements Required on a Travel Order.** A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

11. **Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT.** When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the civilian employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov't expense and the name and grade or rating of the civilian employee. The copy so endorsed is placed in the civilian employee's official personnel folder.

C. **Travel Order Content**

1. **Form of Request.** Use the travel order forms prescribed in this Appendix.

2. **Information Required** (*FTR §301-10.5*)

   a. **General Information.** The following information must be included on each travel order. See par. 020206 and Table 2-4 if premium class accommodations are authorized.

      (1) Civilian employee’s name;

      (2) AO’s signature (digital in DTS);

      (3) Travel purpose. *See CFR Title 41, Chapter 301, Appendix C, Standard Data Elements for Federal Travel;*

      (4) Travel order conditions or limitations;

      (5) Cost (for an open order, include a travel cost estimate over the period covered) estimate;

      (6) A statement that the civilian employee is authorized to travel;

      (a) The following statement: “The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov’t personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.” (*DoDI 5154.31, Vol. 4, GTCC Regulations*);

      (b) A statement indicating whether the traveler is/is not a GTCC IBA holder (*DoDI 5154.31, Vol. 4, GTCC Regulations*);

      (c) If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods (*DoDI 5154.31, Vol. 4, GTCC Regulations*);

      (d) A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (*DoDI 5154.31, Vol. 4, GTCC Regulations*);
(e) A statement indicating that TMC use to arrange official travel is mandatory, or a detailed statement of why a TMC is not available/not being used. Virtually every DoD component has a contractual arrangement with a TMC requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the TMC, if the TMC can provide the required official transportation arrangements;

(f) A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, “Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.”;

(g) A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;

(h) If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;

(i) A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011); and

(j) A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

b. Specific Authorization/Approval. (FTR §301-2.5) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

1. Use of premium class service on common carrier transportation (par. 020206-J and Table 2-4);

2. Use of a non U.S. flag air carrier (par. 020206-I and Table 2-3);

3. Use of extra-fare train service (par. 020206-J);

4. Travel cost estimate (a blanket travel order should include an estimate for the period covered);

5. A statement that the civilian employee(s) is/are authorized to travel; and

6. If permitted, a statement that return travel to the PDS during long-term TDY is authorized at Gov’t expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. This travel is an exception to the policy of scheduling travel during regular hours of duty. Accordingly, the authorized return should be performed outside the civilian employee's regular duty hours or during authorized leave periods.

c. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;

2. Reduced per diem rate payment (par. 020308);

3. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation)
(JER), DoD 5500.7-R; and

(4) Travel expenses related to conference attendance.

3. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

a. That the travel type is blanket TDY travel;

b. That the civilian employee must proceed at such times, to such places, and at such frequency as may be necessary;

c. Of the general geographic area limitations;

d. Of a specific period of time within a fiscal year;

e. Of the reason(s) for this type of travel;

f. Designating the traveler as an acting TO, if applicable;

g. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov’t’s advantage, if appropriate;

h. Authorizing excess accompanied baggage, if necessary; and

i. Of other conditions, limitations, and instructions, as appropriate.

Blanket travel orders are not used in DTS and must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

4. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov’t (under 5 USC §5703) and paid on a daily ‘when actually employed’ basis or serving without pay or at $1 a year (see par. 030502). A consultant or expert employed for more than 130 days is a temporary civilian employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. This use of ITAs does not apply to contractors.

5. PCS Travel

a. General. A travel order must state specific allowances and procedures the civilian employee is authorized to follow (FTR §302-2.104). A PCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) In all cases:

(a) Naming the old and new PDSs and their locations;

(b) The reporting date at the new PDS; and

(2) If applicable:

(a) The name and relationship of each eligible dependent (and children’s birth dates) who is authorized to travel;

(b) That dependents are accompanying the civilian employee or traveling separately, and if
traveling separately when, and by what transportation mode, if known, and dependents’ travel origin(s) and/or destination point(s) (when different from the civilian employee’s);

(c) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 020207-C. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed.

(d) The maximum HHG weight the civilian employee may transport including:

- a- SIT authority;

- b- HHG shipment origin and/or destination points (when different from the civilian employee’s);

- c- The transportation method (commuted rate or actual expense (Gov’t arranged or employee arranged NTE the Gov’t arranged cost)); and

- d- (For Gov’t arranged moves) How the civilian employee intends to fulfill the personal financial responsibility for charges not allowed at Gov’t expense (e.g., borne by, or collected from, the civilian employee);

(e) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(f) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(g) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: “IAW (Command) (date) memo, Payment of PCS and Relocation Costs, civilian employee authorized relocation services IF the civilian employee is unable to sell the home within 180 days and proves to the AO that the civilian employee aggressively marketed the house.”

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

b. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

(1) That the travel type is “PCS travel,” and

(2) If applicable:

(a) That a service agreement has been signed. See par. 5820;

(b) Authorizing the civilian employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(c) If applicable, authorizing TQSE for the civilian employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60
days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed;

(d) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(e) Authorizing real estate and unexpired lease expenses;

(f) Authorizing special conveyance use for PCS travel;

(g) That transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov’t has been completed) as being to the Gov’t’s advantage;

(h) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(i) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

(j) That a reduction in force or function transfer is due to base closure if such is the case; and

(k) The conditions in par. 5604-B1 for using more than 2 POVs are authorized/approved by a travel order amendment after the fact.

c. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:

(1) That the travel type is "travel to first duty station (5 USC §5723)";

(2) Of the date the required service agreement is signed;

(3) Of the actual residence;

(4) Of the position title and grade to which appointed;

(5) If transportation of POV(s) within CONUS is authorized (only after the mandatory cost comparison showing a financial savings to the Gov’t has been completed) as being to the Gov’t’s financial advantage; and

(6) That the conditions in par. 5604-B11 for using more than 2 POVs are authorized, or approved by a travel order amendment after the fact.

d. OCONUS Permanent Duty Travel

(1) General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:

(a) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;

(b) Of the actual residence, as appropriate;

(c) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;

(d) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be
restricted ICW the initial OCONUS assignment or separation travel);

(e) Of transportation modes (circuitous route travel for personal reasons may not be authorized at Gov’t expense, see pars. 010103-A and 020203-A3b(2));

(f) For POV travel, that POV travel is to the Gov’t’s advantage, or of the reimbursement limitation IAW par. 5604;

(g) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov’t transportation facilities;

(h) Of the maximum HHG weight the civilian employee may transport and/or store; and

-1- Any weight limitation imposed by the OCONUS command;

-2- The weight allowance for consumables, if authorized (par. 5694 and App F);

-3- The civilian employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov’t arranged move; and

-4- If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(i) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(j) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov’t’s travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(k) Whether or not a POV shipment is authorized;

(l) If ocean going car ferries are authorized (see par. 5613);

(m) If applicable, authorizing TQSE for the civilian employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);

(n) If property management services are authorized; and

(o) If TQSA and/or FTASE are/is authorized.

(2) RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(a) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(b) Of the number of leave days granted;

(c) That "This civilian employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";
(d) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(e) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(f) Of accompanied baggage weight limits;

(g) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(h) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(i) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

6. TCS Travel

a. Events Requiring a Travel Order. A separate travel order is required to:

(1) Assign the civilian employee from the PDS to a TCS location;

(2) Return the civilian employee from the TCS location to the PDS; or if the TCS location becomes the civilian employee’s new PDS:

(3) Assign the TCS location as the new PDS; and

(4) Authorize the civilian employee to return to the former PDS (par. 5904-B1).

b. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the civilian employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in this Appendix, plus a statement:

(1) That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;

(2) Of the PDS(s) and TCS involved and locations;

(3) Of the TCS/PDS reporting date; and if applicable;

(4) Of the name and relationship of each eligible dependent (and children’s birth dates) who is authorized travel;

(5) That dependents are accompanying the civilian employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the civilian employee's);

(6) That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 020207-C. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges;

(7) Of the maximum HHG weight the civilian employee may transport;
(a) Of SIT storage authority;

(b) Of HHG origin and/or destination points (when different from the civilian employee's);

(c) Of the transportation method (commuted rate, or Gov’t arranged (or actual expense NTE the Gov’t arranged cost)); and

(d) How the civilian employee intends to fulfill financial responsibility for charges not allowed on a Gov’t arranged move (e.g., borne by, or collected from, the civilian employee);

(8) Authorizing the civilian employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;

(9) If TQSE is authorized for the civilian employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and

For OCONUS travel only:

(10) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);

(11) Of transportation modes;

(12) Prohibiting commercial transportation use when Gov’t transportation facilities make the travel reservations;

(13) Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;

(14) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(15) Whether or not POV shipment is authorized; and

(16) If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

7. Invitational Travel. An ITA must contain a statement of the:

a. Date that travel is requested or approved;

b. Type of Travel -- Indicate as appropriate;

c. Traveler’s name and position title and employer, if applicable;

d. Traveler’s home address;

e. Traveler’s business address (if applicable);

f. Date travel begins;

g. Number of assignment days;
h. Assignment purpose;

i. Place travel begins;

j. Assignment place or itinerary;

k. Place travel ends;

l. Transportation modes;

m. Allowances;

n. Conditions, instructions, limitations; and

o. Travel approving/directing official’s name and accounting citation.

There is a sample ITA format on the DTMO website. An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor’s employee to travel in the performance of a contract. Neither a contractor nor a contractor’s employee is an employee for the purpose of the JTR.

8. Travel at No Expense to the Gov’t. The JTR does not apply to travel involving no expense to the Government.

D. Order Preparation

1. TDY Travel

a. General.

(1) **DD Form 1610** (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEML travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations, and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov’t discounted rates.

