



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/vap

7 September 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 87-11(I) -- Add 1 August 2011 Effective Date to
FTR Amendment 2011-01 Changes

1. **SYNOPSIS:** Add effective date 1 August 2011 to the CAP Items resulting from FTR Amendment 2011-01.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Staff.
4. These changes are scheduled to appear in JTR change 553, dated 1 November 2011.
5. Revisions in this information item are *effective 1 August 2011*.

//approved//

W. B. TIRRELL, SR.

Chief, Policy and Regulations Branch

Attachment:

Rev 1

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JTR REVISIONS

C5008:

**Effective date of transfer of 1 August 2011 or later.*

***C5008 PCS 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 either the agency or contractors.

C5300-A:

**Effective date of transfer of 1 August 2011 or later.*

*A. Purpose. The purpose of MEA is to reimburse various costs (e.g., disconnecting/connecting appliances and utilities) associated with an authorized/approved PCS/TCS residence relocation.

C5310-D13:

**Effective date of transfer of 1 August 2011 or later.*

*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

C5382-B3b:

**Effective date of transfer of 1 August 2011 or later.*

*b. *TQSE(LS) is based on either the old or new PDS location maximum per diem rate, or a combination, depending on where temporary quarters will be occupied.*

C5384-A:

**Effective date of transfer of 1 August 2011 or later.*

A. Payment Limitation

- *1. Temporary quarters 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 quarters and incur TQSE. If temporary quarters are 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. C5382-B3b) in effect when the TQSE(LS) offer is accepted by the employee. The fixed amount payment amount is not changed by any PDS per diem rate change after the employee accepts the offer.
- *7. The employee should retain lodging receipts or other proof that temporary quarters were occupied in case the agency requests proof temporary quarters were occupied for at least one night. Without sufficient proof, the agency may require TQSE(LS) repayment.

C5550-A3:

**Effective date of transfer of 1 August 2011 or later.*

- *3. Must include, or have appended to the service agreement, a disclosure statement IAW par. C5550-H.

C5550-H:

**Effective date of transfer of 1 August 2011 or later.*

*H. Reimbursement Disclosure Statement. The employee must sign a statement certifying the employee and/or dependents have not accepted, and will not accept, duplicate reimbursement for the employee's relocation expenses. The employee must also certify that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses. The statement must be signed and included with the service agreement prior to the employee receiving any relocation allowances.

C5620:

**Effective date of transfer of 1 August 2011 or later.*

C5620 TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY ([FTR §302-5.14](#))

- 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, POC transportation is to the GOV'T's advantage. However, a traveler can't be required to use a POC 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 POC to the GOV'T's advantage when, *and only when*, a written cost comparison demonstrates POC is cost effective.

4. If POC transportation is to the GOV'T's advantage, the MALT rate in par. C2505 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).

C5624-B1:

**Effective date of transfer of 1 August 2011 or later.*

B. Methods. Calculate an employee's subsistence allowance IAW par. C5624-B1 or C5624-B2.

*1. 'Lodgings-Plus' Computation Method. The Standard CONUS per diem rate applies, using the computation as prescribed in pars. C4553 and C5125, for one round trip of the employee and/or spouse for up to 10 calendar days between the old and new PDS.

NOTE: AEA in Ch 4, Part C, may not be authorized/approved for a HHT.