



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/vap

29 May 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 60-13(E)/CAP 52-13(E) -- Baggage for RAT

1. SYNOPSIS: Clarifies that each employee and dependent on RAT is authorized 100 lbs. excess accompanied baggage in addition to 100 lbs. each unaccompanied baggage as has actually been the case for years. A DoDEA teacher on extended leave of absence is still authorized 175/350 lbs. of UB. The admin weight allowance was changed to include UB to match that for uniformed members. Also clarifies APP A, definitions of baggage and HHG, that for an employee on long-term TDY, UB is not part of HHG but is composed of personal effects needed by the employee that exceed the baggage allowance (based on GSA 19 Feb 2013 email response that we still have FTR authority to authorize UB for employees on long-term TDYs).
2. These changes are scheduled to appear in JFTR change 319, and JTR change 573, dated 1 July 2013.
3. This determination is *effective on 29 May 2013 2012*.

*//approved//*

**TONIA BOCK**

Chief, Strategic Planning and Policy Division

Attachment:

Rev 2

**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

## JTR REVISIONS:

### C4490:

#### **C4490 UB ICW EXTENDED TDY ASSIGNMENTS**

\*UB may be authorized/approved ICW a 30 or more day TDY assignment, when justified. The allowable weight, NTE 350 lbs., must be limited to items necessary to accommodate the employee's reasonable needs for additional clothing, personal effects, and equipment directly related with the mission's purpose and the locality or unusual conditions of the TDY assignment. Excess accompanied baggage must not be authorized ICW/in addition to a shipment effected under par. C4490.

### C5160-B:

#### B. UB

##### 1. General

a. UB weight is part of the total authorized HHG weight allowance.

\*b. UB is defined in APP A1. UB as noted in [FTR §302-7.300](#) is a 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. The UB weight allowance is 350 lbs. net weight for each adult and dependent age 12 or older, and 175 lbs. net weight for each child under age 12 (par. C5170) except that when air transportation of UB is used, par. C5160-B4 or par. C5524 applies. UB weight allowances air transportation includes the actual weight of the luggage or packing material.

3. Transportation. Except as in par. C5160-B4, UB must be transported under GOV'T transportation policy and procedures. The employee or employee's agent should contact the servicing transportation officer 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. C5524 and C5526.

(3) UB may be transported by air from the old PDS to the appropriate POE to arrive before the employee's or dependent's transportation departure time.

###### 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.

### **C5168-A:**

\*A. Policy. 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. *See APP W for approved administrative weight allowance locations that may differ from the 4,500 lb. amount.*

\*1. 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.

2. 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.

***NOTE: An order permitting the State Department administrative HHG weight limit of 7,200 lbs. is erroneous and only 4,500 lbs. net weight may be transported at GOV'T expense subject to the exceptions below.***

### **C5524:**

#### **\*C5524 BAGGAGE TRANSPORTATION**

\*A. 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.

#### \*B. Excess Baggage

1. The excess accompanied baggage weight allowance for each traveler is 100 lbs./person.

2. This is gross weight of the baggage.

3. *The 100 lb. weight limit does not include free checkable accompanied baggage.*

#### \*C. Unaccompanied Baggage (UB).

1. Up to 100 lbs./person UB is authorized.

2. UB does **not** accompany the traveler, but is transported separately by air (e.g., via postal service, FEDEX, etc.).

3. UB is authorized at the net weight of the baggage.

### **C5526:**

#### **\*C5526 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 ICW/in addition to this shipment IAW par. C5524. Transportation under par. C5526 is in place of UB the employee may be authorized to transport under the provisions of par. C5524.

**NOTE:** See par. C5160-B for UB ICW PDT.

**C5539-A:**

\*A. HHG. There is no authority (ICW RAT) for HHG transportation except with regard to necessary UB IAW pars. C5524 and C5526. 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 \(1959\)](#)).

## JFTR/JTR REVISIONS:

### **APP A, Baggage:**

#### **BAGGAGE**

A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.

B. GOV'T material may be included.

C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. 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.

2. 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 airline to transport accompanied baggage.

\*3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:

a. Is not carried free on a ticket used for personal travel,

b. Ordinarily is transported separately from the major bulk of HHG, and

c. 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.

d. *ICW PDT (including TCS for civilian 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.*

\*e. *ICW an extended 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.*

### **APP A, HOUSEHOLD GOODS B. CIVILIAN EMPLOYEE, item 4:**

4. HHG *do not* include:

\*a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;

b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);

c. Live animals including birds, fish and reptiles;

d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));

- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.