(2) **DD Form 1610** must not be used for invitational travel or a contractor’s travel.

b. **DD Form 1610 Preparation.** **DD Form 1610** ordinarily is self-explanatory. Special explanatory material for completing certain items on **DD Form 1610** follows:

Item 4. **Position Title and Grade/Rating.** This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the civilian employee.

Item 6. **Organizational Element.** Enter division, branch, or unit to which traveler is assigned.

Item 8. **Authorization Type.** Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. **TDY Purpose (App H).** Insert one of the applicable standardized purpose categories listed in App H. This is required.

Item 10.
a. **Approximate Number of TDY Days (Including Travel Time).** Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.

b. **Departure Date (yyyy/mm/dd).** Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated departure date.

**Item 11. Itinerary.** Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 010206-C. This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.

**Item 12. Transportation Mode.** Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POV travel is authorized whether or not to the Gov't’s advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POV travel is to the Gov't’s advantage or if reimbursement is limited. Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.

**Item 13. Per Diem.** When per diem using the Lodging Plus computation method in pars. 020301, 020309, 020310 and Table 2-20 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (Specify)" and enter the appropriate rate information. For example:

If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (Specify).” If anticipated expenses justify a lower per diem rate and a reduced rate of $60 is authorized under par. 020308, the entry should be “reduced rate $60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (par. 020308-A) for the rate shown.

For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized. If additional space is needed, use the REMARKS section of block 16 or a continuation sheet.

**Item 15. Advance Authorized.** Requester leaves blank. This item is for travel or transportation advances from the Gov’t to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

**Item 16. Remarks.** This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be used as appropriate to the official travel.

a. **Commercial Transportation Tickets.** "If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher.” The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

b. **Excess Accompanied Baggage.** "______ pieces or ______ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 020207-C2.
c. **Delay in En Route.** Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

d. **‘Other Than Economy/Coach’ Accommodation Authority.** Indicate the applicable statement when ‘other than economy/coach’ accommodation is authorized/approved.

(1) **First Class Air Accommodation.** “The use of first-class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is ($XXX.XX).” See par 020206-J, Table 2-4 and App H; or

(2) **Business Class Air Accommodations.** “The use of business class accommodations is authorized by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is ($XXX.XX).” See par. 020206-J, Table 2-4 and App H. Only an official, designated IAW Table 2-5, has authorization/approval authority for first class accommodations and par. 020206-J for business class accommodations.

e. **Special Requirements.** Include instructions if the TDY assignment involves special clothing, or other conditions apply. These instructions are for the traveler and do not carry any reimbursement authority.

f. **Accompanied Traveler.** Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a **POV.** Provide the accompanying person’s name and status (e.g., military, civilian employee).

(1) Cite pars. 030704-C, 032003, 033201 or 5093 when traveling as an attendant or escort for a Service member’s dependents.

(2) Cite par. 030704-C, 033201 or 033202 when traveling as a civilian family member of a seriously ill or injured Service member.

g. **GTCC.** See DoDI 5154.31, Vol. 4, GTCC Regulations when a GTCC is not accepted or cannot be used.

h. **Conference Registration Fee.** Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee if a registration fee is authorized.

i. **POV Restrictions.** Include any administrative restriction precluding or limiting other allowable **POV** costs or the constructed common carrier cost when the civilian employee’s **POV** travel is not to the Gov’t’s advantage. See par. 020210 and Tables 2-10 and 2-11.

j. **RESERVED**

k. **ATM Advance.** Indicate the amount authorized for ATM advance against the GTCC. See par. 010204.

l. **Transportation Mode.** Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov’t’s advantage when the AO has determined that a civilian employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov’t’s advantage. See pars. 020101 and 020103. (Ex: Air travel is apparently to the Gov’t’s advantage but air travel is medically precluded. The order
should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”

m. Reserved

n. Reserved

o. Reserved

p. Costs for Expenses not Fully Covered by Non-Federal Source. Indicate if the traveler is being reimbursed for the difference between the full Gov’t allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (Joint Ethics Regulation (JER), DoD 5500.7-R, covers some but not all of the allowable travel and subsistence expenses. See par 0203 to determine the applicable maximum allowances.

q. Pet Transportation. Include the following statement on an order for travel to foreign locations and back to the U.S. A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

r. Fly America Act. Include the endorsement required by par. 020206-I and Table 2-3 when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel. Indicate “EVT transportation authorized for dependent under par. 040301 and include the dependent’s name(s) if EVT transportation is authorized for dependent traveling with the civilian employee. An ITA is used to authorize EVT transportation for a dependent traveling without the civilian employee.

t. If EVT transportation is authorized for a dependent traveling with a civilian employee, include the statement “EVT transportation authorized for the dependent under par. 040301-B1.”, and include the dependent’s name. An ITA is used to authorize EVT transportation for a dependent traveling without the civilian employee.

u. Include notice that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. Travel-Requesting Official (Title and Signature) other than the Official Signing in Block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. Travel-Approving/Directing Official (Title and signature) other than the official signing in block 17.

Item 19. Accounting Citation. Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A) certifying to funds availability signs in the lower right corner of this block.
Item 20. **AO (Title and signature).** Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO’s title and signature. Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that ‘other’ document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials’ names and titles must be legibly indicated in the appropriate blocks. The AO’s signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in **B-261647, 26 June 1995**, which must be (1) unique to the signer, (2) under the signer’s sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. **Travel Authorization Number.** Show the identifying number and/or symbol assigned by the issuing office.

c. **Distribution.** See par. B8.

2. **Permanent Duty Travel**

a. **General.** The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (**DD Form 1614**) is used as a request and order for all official PCS/TCS travel by a civilian employee and family. **DD Form 1614** must not be used for contractor’s travel. A civilian employee’s per diem generally stops on the date the civilian employee receives notice of a PCS to a location at which the civilian employee is on TDY. A DoD Component must carefully review the circumstances of the civilian employee’s TDY assignment before issuing PCS notification to avoid imposing per diem costs on the civilian employee that should be borne by the Gov’t. See par. 5569. A civilian employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

b. **DD Form 1614 Preparation.** **DD Form 1614** is ordinarily self-explanatory. Special explanatory material for completing certain items on **DD Form 1614** follows:

**Item 6. Retirement Code.** Insert the civilian employee’s applicable retirement code from Block 30 of civilian employee’s most current SF-50. If unsure of the correct retirement code, the civilian employee should contact the servicing personnel office. See the [OPM website](https://www.opm.gov) for more information on retirement.

**Item 7. Releasing Official Station and Location, or Actual Residence.** Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

**Item 8. New Official Station and Location, Actual Residence or Alternate Destination.** Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that a civilian employee may have requested indicating the civilian employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the civilian employee’s service agreement. The civilian employee is financially responsible for all excess cost.

**Item 10. Travel Purpose (Other).** When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

**Item 13a. House Hunting Trip, Round Trip Travel for House Hunting.** Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).
Item 16. **Other Authorized Expenses.** This block is for travel and/or transportation advances from the Gov’t to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. **Dependent Travel.** The blocks on the form are connected with OCONUS travel options. Dependents’ travel (after issuance of the DD Form 1614) before/after the civilian employee doesn’t need any statement on the DD Form 1614 or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)’ travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per par. 5596.

Item 22. **Accounting Citation.** Show fiscal data IAW regulations of the DoD Component concerned. Please ensure that funds are obligated against the order. **Transportation Account Codes (TAC):** Army; Air Force; Navy and Marine Corps; and DoD personnel.

Item 23. **Travel Approving/Directing Official (see App A).** Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. **AO (see App A).** Indicate the order-issuing organization, address, signature of the AO.

Item 27. **Claimant Forward Completed Claim to the Following Address.** The losing/gaining activity, as appropriate, should provide the address to which the civilian employee should submit the claim for final disbursement in this block.

Item 28. **Remarks or Other Authorizations.** In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

   a. **House hunting Trip.** Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

   b. **TDY.** Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

   c. **‘Other Than Economy/Coach’ Accommodations.** Indicate the applicable statement when ‘other than economy/coach’ accommodation is authorized/approved.

   (1) **First-Class Air Accommodations.** “The use of first-class accommodations is authorized/approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is ($XXX.XX).” See par. 020206-J, Table 2-4 and App H, or

   (2) **Business-Class Air Accommodations.** “The use of business-class transportation is authorized/approved by (insert the official’s appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is ($XXX.XX).” See par. 020206-J, Table 2-4 and App H.

Only an official, designated IAW par. 020206-K and Table 2-5, has authority for first-class or business accommodations authorization.

07/01/17
d. **Transportation Mode.** Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov’t’s advantage when the AO has determined that a civilian employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov’t’s advantage (pars 020203 and 020310-B). (Ex: Air travel is apparently to the Gov’t’s advantage but air travel is medically precluded. The order should contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.”)

e. **ATM Advance.** Indicate the amount authorized for ATM advance against the GTCC (par. 010204).

f. Indicate the issuing TMC’s name, address, PoC with phone number and DSN (including area code for each).

g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.

h. **POV Use Is Not to the Gov’t’s Advantage.** Indicate when POV travel is not to the Gov’t’s advantage. When travel is by POV (specifically by privately owned boat) and not to the Gov’t’s advantage, a statement must be placed on the order that Gov’t procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov’t procured air transportation, plus appropriate per diem. See par. 5622.

i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.

   (1) ‘Fly America’ Act. Include the endorsement required by par. 020206-I and Table 2-3 when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official’s title, organization and signature.

   (2) **Pet Transportation.** Include the following statement on an order for a civilian employee who indicates a pet is to be transported: “A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an FWS pet bird fact sheet and an application for the one-time import, export, or re-export of pets into/from the U.S. See Ch 5, Part B8.

   j. Include notice that if an order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, 11 January 2011).


