



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/hm

19 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 102-12(I)/CAP 88-12(I) -- OSD CAP and
USPHS MAP Organization Updates

1. **SYNOPSIS:** Updates OSD CAP relocation changes and USPHS MAP organization changes IAW HHS memo dated 13 July 2012.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by OSD CAP and USPHS MAP.
4. These changes are scheduled to appear in JFTR change 309, and JTR change 563, dated 1 September 2012.
5. Revisions in this information item are effective ***19 July 2012***.

//approved//

W. B. TIRRELL, SR.

Chief, Policy and Regulations Branch

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:

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

JFTR REVISIONS

COVER PAGE:

JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)

CHANGE 309

1 SEPTEMBER 2012

A. *****

B. *****

C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

SAMUEL B. RETHERFORD

Deputy Assistant Secretary of the Army
(Military Personnel)

DR. RUSSELL BELAND

Deputy Assistant Secretary of the Navy (MPP)
(Manpower and Reserve Affairs)

(CHANGED)

Deputy Assistant Secretary of the Air Force
(Force Management Integration)

CURTIS B. ODOM

Director of Personnel Management
United States Coast Guard

JONATHAN W. BAILEY

RADM, NOAA
Director, NOAA Corps

SCOTT F. GIBERSON

RADM, USPHS
Director, DCCPR

D. *****

INTRO:

INTRODUCTION TO

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)

FOR UNIFORMED SERVICE MEMBERS

FOREWORD

PURPOSE AND AUTHORITY

JFTR pertains to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see pars. U1015 and U1020), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DoD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DoDD 5154.29.

If there is a headquarters' dispersal, each PDTATAC member has authority to prescribe the allowances in these regulations. Each PDTATAC member may issue necessary regulations prescribing travel, transportation, and station allowances (TLA/COLA)//BAH/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the DON) until the headquarters activities again are centralized. At that time, PDTATAC is again vested with the regulation-issuing authority.

JFTR is issued under the following authorities:

- *1. The USC, primarily sections found in Title 37 (especially those sections concerning travel and transportation allowances in Chapters 7 and 8) and Title 10;
2. DoD Directives, such as DoDD 1315.07, and 5154.29, and DoD Instructions such as DoDI 1315.18, and 1327.06; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS

VOUCHER SETTLEMENT APPEAL

APPEAL PROCESS

PARAGRAPH NUMBERING SYSTEM

CHANGES

FEEDBACK REPORTING

JFTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4179.

Suggestions that would improve JFTR are encouraged. Route them as follows:

1. Army. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N130C), 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 22134-5103.
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.
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.
- *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.
8. Office of the SECDEF and other DoD Components. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.
FAX: (571) 372-1301.

HOW TO GET THE JFTR

HOW TO OBTAIN LOCALITY PER DIEM RATES

Par. U4179-A7:

*A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

1. Army. Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Navy Military Advisory Panel Member, Chief of Naval Operations (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.
3. Marine Corps. Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
- *4. Air Force. Air Force Military Advisory Panel Member, HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

5. Coast Guard. Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801.

6. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.

*7. U.S. Public Health Service. Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.

8. Office of the SECDEF and other DoD COMPONENTS. Directly to the - Per Diem, Travel and Transportation Allowance Committee, ATTN: Allowances Branch, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000. FAX: (571) 372-1301.

NOTE: See Ch 4, Part C for one-time necessary expenses in excess of the prescribed per diem rate.

B. *****

Par. U6001-D2d:

A. *****

B. *****

C. *****

*D. Funding

1. The [Joint Plan for DoD Noncombatant Evacuation and Repatriation](#) contains the fund cites chargeable for evacuation allowances for a DoD member's dependent.

2. Questions ICW fund cites should be addressed to:

a. **DoD: The Joint Plan Proponent**

HQDA, ODCSPER
ATTN: DAPE-PRO
300 Army Pentagon
Washington, DC 20310-0300

FAX:
(703) 695-6953 (commercial)
(312) 225-6953 (DSN)

PHONE:
(703) 695-9547 (commercial)
(312) 225-9547 (DSN)

b. **Coast Guard**

USCG Commandant (CG-832)
2100 2nd Street S.W.
Washington DC 20593-0001

PHONE: (202) 372-3567 (commercial)

c. **NOAA**

Director, CPC
8403 Colesville Road
Suite 500, ATTN: CPC1
Silver Spring, MD 20910-6333

FAX: (301) 713-4140 (commercial)

PHONE: (301) 713-3444 (commercial)

*d. **USPHS**

Director
Division of Commissioned Corps Personnel and Readiness
1101 Wootton Parkway
Tower Building PL 100
ATTN: Travel Coordinator
Rockville, MD 20852

FAX:(240) 453-6141 (commercial)

*PHONE: (240) 453-6059 (commercial)

E. *****

F. *****

G. *****

H. *****

Par. U10000-C7:

A. *****

B. *****

*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 Hawai'i), 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 command channels to: HQDA (DAPE-PRC), 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 Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

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. *****

E. *****

F. *****

G. *****

H. *****

Par. U10002, Table U10A-2:

