



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

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PDTATAC/tlw

16 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 74-15(I) -- Add Transportation Officer (TO) to App A2

1. **SYNOPSIS:** This item adds the commonly used acronym for Transportation Officer (TO) to App A2, and replaces all references in the JTR.

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

3. This revision was initiated by PDTATAC Staff.

4. These changes are scheduled to appear in the JTR, dated 1 August 2015.

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

JOEL T. RIDENOUR
Chief, Policy and 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

JTR REVISIONS

3050-E3

*3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate TO or other authentic tariff source.

3100-B2

*2. If accompanied baggage cannot be intercepted/transferred and goes to the original destination on an unused portion of ticket, a full explanation of the facts should be made to the TO who issued the ticket at the time of transmitting the unused ticket for redemption.

3210-D2b

*b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The TO/CTO makes the transportation mode determination if the AO does not.

3210-D2c

*c. The TO/CTO must not provide transportation via a mode that has been prohibited by the AO.

Ch 5, TOC

5300 ACCOMPANIED TOUR PDS CHANGED TO DEPENDENT-RESTRICTED TOUR PDS, OR SEA DUTY CHANGED TO UNUSUALLY ARDUOUS SEA DUTY ACCOMPANIED TOUR

- A. *****
- B. Change Imposed before HHG Are Turned over to a TO
- C. *****

5660 HHG NTS ICW MOVES TO AND BETWEEN OCONUS AREAS

- A. *****
- B. *****
- C. *****
- D. Personnel Office and TO Responsibility for NTS Records
- E. *****

5206-K2a

*a. Turn over the HHG to a TO for transportation at different times to the same destination;

5276-C5b

*b. HHG must be turned over to a TO or carrier for transportation within 1 year:

5276-C5d

*d. If the 6 month time limit is extended, the HHG must be turned over to a TO or carrier for transportation within 1 year after the:

5284-A5

*5. SIT of any portion of the member's TDY HHG at the TDY station may be authorized/approved by the member's commanding officer, the AO, the destination TO, or any other Service-designated official at the TDY station, if necessary.

5300-B

*B. Change Imposed before HHG Are Turned over to a TO. When the change is imposed before HHG are turned over to a TO, the authority is determined under par. 5296.

5310-F

*F. Transportation Time Limit. Except when the Secretarial Process authorizes/approves additional time (see par. 5000-B6), HHG must be turned over to a TO/transportation carrier within 180 days from the date:

5378-B2b

*b. The member is instructed by the shipping officer/TO to store the POV at personal expense,

5382-C

*C. Gov't -procured Transportation Not Available to and/or from Storage Facility. When Gov't -procured transportation to and/or from storage is not available, or the member is instructed by the shipping officer/ TO to personally arrange POV transportation, the member is reimbursed for the actual transportation cost. If the POV is driven, the member is reimbursed the automobile mileage rate for the official round-trip distance.

5394-C2

*2. The POV must be turned over to a TO within 1 year after the final decree of divorce or annulment effective date.

5404-G

*G. Upon Separation from the Service, Relief from Active Duty, Placement on the Temporary Disability Retired List (TDRL), or Retirement. To be authorized mobile home allowances, the mobile home of a member being separated from the Service, relieved from active duty, placed on the TDRL, or retired must be turned over to a TO for shipment IAW time limits in par. 5316-B3, 5318-A. or 5320-G.

5414-D3

*3. For Gov't-procured transportation, the mobile home is turned over to a TO within 1 year after the member's death.

5420-E1

*1. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported from there to the proper destination upon authorization/approval of the appropriate Service TO.

5422-A4

*4. When storage facilities are unavailable at origin/destination, storage may be in the nearest available storage facility authorized/approved by the TO.

5422-B2a

*a. When, because of conditions beyond the member's control, a mobile home must remain in SIT after the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by the TO/other officer designated by the Service concerned.

5652-B1

*1. General. The employee is financially responsible for excess weight charges, even if the excess weight status was known/suspected prior to transportation and the employee and/or the AO providing transportation funds were not notified by the TO of the weight status ([CBCA 2076-RELO, 5 October 2010](#)).

5656-B3

*3. Transportation. Except as in par. 5656-B4, UB must be transported under Gov't transportation policy and procedures. The employee or employee's agent should contact the servicing TO as soon as possible before travel begins to make arrangements for UB transportation.

5658-F

*F. Storage Place. The TO determines the NTS location.

5658-H2

*2. The TO prepares a Service Order for Personal Property ([DD Form 1164](#)) under the [DTR 4500.9-R, Vol. IV, Ch 406, par. C](#), showing the HHG weight and date placed in NTS.

5660-C5

*5. The employee's losing OCONUS command is responsible for ensuring the new PDS TO is notified when the employee's eligibility for storage ends.