4. **Privacy Act Statement.** Par. B implements the Privacy Act of 1974 (5 USC §552a) by adding a Privacy Act Statement for “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel” (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.
A. **Purpose.** A cost-of-living allowance (COLA) is paid to a member assigned to high cost OCONUS area to help maintain the equivalent purchasing power of the member’s CONUS-based counterparts. The COLA system compares the cost differences between goods and services (excluding housing) purchased in an OCONUS area to the price of goods and services purchased in CONUS. Price comparisons determine the COLA amount needed to equalize purchasing power between an OCONUS-based member and CONUS-based counterparts. COLA compensates the member if the costs of these goods and services are higher in the OCONUS area than they are in CONUS.

B. **Surveys.** The COLA surveys include the Living Pattern Survey (LPS) and the Retail Price Schedule (RPS). The LPS and the RPS are the two OCONUS surveys conducted which determine OCONUS prices. See App M for more detailed information about the LPS and RPS data surveys. COLA indexes are determined using the data provided via these two surveys.

1. **LPS.** The LPS is the individual member survey that:
   
   a. Is required at least once every three years but may be submitted more frequently (see App M);
   
   b. Determines from where the service members purchase their goods/services, i.e.:
      
      (1) Local market outlets (on the economy); and/or
      
      (2) Commissary/exchange;
   
   c. Determines the purchase percentage from each source (local market and/or commissary/exchange); and
   
   d. Is conducted before the RPS.

2. **RPS.** The RPS is the market basket survey that:
   
   a. Is required annually but may be submitted more frequently (see App M),
   
   b. Reports actual prices paid by service members for a goods/services market basket (approximately 120 items) at the OCONUS location, and
   
   c. Includes selected items ordinarily purchased by CONUS-based families and items that are also available in most OCONUS areas.

C. **Indexes.** The COLA index represents the purchasing power difference between the OCONUS location and a CONUS location. For example, a COLA index of 110 indicates that the prices in the OCONUS area are overall 10 percent more expensive than in CONUS. An index of 100 indicates that the overall cost of the 120 goods/services is approximately the same at the OCONUS/CONUS locations and no COLA is warranted.

D. **Payments.** A member’s COLA payment is determined using data from three individual sources/tables. The three tables include the Annual Compensation Table, Spendable Income Table, and the COLA Index Table in App J.

E. **Spendable Income.** For COLA, spendable income is that portion of the member's annual compensation used to purchase items in the RPS. Members receive a COLA payment as a percentage of, and based on, their spendable incomes; COLA is not based on total income. Spendable income differs according to the member's:

   1. Grade,
2. Years of service, and

3. Number of command-sponsored dependents.

F. Required Member Information. To determine a COLA, the following member information is required:

1. Grade,

2. Years of service,

3. Number of command-sponsored dependents,

4. Annual compensation - see this App, Part 3, Table I,

5. Average annual spendable income - see this App, Part 3, Table II, and

6. Member’s PDS and COLA index - see this App, Part 3, Table III.

G. Computation Steps

Step 1: Determine the member’s annual compensation based on grade, years of service, and dependency status (see this App, Part 3, Table I).

Step 2: Determine the member’s average annual spendable income (see this App, Part 3, Table II),

   a. In table matrix column one, locate the dollar range for the appropriate ‘Annual Compensation’ amount as determined in Step 1 above,

   b. Follow this dollar range (line) to the right to the applicable column for the number of command-sponsored dependents,

   c. This number is the member’s ‘average annual spendable income’.

Step 3: Determine the member’s COLA index based on PDS (see this App, Part 3, Table III).

Step 4: Subtract 100 from the prescribed COLA index and covert the remainder to a percentage, i.e., a remainder of 20 becomes 20% or .20.

Step 5: Multiply the member’s average annual spendable income from Step 2 above by the percentage from Step 4 above. The result is the member’s annual COLA. To determine the monthly allowance:

   a. Divide the annual COLA amount by 360 (days),

   b. Carry the result to 5 digits to the right of the decimal,

   c. Multiply the result in item b by the number of days in the month for which the allowance is payable, and

   d. Round the amount to the nearest cent.

COLA CALCULATION EXAMPLE

Effective 1 July 2011, a member in grade E-8 with 22 years of service is assigned to an OCONUS PDS. The prescribed COLA index for this locality is 120. The member is accompanied by a spouse and three children and is authorized COLA for July (31 days).
1. For an E-8 with 22 years of service, the Annual Compensation Table indicates the member’s annual compensation is $87,593.

2. The Spendable Income Table indicates the member’s average annual spendable income is $42,700 (based on the annual compensation amount from Step 1 that falls into the dollar range of $85,000-$89,999 and four dependents).

3. The COLA index for member’s PDS the COLA Indexes Table is 120.

4. 100 subtracted from the COLA index of 120 from Step 3 leaves a remainder of 20 that converts to a decimal multiplier of .20.

5. Multiply the member’s average annual spendable income ($42,700) determined in Step 2 by the .20 multiplier from Step 4. This results in an annual COLA of $8,540 (.20 x $42,700 = $8,540),
   a. Divide $8,540 by 360 (days) with 5 digits to the right of the decimal ($8,540/annum/360 days/annum = $23.72222/day),
   b. Multiply the result by the number of days for which the allowance is payable ($23.72222/day x 31 days/31-day month = $735.38882/31-day month),
   c. Round to the nearest cent - $735.39 is the member's payable COLA for July.

H. Foreign Currency Exchange Rates. PDTATAC reviews and adjusts (when necessary) exchange rates for countries where members are assigned. For more currency adjustment information see App M. Based solely on the currency fluctuations, adjustments are made as frequently as twice monthly to COLA.

I. Significant COLA Expenses. In some areas, members must incur significant expenses for items that CONUS-based members do not purchase. For additional information on COLA unique expenses see App J.

J. COLA Unique Expenses

1. Purpose. In some OCONUS areas, a member and/or dependent incurs significant mandatory and excessive expenses for items that a CONUS-based member never incurs. Since the expenses are not incurred in CONUS they cannot be made a part of the ordinary COLA index calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.

2. Criteria. A mandatory and excessive expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below to be an authorized as a COLA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual members for COLA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading “Feedback Reporting” in the JTR introduction) to PDTATAC. The Secretary concerned or Secretarial Process, at Service discretion, may reimburse COLA Unique Expenses for the locations and specific expenses cited in par. C of this Part with no further PDTATAC action required. There is no requirement for recovery of any amount refunded to a member by the foreign government agency involved. Each individual mandatory and excessive expense must be:
   a. Incurred by a clear majority of members assigned at a duty station, and
   b. An item/expense that exceeds 1% of Spendable Income for the typical member, and
   c. An item/expense that is not purchased or paid by CONUS-based members, and
   d. Specifically authorized/approved by PDTATAC for reimbursement are listed in par. C below, and
   e. Verified by a valid receipt, and
f. Paid on or after 1 July 2006. No expenses paid before this date can be reimbursed.

3. **Authorized Locations.** Locations authorized a COLA-unique expense reimbursement (no other locations or expenses authorized):

   a. **Singapore.** Mandatory and excessive Road Tax for one POV may be reimbursed as substantiated by receipts. Mandatory and excessive Registration/Transfer fees for one POV may be reimbursed as substantiated by receipts.

K. **COLA Index Tables**

1. **General.** For current geographic COLA information, and the following tables, please see the DTMO website at: [http://www.defensetravel.dod.mil/site/travelreg.cfm/](http://www.defensetravel.dod.mil/site/travelreg.cfm/).


APPENDIX K: OVERSEAS HOUSING ALLOWANCE (OHA)

SERVICE MEMBERS ONLY

A. General Information. For App K OHA locality tables containing current rental, utility/recurring maintenance, and MIHA allowances, see the DTMO website.

1. Purpose. OHA is a monthly allowance paid to a service member assigned to an OCONUS PDS authorized to live in private housing. OHA is a cost reimbursement based allowance. OHA defrays the Service member's housing costs and includes the following three components:
   a. Rent,
   b. Utility/recurring maintenance expenses, and DTMO website.
   c. Move in housing allowance (MIHA).

2. Allowance Payable. The amount of OHA payable is based on:
   a. The Service member's reported rental amount, up to the locality OHA rental allowance, plus
   b. The appropriate utility amount based on the Service member’s status.

3. OHA Locality/Rate Tables. OHA rates are compiled by country, and are updated based on new cost data and/or currency fluctuations and located on the DTMO website. The following information applies to all OHA tables:
   a. If only an island or country is listed, all territory within the island's/country's boundaries is included (including all offshore islands in the same general vicinity).
   b. For each island/country, only offshore dependencies/possessions specifically listed for that country are included.
   c. For a political subdivision smaller than a country, i.e., state, province, department, city, village, etc., include the corporate limits of that political subdivision or the limits of the territory within its normal political subdivision boundary if not incorporated (if in doubt, use the 'Other' rate).
   d. Allowances for Service members in grade O-6 apply for grades O-7 through O-10 when no OHA allowances are listed for the higher grades.

B. Rental Allowance. Maximum OHA rental allowances for each locality are based on reported actual rental cost data for Service members with dependents residing in private sector housing. See DTMO website. The OHA program is designed to cover actual rental costs for 80% of the assigned Service members.

1. With Dependent. When computing allowable rent for a Service member with dependent, the amount is the lesser of the Service member’s reported rent under par. 10022 and the maximum allowable rent for the Service member’s grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the Service member’s actual rent. See this par. F, for calculation examples.

