



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

17 December 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 132-15(E) – HHG SIT Allowances

1. **SYNOPSIS:** Clarifies reasons for HHG SIT extension eligibility for the second 90 days and for clarity, lists extension eligibility criteria for a waiver beyond 150/180 days.
2. These changes are scheduled to appear in the JTR, dated 1 February 2016.
3. **This determination is effective when printed in the JTR.**
4. Action Officer: Mr. Henry Mitchell (henry.mitchell4.civ@mail.mil).

//approved//

TONIA BOCK

Chief, Strategic Planning and Policy Division

Attachment:

Rev 1

Civilian E-Mail Distribution:

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

JTR REVISIONS:

*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. 1015-C2h, 2000-D and 2125).

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 has determined 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 26 March 2014. This waiver extends PDTATAC authority to 31 March 2017. The Service/DoD agency must ensure SIT extension request to PDTATAC is in the Gov't's interest and not caused by the employee's personal convenience reasons.

*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. Eligible 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 has determined to be in the Gov't's interest and if SIT is not extended, would be an egregious burden on the employee.

D-E. *****

The following pages are the same policy preceding this page but showing tracked changes.



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