5660-D

*D. Personnel Office and TO Responsibility for NTS Records. When HHG are placed in NTS at Gov't expense, the following actions must be taken:

5660-D1

*1. The TO storing the HHG must forward to both the employee (at the OCONUS address) and the employee's OCONUS personnel office one copy of the following:

5660-D1a

*a. Completed HHG Services Order ([DD Form 1164](#)) and any amendments, ***NOTE: For an Army civilian employee: The TO also must forward a [DD Form 1164](#) copy and any amendments, and the employee's PCS order copy, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.,*** and

5660-D2b

*b. Furnish the FY fund citation to the TO;

5660-D2c

*c. Inform the TO if the employee's NTS authority stops for any reason (i.e., local separation-retirement, agreement violation, approved delay in travel or return for separation or reemployment); and

5700-A

*A. Gov't Arranged POV Transportation. The TO determines the transportation mode. Shipment procedures must be IAW [DTR 4500.9-R, Part IV, Chapter 408](#).

5712-A1

*1. The TO determines the transportation mode.

5902-B3b

*b. The TO determines the NTS location.

6020-A

*A. General. Par. 6020 provides for necessary dependent's relocation incident to an evacuation, to include the dependent of a member assigned to an OCONUS PDS who dies before/during an evacuation of that PDS. Authorization for dependent's transportation under par. 6020 is the same as that authorized for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the TO in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

6035-B

*B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the member's PDS vicinity when the evacuation is authorized/ordered is authorized HHG transportation under pars. 6035-B1 and 6035-B2. The official serving as the TO in the area being evacuated is the authority for transporting UB by expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. 5210-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate.

6090-A

*A. General. Par. 6090 provides for the necessary dependent's relocation incident to an evacuation (see par. 6090-I regarding dependent transportation incident to a limited evacuation), to include the dependent of a member assigned to a CONUS PDS who dies before/during an evacuation of the PDS. Authorization for dependent's transportation under par. 6090-A is the same as for PCS. The accompanied baggage is limited to the free checkable baggage the carrier allows. However, if the carrier providing the transportation allows excess accompanied baggage, the individual acting as the TO in the area being evacuated, or the AO, as appropriate, may authorize/approve excess accompanied baggage on the applicable transportation document when the circumstances deem it necessary.

6100-B

*B. HHG at the PDS when an Evacuation Is Authorized/Ordered. A member, whose HHG are at/in the vicinity of the member's PDS when the evacuation is authorized/ordered, is authorized HHG transportation under pars. 6100-B1 and 6100-B2. The official serving as the TO in the area being evacuated is the authority for transporting UB by an expedited mode and for granting increases to the 1,000-lb maximum by commercial air under par. 5210-B. That official may authorize/approve commercial air use and/or any weights above 1,000 lbs via commercial air if the dependent needs the items immediately or soon after arrival at the safe haven or designated place, as appropriate.

7065-P3d(1)

*(1) The industrial relations/civilian personnel officer (administrative responsibility) must furnish the TO notification about storage between school years. The notification must specify the storage period beginning and ending dates.

7065-P3d(2)

*(2) The TO is responsible for storage arrangements.

7065-P3d(3)

*(3) The TO must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

9170-D1

*1. The TO determines it necessary to ship HHG, after considering anticipated leave, necessary travel time, HHG shipping transit times, compliance with requirements of local packing/crating/shipping agencies, meeting shipping schedules, and other requirements related to HHG shipments;

App A1

***CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a TO between the places involved. Also referred to as Indirect Travel.

HOUSEHOLD GOODS (HHG)-A5d(1)

*(1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the TO or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or

App A2:

TMS	Travel Management System
*TO	*Transportation Officer
TQSA	Temporary Quarters Subsistence Allowance (Civilian Employees Only)

App H2c-C6b

*b. **YES.** Has the TO/agent documented that there are no other scheduled coach or business class flights/seats?

App H3b-C6b

*b. **YES.** Has the TO/agent documented that no other scheduled coach class flights are available?

App I2-K

*K. **Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT.** When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov't expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

App I3-C

*6. Designating the traveler as an acting TO, if applicable;

App I4-A2, Item 12

***Item 12.** TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. **NOTE: Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.**

App W

<p>Japan, MCAS Iwakuni</p>	<p>Uniformed Members (USMC and USN)</p> <ol style="list-style-type: none">1. <u>USMC Only</u><ol style="list-style-type: none">a. <u>Accompanied Tour</u>. Accompanied tour members are limited to 75% of the HHG weight allowance. An O6 on an accompanied tour as the Commanding Officer at MCAS Iwakuni/Marine Aircraft Group 12 is authorized the HHG weight allowance.b. <u>Unaccompanied Tour</u>. Unaccompanied tour members:<ol style="list-style-type: none">*(1) That have advanced written authorization from the Installation Commander to reside in off-base Qtrs are limited to 10% of the HHG weight allowance. A copy of the advance written authorization must be provided to the TO prior to HHG transportation.(2) Assigned to the barracks (i.e., BOQ, BEQ) are authorized 600 lbs. of UB.2. <u>USN Only</u>. USN members assigned to USMC commands will follow the USMC policy. USN members assigned to a USMC command, see footnote 3.
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