2. Without Dependent. When computing allowable rent for a Service member without dependent, the amount is the lesser of the Service member’s reported rent under par. 10022 and 90% of the maximum allowable rent for the Service member’s grade at the PDS locality. If any/all of the OHA utility component is withheld because utilities are included in the rent, the withheld utility amount is added to the rental allowance portion before comparison with the Service member’s actual rent. See par. F for calculation examples.
C. Utility/Recurring Maintenance Allowance Expense. The utility/recurring maintenance allowance found in the OHA locality tables at http://www.defensetravel.dod.mil/site/oha.cfm is based on Service member reported expenses. The allowable monthly utility/recurring maintenance allowance is computed as prescribed in par. 10024.

D. Move In Housing Allowance (MIHA)/Miscellaneous. The MIHA/Miscellaneous amount indicated on the locality tables (see DTMO website) is based on average Service member reported expenses. This allowance is determined using expenses Service members typically incur associated when moving into privately leased/owned dwellings. MIHA/Miscellaneous is paid in a lump sum when housing is first occupied. See App N for specific MIHA information. App K includes a list of reportable move in expenses. The allowable MIHA is computed as prescribed in par. 10026.

E. Fixed Exchange Rates. When a Service member is required to pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration because it is required by law or local custom, the Service member's commanding officer, or designated representative, must enter the following statement in Part B Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to Service member." The Service member enters the U.S. dollar monthly rent equivalent in block 5b, DD Form 2367.

F. OHA Computation Steps. Follow steps one through four to determine a Service member's OHA.

1. **Step 1.** Determine the Service member's monthly rent from par. 10022.

2. **Step 2.** Using the appropriate locality table find the rental allowance for the Service member's specific locality code and grade. For a Service member without dependent, multiply the with dependent rate by 90%. If rent includes all utilities (block 7b checked on DD Form 2367), add the full utility/recurring maintenance allowance to the maximum rental allowance. If rent includes some but not all utilities (block 7c checked on DD Form 2367), add the amount computed in Step 3, below, to the maximum rental allowance.

3. **Step 3.** Locate the utility/recurring maintenance allowance from the locality table. Use the rules in par. 10024 to determine the utility amount allowed based on the amount of utilities included in the rent (if any).
   a. Rent includes all utilities (block 7b checked on DD Form 2367): The Service member receives no separate utility/recurring maintenance allowance; however, this allowance is added to the rental allowance determined in Step 2.
   b. Rent includes no utilities (block 7a checked on DD Form 2367): A Service member with dependent (not a sharer) receives the full utility/recurring maintenance allowance. A Service member without dependent (not a sharer) receives 75% of the with dependent utility/recurring maintenance allowance. A sharer (as defined by par. 10000-A) with or without dependent receives a prorated share of the utility/recurring maintenance allowance.
   c. Rent includes some utilities (block 7c checked on DD Form 2367): Determine the 'Climate Code' from the applicable OHA locality table. Use the 'Climate Code' and 'Utility Point Score' tables in pars. C2b & c., to determine the percentage of utility/recurring maintenance allowance payment. The amount the Service member does not receive is added to the maximum rental allowance determined in Step 2.

4. **Step 4.** Compare monthly rent computed in Step 1 with rental allowance determined in Steps 2 and 3. If the rent in Step 1 is less than the rental allowance in Steps 2 and 3, then rent in Step 1 is used to compute OHA. If the rent in Step 1 is greater than the rental allowance calculated in Steps 2 and 3, then the rental allowance calculated in Steps 2 and 3 is used to compute OHA.

G. Examples. The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

1. **Example 1**
a. **Situation.** A Service member in grade O-3, with dependent is stationed at a locality at which the maximum rental allowance for the Service member's grade is $425, the utility/recurring maintenance allowance is $120 and the MIHA/Miscellaneous allowance is $510. The Service member is required to pay a rental related expense of one month's rent to a real estate agent. The local service housing authority certifies that the charge is typical. The Service member's monthly rent is $450, the locality climate code is 2 (moderate), and the Service member's utility point score is 5.

b. **Computation**

(1) **Step 1.** The Service member's monthly rent is $450.

(2) **Step 2.** Determine the maximum rental allowance for the Service member from the **OHA locality table** [http://www.defensetravel.dod.mil/site/oha.cfm](http://www.defensetravel.dod.mil/site/oha.cfm). For this example the rental allowance is $425.

(3) **Step 3.** Determine the Service member's utility/recurring maintenance allowance from the appropriate locality table. Use $120 for this example. Using the utility point score methodology contained in par. 10024, the Service member has a utility point score 5 (the electricity (3 points) and the air conditioning (2 points)) are not provided by the landlord). Therefore, the Service member receives the full utility/recurring maintenance allowance of $120.

(4) **Step 4.** Find the Service member's MIHA/Miscellaneous allowance in the locality table. For this example the amount is $510. Additionally, the Service member has a reimbursable rent related expense equal to one month’s rent ($450, see Step 1 above). The Service member provided the rental agent's bill for one month's rent to the local finance office. The Service member is directly reimbursed for this expense.

(5) **Step 5.** Compare the Service member's rent of $450 (from Step 1) to Service member's maximum rental allowance of $425 (from Step 2). In this example since the Service member’s rent exceeds the rent allowance, use the $425 as the Service member's maximum rental allowance.

(6) **Step 6.** Add the Service member's maximum rental allowance of $425 (from Step 5) and the utility/recurring maintenance allowance of $120 (from Step 3) for a total of $545. The Service member's monthly OHA is $545. Additionally, the Service member receives a one-time payment of $960 under MIHA (from Step 4).

2. **Example 2**

a. **Situation.** Three enlisted Service members (without dependent) share a house with an employee who receives a Living Quarters Allowance (LQA). The enlisted Service members are in grades E-7, E-5 and E-4. The total monthly rent is $1800; the monthly utility/recurring maintenance allowance for the locality is $160; the locality MIHA/Miscellaneous allowance is $360; the locality climate code is 3 (hot); and it is determined that the Service members' utility point score is 8.

b. **Computation**

(1) **Step 1.** Determine each sharer's (Service member's) rent. IAW par. 10000-A there are four sharers, therefore each Service member's rent is $450 ($1,800 / 4 = $450).

(2) **Step 2.** Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance for a Service member with dependent is $750, $665 and $500 for grades E-7, E-5 and E-4 respectively. The locality table indicates that a Service member without dependent may receive up to 90% of the with dependent allowance. The appropriate maximum rental allowances for the E-7, E-5 and E-4 respectively are $675 ($750 x .90 = $675); $599 ($665 x .90 = $599); and $450 ($500 x .90 = $450).

(3) **Step 3.** Determine the utility/recurring maintenance allowance from the locality table. For this
example, use $160. Because the Service members' total utility point score is 8, each Service member is authorized the full utility/recurring maintenance allowance; however, since there are four sharers, each sharer's (Service member's) utility/recurring maintenance allowance portion is $40 ($160 ÷ 4 = $40).

(4) **Step 4.** Each Service member in this example is authorized a one-time MIHA/Miscellaneous payment of $360.

(5) **Step 5.** Compare each Service member's rent of $450 (from Step 1) to each Service member's maximum rental allowance, (E-7 - $675, E-5 - $599 and E-4 - $450). Since the rent does not exceed the allowance, for each Service member the rental amount used to compute OHA is $450.

(6) **Step 6.** To each Service member's rental amount (from Step 5) add the utility/recurring maintenance allowance of $40 (from Step 3). For each Service member, the total amount is $490 ($450 + $40 = $490). Each Service member's monthly OHA is $490. Additionally, each sharer (Service member) is authorized a one-time MIHA/Miscellaneous payment of $360.

3. **Example 3**

   a. **Situation.** A Service member in grade O-4 is married to a Service member in grade O-2; the Service member in grade O-4 claims their children as dependents. The monthly rent for the housing occupied by both Service members is $1,100. The maximum rental allowance for an O-4 is $600, and for an O-2 is $500. The utility/recurring maintenance allowance is $180 (both Service members assigned to the same locality); the locality climate code is 1 (cold); and the Service members' utility point score is 7. Additionally, each Service member is authorized a MIHA/Miscellaneous allowance.

   b. **Computation**

      (1) **Step 1.** Determine each Service member's monthly rent. IAW par. 10000-A each Service member is considered a sharer and each (sharer's) Service member's rent is $550 ($1,100 ÷ 2 = $550).

      (2) **Step 2.** Determine the maximum rental allowance for each Service member from the appropriate locality table. For this example the maximum rental allowance is $600 for the Service member in grade O-4, and $450 for the Service member in grade O-2 - 90% of the with dependent allowance of $500 ($500 x .90 = $450).

      (3) **Step 3.** Determine the utility/recurring maintenance allowance from the locality table. For this example, use $180. Because the Service members' total utility point score is 7, each Service member is authorized the full utility/recurring maintenance allowance; however, since there are two sharers, each sharer's (Service member's) portion of the utility/recurring maintenance allowance is $90 ($180 ÷ 2 = $90).

      (4) **Step 4.** Compare each Service member's rent of $550 (from Step 1) to each Service member's maximum rental allowance of $600 for grade O-4 and $450 for grade O-2 (from Step 2). For this example use $550 to compute the OHA for the Service member in grade O-4 and $450 for the Service member in grade O-2.

      (5) **Step 5.** Add the utility/recurring maintenance allowance (from Step 3) to each Service member's rental amount (from Step 4). For grade O-4 the total is $640 ($550 + $90 = $640) and for grade O-2 the total is $540 ($450 + $90 = $540). The monthly OHA allowance for the Service member in grade O-4 is $640 and for the Service member in grade O-2 is $540.

