MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 24-18(I) – Correct References to Chapter 5, Subchapter 2 Rewrite

1. **SYNOPSIS:** Corrects various paragraph references within the JTR that changed due to the revision of Chapter 5, Subchapter 2 – Civilian Employee PDT.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by Policy Reform.

4. These changes are scheduled to appear in the JTR, dated 1 April 2018.

5. This determination is effective when printed in the JTR.

6. Action Officer: Sheila Melton (Sheila.A.Melton.civ@mail.mil)

//Approved//

VELDA A. POTTER
Regulations Lead, Policy & Regulations Branch

Attachment:
Rev 1

**Uniformed E-Mail Distribution:**
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

**Civilian E-Mail Distribution:**
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
010206. Travel Authorizations and Orders

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

<table>
<thead>
<tr>
<th>Table 1-6. Time Limits for Travel Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>TDY Orders (Other Than Training)</td>
</tr>
<tr>
<td>A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.*</td>
</tr>
<tr>
<td>● Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)).</td>
</tr>
<tr>
<td>● Civilian PCS orders are valid for 1 year from the civilian employee’s transfer or appointment date. See par. 053712 for exceptions.</td>
</tr>
</tbody>
</table>

*Effective 1 May 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.

H. *****

020204

C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 054802.

E. *****

020302

A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 050205 (Service members) and 053807 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler’s control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances.

Rev 1 (March 1, 2018)
See computation example 1 and computation example 2.

B. *****

0306-D2

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-employment interview travel. See Section 0305.

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 054801. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. *****

10412

B. Housing Allowance Based on Dependents’ Location or Old PDS. Unless otherwise authorized/approved, a member’s housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location at which the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;

2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;

3. The member is assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

4. The member is in receipt of a PCS authorization/order to a unit with a promulgated change of home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port change;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See section 0519. The Secretarial Process
must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. *****

Appendix A:

COMMUTED RATE (Civilian employees only) A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. See Commuted Rate Table information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 054305-E4.

CONFERENCE *****

DEPENDENT/IMMEDIATE FAMILY (Civilian employees only)
C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 054808 for transportation eligibility.

D. *****

HOUSEHOLD GOODS (HHG)
B. Authorized. HHG include:

1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination
   a. Service Members Only. PBP&E that are needed are not calculated in the member’s weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
   b. Civilian Employees Only. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 054309) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

2. Spare POV Parts (GSBCA 14680-RELO, 17 September 1998) ****

HOUSEHOLD GOODS WEIGHT ADDITIVE

1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.
4. See par. 051306 or par. 054305-C4 ICW a weight additive item.

House Hunting Trip (HHT) - *****

RENEWAL AGREEMENT TRAVEL (RAT) (Civilian employees only)

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See section 0550 for eligibility and limitations.

3. *****

SHORT DISTANCE MOVE

B. Civilian Employees Only. A PCS (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee’s current residence than the old PDS is from the same residence. See par. 054802 for authorization, approval and exceptions to the 50 mile rule.

SPARE PARTS FOR A POV *****
The following pages are the same policy preceding this page but showing tracked changes.
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010206. Travel Authorizations and Orders

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

### Table 1-6. Time Limits for Travel Orders

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<th>TDY Orders (Other Than Training)</th>
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| A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.* | Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment. | • Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)).  
• Civilian PCS orders are valid for 1 year from the civilian employee’s transfer or appointment date. See par. 0548025566-C for exceptions. |

*Effective 1 May 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.

H. *****

020204

C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 0548025566-C.

E. *****

020302

A. **POV, Government Automobile, or Rental Vehicle.** When travel is authorized as
advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 050205 (Service members) and 053807 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler’s control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances. See computation example 1 and computation example 2.

B. ****

0306-D2

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-employment interview travel. See Section 0305.

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.

2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 0548015558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.

3. ****

10412

B. Housing Allowance Based on Dependents’ Location or Old PDS. Unless otherwise authorized/approved, a member’s housing allowance is based on the PDS. A member may be authorized a housing allowance based on the location at which the dependents maintain a permanent residence, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are routinely authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing quantities do not exist;

2. The member is assigned to unusually arduous sea duty and the dependents reside at or relocate to a designated place in the U. S.;

3. The member is assigned or is in receipt of a PCS authorization/order to a ship entering overhaul involving a home port change and dependents are not relocated incident to the home port change;

4. The member is in receipt of a PCS authorization/order to a unit with a promulgated change of

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home port and dependents relocate to the announced home port (or designated place in the U. S. if appropriate) before the effective date of the home port change;

5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS authorization/order between PDSs located in the same proximity, and disallowed HHG transportation. See par. 5219. See section 0519. The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.

6. *****

Appendix A:

COMMUTED RATE (Civilian employees only). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. See Commuted Rate Table information and related accessorial charges incident to official HHG transportation for an eligible employee. See par. 054305-E45656-D4.

CONFERENCE *****

DEPENDENT/IMMEDIATE FAMILY (Civilian employees only)
C. Missing Persons Act. A dependent, ICW the Missing Persons Act, is defined in par. 0548085565-A3 for transportation eligibility.

D. *****

HOUSEHOLD GOODS (HHG)
B. Authorized. HHG include:

1. PBP&E. PBP&E needed and not needed for the performance of official duties at the next or a later destination

   a. Service Members Only. PBP&E that are needed are not calculated in the member’s weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E;

   b. Civilian Employees Only. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 lbs. optionally may be shipped administratively (par. 0543095686) and therefore must be weighed separately and identified on the origin inventory as PBP&E;

2. Spare POV Parts (GSBCA 14680-RELO, 17 September 1998) *****
1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.

2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

3. Weight additives do not apply if an article is capable of being conveniently hand-carried by one person and/or transported in a standard moving carton.

4. See par. 051306 or par. 054305-C45652.4 for a weight additive item.

House Hunting Trip (HHT) -

**RENEWAL AGREEMENT TRAVEL (RAT) (Civilian employees only)**

1. Travel and transportation allowance for the employee/dependents to return home on leave, between overseas tours of duty.

2. See section 0550 for eligibility and limitations.

3. ****

**SHORT DISTANCE MOVE**

B. **Civilian Employees Only**. A PCS (usually between PDSs within the same city/area) when the new PDS is at least 50 miles further from the employee’s current residence than the old PDS is from the same residence. See par. 054802 for authorization, approval and exceptions to the 50 mile rule.

**SPARE PARTS FOR A POV**

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Rev 1 (March 1, 2018)