A. *****

B. *****

C. *****

D. *****

E. *****

| |
|--------------------------------------------------------|
| DATE TO START BAH OR OHA—MEMBER WITH DEPENDENTS |
| Table U10A-1***** |

| DATE TO STOP HOUSING ALLOWANCES - CHANGES IN DEPENDENCY STATUS | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Table U10A-2 | | |
| Rule | If the sole dependent: | then stop with-dependent housing allowance at midnight of the day: |
| 1 | Dies | of death. |
| 2 | is divorced ¹ | of the final decree of divorce. ¹ |
| 3 | is a spouse in a voidable (not void) marriage which is dissolved by final annulment decree | 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 |
| 4 | is a spouse in an invalid (void) marriage | 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 DoDFMR, Vol. 7A, section 5005. |
| 5 | becomes of age (except a child who is incapable of self-support because of mental or physical incapacity) | before the child's 21st birthday. |
| 6 | marries (regardless of age, or mental or physical incapacity) | of the child's marriage. This applies even though 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. |
| 7 | is adopted by a third party by interlocutory order or decree which has effected a changed legal relationship | before date of adoption. ³ |
| 8 | is adopted by a third party and a final order or decree has been entered | before date of adoption. |
| 9 | enters military service | before day of entry into service. |
| 10 | is one who must be "in fact" dependent on member, and such dependency ceases | before date dependency ceases. |

¹ Applies also when an affinitive relationship between a member and stepchild ceases because of divorce from the child's parent.

² Applies also when affinitive relationship between a member and stepchild ceases because of annulment of marriage.

*³ A case involving an Army or Air Force member must be sent to DFAS-IN or DFAS-DE respectively, for determination as to whether or not an order of decree effected a changed legal relationship. A case involving Navy must be sent to DFAS-CL and a Marine Corps case is sent to Commandant of the Marine Corps, respectively. A case involving a USPHS member must be sent to: Director, Division of Commissioned Corps Personnel and Readiness: Attn: DEERS Determination.

| |
|-----------------------------------------------------------------------|
| DATE TO STOP BAH OR OHA - OTHER THAN DEPENDENCY STATUS CHANGES |
| Table U10A-3***** |

Par. U10022-C(7):

A. *****

B. *****

C. Private Sector Housing Owned

1. *****

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. U10022-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 command channels to: HQDA (DAPE-PRC), 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 Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604;

(5) Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street SW STOP 7801, Washington, DC 20593-7801;

(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.

3. *****

4. *****

5. *****

D. *****

JTR REVISIONS

INTRODUCTION TO JOINT TRAVEL REGULATIONS, (JTR) DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL

FOREWORD

PURPOSE AND AUTHORITY

CLAIMS AND ADVANCE DECISIONS

PARAGRAPH NUMBERING SYSTEM

CHANGES

FEEDBACK REPORTING

JTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. C4551.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Mail Stop 5595, Fort Belvoir, VA 22060.
2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.
3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.
- *4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.
- *5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

HOW TO GET THE JTR

HOW TO OBTAIN LOCALITY PER DIEM RATES

Par. C4550-E4:

A. *****

B. *****

C. *****

D. *****

E. Offices Designated to Receive Reduced Per Diem Requests. AOs should send requests for zero or reduced per diem rates to the offices listed in pars. C4550-E1 through E4.

1. Army: Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060.

2. Navy and Marine Corps: Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Air Force: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

*4. OSD/WHS/Defense Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

Par. C4551-A5:

A. General. When a traveler, command, or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. C4551-B via (1) the appropriate Service/AGENCY channels and (2) the applicable department/office listed below.

1. Army - Army Civilian Advisory Panel Member, Department of the Army, Office of the Assistant G-1 for Civilian Personnel, ATTN: DAPE-CPP-BA, 6010 6th Street, Building 1465, Mail Stop 5595, Fort Belvoir, VA 22060.

2. Navy - Navy Civilian Advisory Panel Member, Office of Civilian Human Resources, Workforce Relations and Compensation Division (012), 614 Sicard Street SE, Suite 100, Washington Navy Yard, Washington, DC 20374-5072.

3. Marine Corps - Marine Corps Civilian Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPC-10), 3280 Russell Road, Quantico, VA 22134-5103.

4. Air Force - Air Force Civilian Advisory Panel Member, HQ AF/A1PA, 1500 W. Perimeter Road, Suite 4790, Joint Base Andrews NAF Washington, MD 20762-6604.

*5. OSD/WHS/Defense Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.

Par. C5175-B4:

A. *****

B. 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);

3. Air Force: Headquarters, U.S. Air Force (A4LE), 1030 Air Force Pentagon, Washington, DC 20330-1030;
or

*4. Department of Defense (DoD) COMPONENTS: (APP A1 - DoD COMPONENTS) OSD/WHS/ Defense Agencies: OSD/WHS/Defense Agencies - DoD Civilian Personnel Advisory Service, Compensation Division, Attn: Civilian Advisory Panel Member, 4800 Mark Center Drive, Suite 05G21, Alexandria, VA 22350.