4. **Example 4**

   a. **Situation.** A Service member in grade O-3 is unaccompanied (dependent did not travel to PDS) and is not a sharer as defined in par. 10000-A. The Service member is authorized a Family Separation Housing (FHS-O) Allowance under par. 10414. The amount of FSH-O is the same as a Service member without
dependent receives as OHA under the same conditions. The maximum rental allowance for the Service member’s grade is $725, the utility/recurring maintenance allowance is $160; the MIHA/Miscellaneous allowance is $625. Additionally, the Service member pays a real estate agent's fee of two month's rent. The local service housing authority has certified that a rental agent's fee equivalent of up to one month's rent is typical. The monthly rent for the dwelling occupied by the Service member is $600. The locality climate code is 2 (moderate) and the Service member's utility point score is 2.

b. Computation

(1) Step 1. The Service member's rent is $600.

(2) Step 2. Determine the maximum rental allowance for the Service member from the appropriate locality table. For this example the maximum rental allowance set for grade O-3 is $725. An unaccompanied Service member without dependent may receive up to 90% of the with dependent amount for a maximum rental allowance of $653 ($725 x .90 = $653).

(3) Step 3. Determine the Service member's utility/recurring maintenance allowance from the locality table. For this example the full allowance is $160. Because the Service member is unaccompanied the authorized utility/recurring maintenance allowance is 75% of the full amount or $120 ($160 x .75 = $120). The Service member's utility point score is 2; therefore, the Service member is authorized 25% of $120, or $30 ($120 x .25 = $30). The utility/recurring maintenance allowance remainder ($90) is added to the Service member's rental allowance of $653 (Step 2) for a derived rental allowance of $743 ($653 + $90 = $743).

(4) Step 4. Determine the Service member's MIHA/Miscellaneous allowance from the appropriate locality table. Use $625 for this example. Additionally, the Service member has a rent related expense of $1,200 equivalent to two months of rent for the real estate agent's fee. However, the local service housing authority has certified that equivalent to one month's rent is the typical real estate agent's fee. Therefore, only $600 of the $1,200 paid by the Service member is reimbursable under MIHA/Rent. The total amount Service member is authorized under MIHA for both the MIHA/Miscellaneous and the MIHA/Rent is $1,225 ($625 + $600 = $1,225).

(5) Step 5. Compare the Service member's rent of $600 (from Step 1) to Service member's derived maximum rental allowance of $743 (from Steps 2 and 3). For this example $600 is used in computing the OHA for the Service member.

(6) Step 6. Add the Service member's rental amount of $600 (from Step 5) to the utility/recurring maintenance allowance of $30 (from Step 3). The total is $630 ($600 + $30 = $630). The Service member’s monthly OHA allowance is $630. Additionally, the Service member is authorized a one-time MIHA payment of $1,225 (from Step 4).

H. OHA and Living Quarters Allowance (LQA) Paid Concurrently. See par. 10036.

I. Briefing Sheet

1. OHA Overview

a. The OHA program provides you and other uniformed service Service members assigned to OCONUS locations (except Hawaii and Alaska) an allowance to defray your housing costs. If you are authorized to live in privately leased/owned quarters, you are authorized an OHA but must provide a completed DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) approved by the appropriate local official. See par. 10020-A. You must submit a new DD Form 2367 each time there is a change to any data you previously submitted.

NOTE: If you are authorized to receive a Family Separation Housing (FSH-O) allowance under par. 10414, the monthly amount is equal to the without-dependent OHA rate at your PDS. The same expense
appendix K

12/01/17

K-6

requirement documentation and administrative control procedures that apply to OHA also apply to FSH-O.

b. OHA is comprised of three separate components: rental allowance, utility/recurring maintenance allowance, and a one-time Move-in housing allowance.

OHA is updated based on Service member-reported cost data. Review may result in an allowance increase/decrease, resulting in an OHA payment adjustment. OHA locality tables with current rate information are on the DTMO website at http://www.defensetravel.dod.mil/site/oha.cfm

2 Required Form(s) Submission. Before your OHA is paid, you must complete a DD Form 2367 (Individual Overseas Housing Allowance (OHA) Report) and present the completed form, together with a copy of your lease agreement, to the appropriate official (see par. 10020-A) who must approve your DD Form 2367. If you qualify for MIHA/Rent, MIHA/Security, or MIHA/Infectious Disease, you also must complete DD Form 2556 (Move-In Housing Allowance Claim). These allowances generally increase/decrease over time due to periodic exchange rate adjustments based on foreign currency fluctuations in relation to the dollar and/or new cost data. You must complete a new DD Form 2367 each time your previously reported housing information changes.

3. Rental Allowances

a. The maximum rental allowance shown in the locality tables are for Service members with dependents. The maximum rental allowance for a Service member without dependents is 90 percent of the with-dependent allowance. These rental allowances generally cover actual rental costs for 80 percent of Service members with dependents assigned to a specific area.

b. Unless you (the Service member) are a sharer as defined in par. 10000-A, you receive the amount of rent paid up to the set rental allowance. You are sharing a dwelling when residing with:

(1) A spouse or dependent that is either a Service member or a Federal civilian employee authorized a Living Quarters Allowance (LQA),

(2) Another Service member authorized an OHA, or non-related Federal civilian employee authorized an LQA, and/or

(3) Any other person, excluding the Service member’s dependents, who contributes money toward the payment of rent, mortgage and/or utilities.

c. If you are involved in a sharing arrangement as defined above, proportional rent shares are determined by dividing the total rent for the dwelling by the number of sharers. This proportional rent amount is then compared to the appropriate maximum rental allowance and you receive the lesser of the proportional rent share or the rental allowance.

d. If you are a homeowner, derive your 'equivalent rent' by dividing the original purchase price by 120 (excluding the closing costs, taxes, etc.). If you are in the Azores and purchased your home on/after 1 January 1999, divide your purchase price by 24. See par. 10022-C3 for determining the equivalent rent when you (or your dependents) inherit a dwelling or residence or otherwise receive it without purchasing it.

e. At some duty stations you pay monthly rent at a specified fixed exchange rate (dollar equivalency contract) for the lease duration, rather than at a fluctuating currency exchange rate. When required by law or local custom at your duty station, your commanding officer or designated representative should enter the following statement in Part B - Certifications, DD Form 2367: "Dollar equivalency contract required. No other housing option available to Service member." You should enter the US dollar equivalent of your monthly rent in block 5b, DD Form 2367.

4. Utility/Recurring Maintenance Allowances

a. The utility/recurring maintenance allowances indicated on the OHA locality tables are for accompanied
Service members with dependents. If you are unaccompanied but not a sharer, the allowance is equal to 75 percent of the amount indicated in the locality table. If you are a sharer, divide the accompanied rate allowance by the number of sharers to determine each individual's allowance amount.

b. If your rent includes all utilities, you do not receive a utility allowance. However, the utility/recurring maintenance allowance that you would otherwise receive is added to your rental allowance. If your rent includes some utilities/services your utility/recurring maintenance allowance might be reduced. If so, the amount by which your allowance is reduced is added to your rental allowance.

5. **Move-In Housing Allowance (MIHA)/Miscellaneous Expenses.** MIHA is comprised of four components:

   a. MIHA/Miscellaneous is a fixed-rate, one-time payment that reflects average expenditures made by Service members to make their housing habitable.

   b. MIHA/Rent is an actual expense component that covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. Homeowners are not authorized to receive this MIHA component.

   c. MIHA/Security is also an actual expense component that covers reasonable security-related expenses for a Service member assigned to an area in which a dwelling must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in App N.

   d. MIHA/Infectious Disease is an actual expense component that covers infectious disease prevention-related upgrades to the physical dwelling, i.e., window/door screens when the dwelling must be modified to minimize exposure to medical threats related to vector-borne diseases transmitted through mosquitoes. Qualifying locations are listed in App N.

6. **Rental Advances.** You may draw an advance housing allowance if your commanding officer authorizes/approves. The advance amount cannot exceed three months rent allowance unless you are at a location specifically authorized to pay larger advances by the PDTATAC. Advances are not authorized/approved for the purchase of residences or other living accommodations. See par. 10028.

   **Note:** Commands may supplement this briefing sheet to include local housing market characteristics. Additionally, local commands should periodically use every available means to publicize the importance of Service members keeping their DD Forms 2367 current.

J. **Move-In Housing Allowance (MIHA)/Miscellaneous Expenses.** Purchase prices of items included in the following table are generally authorized for the MIHA/Miscellaneous component of the OHA (unless the items are purchased with the intent to ship them from the present PDS). Items to be shipped are not reportable. While the list is not exhaustive, it covers the vast majority of reportable expenses. These expenses are associated with items necessary to make housing habitable.

