



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/dlw

28 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 71-11(E) -- Approval Authority for TDY Over 180 Days

1. SYNOPSIS: Revises JTR, par. C4430-C and Appendix I, Part 1 to indicate that TDY over 180 days may be authorized/approved by an official no lower than 2 star level/equivalent. Establishing the approval authority at this level will allow more flexibility in moving/deploying civilian employees in a more efficient and timely manner.

2. These changes are scheduled to appear in JTR change 551, dated 1 September 2011.

3. This determination is *effective on 1 August 2011*.

//Approved//

DANE SWENSON

Chief, Enterprise Operations Division

Attachment:

Rev 2

Civilian E-Mail Distribution:

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

JTR REVISIONS

C4430-C:

C. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY in one location for more than 180 consecutive days, and the par. C4430-A criteria are satisfied, the appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary Concerned, Service Headquarters if delegated, DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose (2 Star equivalent), or Commander/Deputy Commander of a Combatant command must determine if TDY of greater than 180 days is appropriate ([38 Comp. Gen. 853 \(1959\)](#)). *There must be no re-delegation of authority, except as stated above for Service Headquarters.* A written request and justification must be forwarded to the Secretary Concerned, Service Headquarters, a DoD COMPONENT Director, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, **service designated authority (refer to APP I, Part 1)** (2 Star equivalent), or Commander/Deputy Commander of a Combatant command as soon as practicable. This TDY length determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

APP I1-A2:

2. Army Delegation of Authority

DEPARTMENT OF THE ARMY			
“X” indicates travel order issuance delegation			
Authorizing and Approving Official	TDY Travel 1/	PDT 5/	Invitational Travel 1/, 6/
Secretary of the Army	X	X	X
Administrative Assistant to the Secretary of the Army	X 3/	X 3/	X 3/
Chief of Staff	X 2/	X	X
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	X 2/, 4/, 7/	X	X
Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	X 4/, 7/	X	X
National Guard Adjutants General of the Respective States	X 4/	X	X 4/

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. ***NOTE: A blanket travel order is 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:

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applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an 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.