<table>
<thead>
<tr>
<th>Table I - Reportable MIHA Miscellaneous Expense Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cabinets (kitchen, medicine, bathroom, etc.)</td>
</tr>
<tr>
<td>2. Plumbing and plumbing installation, hookups</td>
</tr>
<tr>
<td>3. Gas and/or electrical installation</td>
</tr>
<tr>
<td>4. Supplementary heating equipment</td>
</tr>
<tr>
<td>5. Painting, papering, plastering (upon arrival only)</td>
</tr>
<tr>
<td>6. Light fixtures, permanently installed</td>
</tr>
<tr>
<td>7. Wardrobes</td>
</tr>
<tr>
<td>8. Shelving</td>
</tr>
<tr>
<td>9. Telephone installation</td>
</tr>
<tr>
<td>10. Range, refrigerator, freezer, washer, dryer</td>
</tr>
<tr>
<td>11. Air conditioners, dehumidifiers and fans</td>
</tr>
</tbody>
</table>
Table I - Reportable MIHA Miscellaneous Expense Items

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Screening</td>
</tr>
<tr>
<td>13. Transformers and voltage regulators</td>
</tr>
<tr>
<td>14. Commodities and sinks (when ordinarily not furnished)</td>
</tr>
<tr>
<td>15. Burglar alarms, security bars and supplementary door locks (when locally required)</td>
</tr>
<tr>
<td>16. Water purification filters, when locally required</td>
</tr>
<tr>
<td>17. Pest fumigation, if required when housing is first occupied (otherwise include in recurring maintenance expenses)</td>
</tr>
<tr>
<td>18. Repair of drain pipes and gutters</td>
</tr>
</tbody>
</table>

Table II - Non-Reportable MIHA Miscellaneous Expense Items

<table>
<thead>
<tr>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rugs, carpets, curtains and drapes</td>
</tr>
<tr>
<td>2. Lawn and gardening maintenance expenses</td>
</tr>
<tr>
<td>3. Dishwashers, microwave ovens and small/personal appliances</td>
</tr>
<tr>
<td>4. Televisions, cable TV installation, antennas, etc.</td>
</tr>
<tr>
<td>5. Any recoverable deposits (i.e., security deposits)</td>
</tr>
<tr>
<td>6. Light bulbs</td>
</tr>
<tr>
<td>7. Taxes of any kind (unless specifically required by lease)</td>
</tr>
<tr>
<td>8. Fencing, yard-related items</td>
</tr>
<tr>
<td>9. Any personal labor costs</td>
</tr>
</tbody>
</table>

K. Rental Advance Protection

Table I - Countries Currently Authorized OHA Rental Advances

<table>
<thead>
<tr>
<th>Location</th>
<th>Date Established</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brazil</td>
<td>1 February 2001</td>
</tr>
<tr>
<td>Colombia</td>
<td>1 November 1998</td>
</tr>
<tr>
<td>Hong Kong</td>
<td>1 September 1998</td>
</tr>
<tr>
<td>Indonesia</td>
<td>1 September 1998</td>
</tr>
<tr>
<td>Jordan</td>
<td>16 September 2005</td>
</tr>
<tr>
<td>Philippines</td>
<td>1 September 1998</td>
</tr>
<tr>
<td>Thailand</td>
<td>16 November 1997</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>16 April 2003</td>
</tr>
<tr>
<td>Venezuela</td>
<td>16 November 1998</td>
</tr>
<tr>
<td>Vietnam</td>
<td>1 November 2006</td>
</tr>
</tbody>
</table>

Table II - Countries Previously Authorized OHA Rental Advances

<table>
<thead>
<tr>
<th>Location</th>
<th>Date Established</th>
<th>Date Removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Korea</td>
<td>1 December 1997</td>
<td>1 March 1999</td>
</tr>
<tr>
<td>Malaysia</td>
<td>1 February 1998</td>
<td>1 September 1998</td>
</tr>
<tr>
<td>Singapore</td>
<td>1 January 1998</td>
<td>1 September 1998</td>
</tr>
</tbody>
</table>

Countries previously authorized OHA Rental Advance Protection continue to have rent protected locality codes in the OHA Query until all previously protected Service members either PCS or change quarters.

L. OHA Unique Expenses

1. **Purpose.** In some OCONUS areas, a Service member and/or dependent incurs significant mandatory and excessive housing expenses for items that a CONUS based Service member never incurs. Since the expenses are not incurred by every Service member, not incurred monthly, vary in amount and are significant they cannot be made a part of the average utility/recurring maintenance allowance calculation. For these expenses, payment is a dollar for dollar reimbursement for a specifically authorized expense at designated authorized locations.
2. **Criteria.** A mandatory and excessive housing expense incurred periodically (i.e., annually, semiannually, etc.) that must meet all of the criteria below may be authorized as an OHA - Unique Expense eligible for reimbursement. PDTATAC does not accept requests from individual Service members for OHA - Unique Expense authorization. All requests for specific expenses at specific locations must be forwarded through the Major Command level, then via the applicable Service representative (indicated under the heading “Feedback Reporting” in the JTR introduction) to PDTATAC. The Secretary concerned or Secretarial Process, at Service discretion, may reimburse OHA Unique Expenses for the locations and specific expenses cited in par. 3 of this Part with no further PDTATAC action required. Each individual mandatory and excessive expense must be:

   a. Incurred by Service members receiving OHA at a duty station, and
   
   b. An item/expense that exceeds 1% of [Spendable Income](#) for the typical Service member, and
   
   c. An item/expense that is not purchased or paid by CONUS based Service members, and
   
   d. Required by law, and
   
   e. Specifically authorized by PDTATAC for reimbursement as listed in par. 3 below, and
   
   f. Verified by a valid receipt, and
   
   g. Paid on or after the effective date in par. 3 below. No expenses paid before the effective date can be reimbursed.

3. **Authorized Locations.** Locations authorized an OHA unique expense reimbursement (no other locations or expenses are authorized):

<table>
<thead>
<tr>
<th>Location</th>
<th>Reimbursable Expenses</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>Mandatory Habitation Tax, excluding late payment fees</td>
<td>August 16, 2016</td>
</tr>
<tr>
<td>Denmark</td>
<td>Mandatory expenses associated with completely refurbishing quarters upon departure</td>
<td>October 10, 2017</td>
</tr>
</tbody>
</table>
# APPENDIX T: STANDARD DATA ELEMENTS FOR TRAVEL

Table 1: Traveler Identification

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Data Elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Order</td>
<td>Order Number</td>
<td>Assigned by the appropriate office.</td>
</tr>
<tr>
<td>Traveler Name</td>
<td>First Name, Middle Initial, Last Name</td>
<td>Agency guidelines may specify the order, e.g., last name first.</td>
</tr>
<tr>
<td>Traveler Identification</td>
<td>Traveler Number</td>
<td>Must use a number, e.g., SSN, vendor number, or other number that identifies the traveler.</td>
</tr>
<tr>
<td>Travel Purpose Identifier</td>
<td>Mission (Operational)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conference (Other than Training)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Relocation</td>
<td>Same as change of official station.</td>
</tr>
<tr>
<td></td>
<td>Special Agency Mission Travel</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Travel</td>
<td></td>
</tr>
<tr>
<td>Travel Period</td>
<td>Start Date, End Date</td>
<td>Month, Day, Year according to agency guidelines.</td>
</tr>
<tr>
<td>Travel Type</td>
<td>CONUS/Domestic</td>
<td>Travel within CONUS (48 states and DC).</td>
</tr>
<tr>
<td></td>
<td>OCONUS/Domestic</td>
<td>Travel outside CONUS (in HI, AK, and/or U.S. territories and possessions).</td>
</tr>
<tr>
<td></td>
<td>Foreign</td>
<td>Travel to other countries.</td>
</tr>
<tr>
<td>Leave Indicator</td>
<td>Annual, Sick, Other</td>
<td>Identifies leave type as the reason for an interruption of per diem.</td>
</tr>
<tr>
<td>Official Station</td>
<td>City, State, Zip</td>
<td>The location at which the traveler regularly performs duties or an invitational traveler’s home or regular place of business. If the traveler’s work involves recurring travel or varies on a recurring basis, the location at which the traveler’s position of record work activities is based is considered the traveler’s official station.</td>
</tr>
<tr>
<td>Residence</td>
<td>City, State, Zip</td>
<td>The geographical location at which traveler resides, if different from official station.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>EFT</td>
<td>Direct deposit via electronic funds transfer.</td>
</tr>
<tr>
<td></td>
<td>Treasury Check</td>
<td>Payment made by Treasury check.</td>
</tr>
<tr>
<td></td>
<td>Imprest Fund</td>
<td>Payment made by Imprest Fund.</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Street Address, City, State, Zip</td>
<td>The location designated by the traveler based on agency guidelines.</td>
</tr>
<tr>
<td>Group name</td>
<td>Data elements</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Transportation Payment</td>
<td>Method Indicator</td>
<td>Method traveler used to purchase transportation tickets.</td>
</tr>
<tr>
<td></td>
<td>GTR</td>
<td>U.S. Government Transportation Request.</td>
</tr>
<tr>
<td></td>
<td>GTCC Central Billed Account</td>
<td>GTCC Individually Billed Account</td>
</tr>
<tr>
<td></td>
<td>GTCC Individually Billed Account</td>
<td>A contractor GTCC individually billed account.</td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Transportation Payment</td>
<td>Transportation Payment Identification Number</td>
<td>A number that identifies the payment for the transportation tickets, according to agency guidelines, (e.g., GTR number, GTCC number).</td>
</tr>
<tr>
<td>Method Indicator</td>
<td>Air</td>
<td>Common carrier used as transportation to TDY location.</td>
</tr>
<tr>
<td></td>
<td>Air (Economy/Coach Class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-contract Air, Train, Other</td>
<td></td>
</tr>
<tr>
<td>Transportation in Performance of TDY or While at the TDY Location</td>
<td>POV, Car rental, Taxi, Other</td>
<td>Identifies transportation used while in the performance of TDY or while at the TDY location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group name</th>
<th>Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem</td>
<td>Total Number of Days</td>
<td>The number of days traveler claims to be on per diem status, for each official travel location.</td>
</tr>
<tr>
<td></td>
<td>Total Amount Claimed</td>
<td>The amount of money traveler claims as per diem expense.</td>
</tr>
<tr>
<td></td>
<td>Lodging, Meals &amp; Incidentals</td>
<td></td>
</tr>
<tr>
<td>Travel Advance</td>
<td>Advance Outstanding</td>
<td>The amount of travel advance outstanding, when the traveler files the travel claim.</td>
</tr>
<tr>
<td></td>
<td>Remaining Balance</td>
<td>The amount of the travel advance that remains outstanding.</td>
</tr>
<tr>
<td>Subsistence</td>
<td>Actual Days</td>
<td>Total number of days the traveler charged actual subsistence expenses. The number of days must be expressed as a whole number.</td>
</tr>
<tr>
<td></td>
<td>Total Actual Amount</td>
<td>Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the JTR.</td>
</tr>
<tr>
<td>Transportation Method Cost</td>
<td>Air (other than economy/coach class)</td>
<td>The amount of money the transportation actually cost the traveler, entered according to method of transportation.</td>
</tr>
<tr>
<td></td>
<td>Air (economy/coach class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-contract Air, Train</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Bus or other form of transportation.</td>
</tr>
<tr>
<td>Transportation in Performance of TDY or While at the TDY Location</td>
<td>POV Distance</td>
<td>Total number of miles driven in POV.</td>
</tr>
<tr>
<td></td>
<td>POV mileage expense</td>
<td>Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.</td>
</tr>
<tr>
<td></td>
<td>Car rental, Taxis, Other</td>
<td></td>
</tr>
<tr>
<td>Constructed Cost</td>
<td>Constructed cost</td>
<td>The difference between the amount authorized to spend and the amount claimed.</td>
</tr>
</tbody>
</table>
### Table 3: Travel Expense Information

<table>
<thead>
<tr>
<th>Group name</th>
<th>Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reclaim</td>
<td>Reclaim amount</td>
<td>An amount of money previously denied as reimbursement for which additional justification is now provided.</td>
</tr>
<tr>
<td>Total Claim</td>
<td>Total claim</td>
<td>The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.</td>
</tr>
</tbody>
</table>

### Table 4: Accounting & Certification

<table>
<thead>
<tr>
<th>Accounting Classification</th>
<th>Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Federal Source Indicator</td>
<td>Per Diem, Subsistence, Transportation</td>
<td>Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.</td>
</tr>
<tr>
<td>Non-Federal Source Payment Method.</td>
<td>Check, EFT, Payment “in-kind”</td>
<td>Total payment provided by non-Federal source according to method of payment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature/Date Fields</th>
<th>Data elements</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claimant Signature</td>
<td>Traveler’s signature, or digital representation. The signature signifies the traveler read the “fraudulent claim/responsibility” statement.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date traveler signed “fraudulent claim/responsibility” statement.</td>
<td></td>
</tr>
<tr>
<td>Claimant Signature</td>
<td>Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date traveler signed “Privacy Act” statement.</td>
<td></td>
</tr>
<tr>
<td>Approving Officer Signature</td>
<td>Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date Approving Officer approved and signed the travel claim.</td>
<td></td>
</tr>
<tr>
<td>Certifying Officer Signature</td>
<td>Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date Certifying Officer signed the travel claim.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX X: RESOURCES

A. Programs and Pilots

1. DoD Integrated Lodging Program Pilot (ILPP). Effective for all orders or authorizations issued on or after 15 June 2015 or the date the ILPP begins at a site. Pilot sites and their start dates.

   a. Authority. FY 2015 NDAA, Sec. 914, allows DoD to conduct a Government lodging program pilot until 31 December 2019. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler’s experience, and provide greater safety and security. This Government lodging program allows DoD to direct both Service members and civilian employees to the use TDY lodging in the following priority order:

      (1) Government Quarters (See Appendix A1).

      (2) Privatized Lodging, e.g., Privatized Army Lodging (PAL).

      (3) DoD Preferred Commercial Lodging.

   b. Eligibility. Includes DoD travelers on TDY with an overnight stay at one of the selected ILPP sites. This pilot does not apply to USCG, PHS, or NOAA personnel.

   c. Scope. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives. DTMO negotiates lodging terms, rates, conditions, and amenities such as free parking or Internet to best leverage purchasing power. The initial phase of the pilot focuses on short-duration or transient lodging (for less than 30 nights). Other phases may focus on other lodging areas such as longer duration or extended-stay lodging (30 or more nights). Lodging accommodations must meet FEMA requirements listed on the U.S. Fire Administration Internet site and DoD safety and security standards and requirements.

   d. Policy Requirements. Travelers on TDY to an ILPP site must use approved DoD Preferred lodging accommodations when Government Quarters or PPV lodging are not available. The DTMO website lists approved properties (see the ILPP Approved Vendor List). A traveler must book preferred commercial lodging through DTS or the contracted TMC.

      (1) Service Members Only. The AO may direct Service members TDY to a U.S. installation at one of the selected ILPP sites to use available Government dining facilities when lodging is available in a facility located on that installation and it is participating in the Government Lodging Program. On days when one or more meals are available and directed, the AO will compute the M&IE portion of per diem at the proportional or government meal rate, as appropriate. A Government dining facility is not available on travel days or when the AO determines:

         (a) The use of the Government dining facility will adversely affect mission performance.

         (b) There is excessive distance between the Government dining facility and places of duty or lodging and using the Government dining facility would cause additional local transportation expenses.

         (c) Duty hours and Government dining-facility operating hours are not compatible.

   e. Government Quarters Use

      (1) Civilian employees TDY to a U.S. installation not nearby at one of the ILPP sites must use adequate, based on DoD and Service standards, Government Quarters when available. If adequate Government Quarters are available and the civilian employee chooses to use other lodging
reimbursement is limited to the cost of the Government Quarters. Government Quarters are considered not available when:

(a) The TDY is at other than a U.S. installation.

(b) The AO determines that Government Quarters use would adversely affect mission performance. An SES may personally determine Government Quarters availability.

(c) A civilian employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status.

d. The TDY is to a Joint Base and the Government Quarters are located on a part of the Joint Base that is geographically separated, in other words do not share a common perimeter, from the duty location.

e. Reservations cannot be booked in DTS.


f. Exceptions. The AO may authorize or approve an exception to the required use of a Government lodging program property at an ILPP site when:

(1) Lodging is not available at the approved lodging accommodations. See subpar. 2 below for non-availability documentation.

(2) There is excessive distance between the lodging facility and places of duty and the use of approved lodging would cause additional local transportation expenses.


(4) The traveler can obtain a room rate lower than the ILPP maximum rate.

(5) The traveler has a documented disability or special need.

g. Non-Availability Documentation. The traveler must document that Government Quarters are not available by one of the following:

(1) A non-availability confirmation number provided by the Service’s lodging registration process.

(2) The date the traveler attempted to make reservations, along with the phone number and name of the billeting office point of contact.

(3) The civilian employee’s certification that Government Quarters were not available on arrival.

h. Lodging Reimbursement for Travelers Who Elect Not to Use the ILPP. When an ILPP is available but not used by the traveler, lodging cost reimbursement is limited to the amount the Government would have paid if arrangements had been made directly through the TMC or DTS. The traveler must be reimbursed actual lodging costs no greater than the rate the Government would have paid, in other words the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging. The traveler is financially responsible for all other costs associated with other than ILPP site use.

i. TMC Transaction Fees. When the traveler does not use DTS or an available TMC, the transaction fee for personally procured lodging is not reimbursable. When a TMC is not available, the transaction fee incurred for arranging lodging is a reimbursable expense.
j. Selected ILPP Sites, Rates and Start Dates. Sites include metropolitan areas. The DTMO website contains ILP Pilot Sites, ILPP Rates, and ILPP Start Dates.

2. DoD Travel System Pilot

a. Authority. Pursuant to 37 USC §454, the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two-week “discovery sprint” led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to Federal agencies with the goal to make Government services simple, effective, and efficient. Recommendations included implementing commercial, off-the-shelf software as a service-based solution for travel reservations and expense management.

b. Eligibility. A small sample of the user community will pilot the solution, understanding that these users need additional oversight.

c. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

d. Reimbursement

(1) Per diem, lodging, meals and incidental expenses (M&IE) are reimbursed IAW the JTR.
Exception: The Proportional Meal Rate (PMR) no longer applies to travelers who are provided one or two meals at Government expense. Instead of paying the PMR, the meals portion of the M&IE must be reduced for each meal provided by the Government at no cost, including meals paid by the Government in a conference fee. If all meals are provided, only the IE is paid. Reductions should be made by deducting the appropriate meal amount shown at www.gsa.gov/mie for travel within CONUS and the table in FTR, Appendix B to Chapter 301 for OCONUS and foreign travel meal deductions.

(2) Transportation expenses are reimbursed as provided for in the exception that mileage is computed using a commercially available mileage computation program. TDY mileage station to station is determined based on calculations from physical address to physical address, ZIP code to ZIP code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

e. Mileage Computation. The Department of Defense (DoD) Travel Modernization Pilot Program is exempt from using the DTOD and will use commercially available mileage software for computing mileage payments for TDY under the program.

3. Lodging Programs

a. General. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA’s Fed Rooms Lodging Program provide adequate quality lodging at or below per diem and at properties often close to TDY location worksites. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all official travelers. The Fed Rooms Lodging Program lodging rate is indicated by the use of an ‘XVU’ rate code as opposed to a ‘GOV’ or other rate code.

b. The following Lodging programs are not Government (DoD) Quarters:

(1) Army Lodging Success Program.

(2) Navy Elite Lodging Program.

(3) GSA’s Fed Rooms Lodging Program.

(4) Government-contracted lodging not located on the traveler’s assigned installation.
c. **Government-Contract Lodging** *(Service Members Only)*. The Secretary concerned may direct the use of Government contract lodging, at or near the U.S. installation or reservation, specifically contracted for a Service member assigned TDY to a contingency operation for 181 or more days at one location. An AO should consider transportation between the lodging and work site when arranging Government-contract lodging. Directing the use of Government-contract lodging off the U.S. installation does not permit directing the use of the GMR.

**B. Miscellaneous**

1. **HHG Authorized Locations and Weight Allowance.** The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and should be reviewed for thorough understanding.

<table>
<thead>
<tr>
<th>Order Type and JTR References</th>
<th>HHG Authorized Locations and Weight Allowance Footnotes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY order, a temporary to permanent duty order, or a combination thereof (par. 020501).</td>
<td>1, 2, 3, 4, 5, 6, 7, 8</td>
</tr>
<tr>
<td>An RC member called or ordered to active duty for initial active duty for training for less than 6 months at 1 duty station.</td>
<td></td>
</tr>
<tr>
<td>An RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at 1 duty station.</td>
<td>8, 10, 12, 16, 17</td>
</tr>
<tr>
<td>An RC member called or ordered to active duty for training for 20 or more weeks with fewer than 20 weeks at any one location (par. 5282).</td>
<td></td>
</tr>
<tr>
<td>A PCS with TDY or deployment en route (pars. 020501 and 5242)</td>
<td>1, 2, 4, 5, 6, 9</td>
</tr>
<tr>
<td>A TDY without being directed to return to the PDS or TDY pending further assignment (pars. 020501, 020502, 020503, and 020504).</td>
<td>5, 6, 9, 17</td>
</tr>
<tr>
<td>An ITDY from a PDS (pars. 031201 and 020504).</td>
<td>1, 4, 5, 9, 17, 20</td>
</tr>
<tr>
<td>From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS for 1 year or more (pars. 020501 and 020504).</td>
<td>4 (“ship home port”), 5, 9, 17</td>
</tr>
<tr>
<td>From a PDS to a TDY location pending an assignment OCONUS or an assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. 020501 and 020504).</td>
<td>4, 5, 9, 17, 20</td>
</tr>
<tr>
<td>Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is not specified as unusually arduous (par. 4560-B).</td>
<td>4 (“ship home port”), 5, 9</td>
</tr>
<tr>
<td>Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is specified as unusually arduous (par. 020501).</td>
<td>5, 9, 20</td>
</tr>
<tr>
<td>TDY or deployment of 90 or more days or an indefinite period when no PCS is involved (pars. 020502 and 020503).</td>
<td>5 (“special storage”), 9</td>
</tr>
<tr>
<td>TDY or deployment of an RC member called or ordered to active duty under unusual or emergency circumstances or service exigencies for other than training (pars. 020502 and 020503).</td>
<td>5 (“special storage”), 9</td>
</tr>
<tr>
<td>Relief from active duty for an RC member called or ordered to initial active duty for training for less than 6 months.</td>
<td>6 (“no longer than 30 days”), 8, 11, 13, 15, 19</td>
</tr>
<tr>
<td>Relief from active duty for an RC member called or ordered to active duty for training for 20 or more weeks but less than 20 weeks at any one location.</td>
<td></td>
</tr>
<tr>
<td>Relief from active duty for an RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at one duty station (par. 5320-E).</td>
<td></td>
</tr>
</tbody>
</table>
Recalled to active duty for TDY after separation from the service or relief from active duty (par. 5320-K)

5 (Continued storage only if the Service member qualifies for special storage under pars. 020502 and 020503.), 8 (Authorized locations depending on the TDY order. Upon separation following recall, see par. 5320, for authorized places.)

<table>
<thead>
<tr>
<th>Footnotes</th>
<th>HHG Authorized Locations and Weight Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From PDS To TDY</td>
</tr>
<tr>
<td>2</td>
<td>From TDY To TDY</td>
</tr>
<tr>
<td>3</td>
<td>From Last TDY To Old PDS</td>
</tr>
<tr>
<td>4</td>
<td>From Last TDY To New PDS</td>
</tr>
<tr>
<td>5</td>
<td>NTS</td>
</tr>
<tr>
<td>6</td>
<td>SIT</td>
</tr>
<tr>
<td>7</td>
<td>TDY Weight in Addition to PCS Weight Allowance (see par. 020501)</td>
</tr>
<tr>
<td>8</td>
<td>TDY Weight Allowance</td>
</tr>
<tr>
<td>9</td>
<td>PCS Weight Allowance</td>
</tr>
<tr>
<td>10</td>
<td>From HOR</td>
</tr>
<tr>
<td>11</td>
<td>To HOR</td>
</tr>
<tr>
<td>12</td>
<td>From HOS</td>
</tr>
<tr>
<td>13</td>
<td>To HOS</td>
</tr>
<tr>
<td>14</td>
<td>From PLEAD or place from which called or ordered to Active Duty for Training</td>
</tr>
<tr>
<td>15</td>
<td>To PLEAD or to place from which called or ordered to Active Duty for Training</td>
</tr>
<tr>
<td>16</td>
<td>To First PDS</td>
</tr>
<tr>
<td>17</td>
<td>To Any Subsequent PDS</td>
</tr>
<tr>
<td>18</td>
<td>From Last Duty Station</td>
</tr>
<tr>
<td>19</td>
<td>From PLACE HHG Last Transported at Government Expense</td>
</tr>
<tr>
<td>20</td>
<td>Any Point in CONUS Selected by Service Member</td>
</tr>
</tbody>
</table>

2. **Sample Excess Cost Agreement.** The following is a sample excess cost agreement required in par. 033202.

DoD Component Letterhead

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee’s or Dependent’s Name: ____________________________________________

has been determined to be: ________________________________________________

(Designated Point)

I agree to pay or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

Employee’s Signature ____________________________________________ Date __________

3. **Invitational Travel for a Government Contractor or Contractor Employee**

a. **Travel of Government Contractor or Contractor Employee.** This Part directs Government contractors and contractor’s employees to other resources for travel and transportation information. The provisions in the JTR do not apply to Government contractors or their employees. The rules in the Federal Acquisition...
Regulations (FAR) §31.205-46 govern government contractor and contractor employee travel costs. For these reasons, a contractor is not eligible for an Invitational Travel Authorization (ITA) in the execution of a contract. See DoDI 3020.41 for information regarding contractors.

b. Government’s Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government’s travel and transportation programs listed below to a contractor working on the Government’s behalf. A contractor’s employee must contact the contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government’s travel and transportation programs for official travel. A Government Contractor Official Travel Letter of Identification signed by the authorizing Government’s contracting officer may encourage a vendor to extend rates reserved for Government employees to the contractor and its employees.

(1) Contract City Pair Air Passenger Transportation Program and Other Government Fares. GSA’s contracts with the airlines and the Defense Transportation Regulation, DTR 4500.9-R, Part I, Chapter 103, governs the use of City Pair Program fares. The airlines’ fare structures and rules govern the use of other airfares reserved for Government employees on official business. A Government contractor is not eligible to participate in the GSA City Pair Program for air transportation services.

(2) Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor’s discretion.

(3) Lodging Programs. GSA (i.e., FedRooms) and the Services’ lodging programs may voluntarily offer discount rates to contractors who are on official Government business at the vendor’s discretion.

(4) Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor’s discretion.

C. Government Contractor Letter of Authorization and Identification. See DoDI 3020.41 for information regarding contractors.

4. Sample Format Invitational Travel Authorization (ITA). The following sample may be used as a guide for all DoD Services to prepare an ITA. Use of the sample format is not mandatory.

INVITATIONAL TRAVEL AUTHORIZATION

Name_________________________________ Travel Authorization Number_____________________

Address_____________________________________________________________________________

Date Approved_________________________________________________________________________

You are invited to depart from ___________________________________________________________

in sufficient time to arrive at ___________________________________________________________

(Date)

for the purpose of ______________________________________________________________________

for approximately _____ days, and to return to the departure point.

A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication, are insufficient to accomplish travel objectives. The JTR is available on the Defense Travel Management Office website.
You are authorized to travel by: [ ] Rail  [ ] Commercial Air  [ ] Military Aircraft  [ ] Bus  [ ] See below for travel by POV.

[ ] The authorizing or order-issuing official has arranged transportation.

[ ] Transportation tickets are included with this authorization.

[ ] Transportation tickets shall be provided at a later date.

Note: Please guard transportation tickets carefully. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. All unused tickets must be turned into the Travel Management Company (TMC).

[ ] To arrange transportation call: (___)______________________

When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Reimbursement for transportation is limited to the least expensive coach or economy air accommodations, unless otherwise permitted in par. 0202. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel. The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used.

[ ] You are authorized to travel by POV since it is to the Government’s advantage. You will be reimbursed using the mileage rates as listed at https://www.defensetravel.dod.mil/site/otherratesMile.cfm. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are authorized for reimbursement, plus per diem while in travel status under this authorization.

[ ] You are authorized to travel by POV on a constructed basis. You would ordinarily be authorized to travel by airplane, train, or bus. Reimbursement is limited to the constructed cost of the ordinarily authorized transportation type including per diem.

[ ] You will receive per diem to cover your expenses for lodging, meals, and incidental expenses. If you are lodged in a CONUS or non-foreign area OCONUS a lodging tax is a reimbursable expense. If you are lodged in a foreign area OCONUS, the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The current rates are at http://www.defensetravel.dod.mil/site/perdiem.cfm. See par. 0203 for applicable rules.

Applicable Per Diem Rates:

<table>
<thead>
<tr>
<th>Locality</th>
<th>Maximum Lodging Rate</th>
<th>M&amp;IE Rate</th>
<th>Total Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[ ] You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidental expenses (M&IE). You must itemize your lodging expenses. M&IE is paid at the locality per diem rate without itemization.

[ ] You are to be paid an AEA for lodging and M&IE. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required. See par. 020307 for applicable rules.

AEA Authorized:
<table>
<thead>
<tr>
<th>Locality</th>
<th>Maximum AEA Allowance</th>
<th>Amount allowed for M&amp;IE if M&amp;IE authorized on a per diem basis.</th>
</tr>
</thead>
</table>

Note: Ticket stubs or itinerary copies are required to substantiate your transportation cost. DoDFMR, Vol. 9, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of $75 or more.

Address any inquiries regarding this travel to: ____________________________________________

The travel authorized in this travel authorization is in the public interest and is chargeable to: __________________