

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 177

Alexandria, VA

1 September 2001

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 September 2001 unless otherwise indicated.

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This change includes all material written in MAP Items 005-01; 007-01; 013-01; 30-01(E) through 32-01(E); 34-01(E); 36-01(E); 37-01(E); and 41-01(E). Insert the attached pages and remove the corresponding pages. Remove page U5E1-2-1. This cover page replaces the Change 176 cover page.

BRIEF OF REVISION

These are the major changes made by Change 177:

U3145-C; U7200-A3e; U7205; U7206; U7207-D3; U7300. Allows use of contract city pair fares to and from alternate (or other) locations for funded environmental, funded rest and recuperative, emergency and consecutive overseas tour leave travel.

U4105-E. Adds mileage when member dies while TDY.

U5380-A. Inserts a cross reference from NTS to personally-procured transportation.

U5455. Makes clear that if a member's POV is returned in advance from an OCONUS PDS to CONUS because, for reasons beyond the member's control, dependents did not join the member at the OCONUS PDS, the member has no further POV transportation entitlement on the PCS from that PDS.

U8000. Clarifies the CONUS COLA eligibility of a member assigned to ship or afloat staff.

U9105. Revises the regulations to permit members to include the cost of parking for more than one vehicle in the vicinity of their dwelling place when determining the total rental amount for OHA purposes. Currently the cost of parking for only one vehicle is allowed.

U9116-A. Explains that individual requests for rental advances of four or more months do not have to be approved by PDTATAC once the country has been approved by PDTATAC as a location for rental advance protection.

Appendix F. Delegates Haiti as an area to which shipment of 1,250 pounds of consumables for the initial 12 month tour, and 1,250 pounds of consumables for each 12 month extension is authorized effective 20 June 2001.

Appendix O, Table. Allows a Reserve member on active duty without pay occasional meals and quarters when paid mileage for travel to and from the duty location.

Appendix O, T4030-I; T4060-B4. Permits authorized trips home during extended TDY for training.

Various paragraphs. Substitutes the term “short distance move” for the term “local move” and allows storage for local moves that are outside the PDS limits.

VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in Appendices B and D, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in Appendix B.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JFTR 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 in accordance with par. U4140.

Suggestions that would improve this Volume 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: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), Department of the Navy, 2 Navy Annex, Washington, DC 20370-0201;
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/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

Requests for copies of the JFTR and changes thereto should be routed as follows:

*1. Army. The JFTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 1655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication resupply channels.

*2. Navy. Navy distribution of changes to the JFTR (NAVSOP P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate milstrip requisition must be submitted for *each* change/basic.

*(a) **For up to 3 copies**, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098. If you have internet, you may order the changes on website www.nll.navsop.navy.mil, then go into P2003 search/order, fill out milstrip requisition on line.

*(b) **For more than 3 copies**, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller) (FMA-31), 1000 Navy Pentagon, Room 5E476A, Washington, DC 20350-1000. FAX COMM 703-692-4900, DSN 222-4900 or E-Mail to Schlegel.Willie@HQ.NAVY.MIL.

(c) **For changes in distribution**, mail, fax or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b) above.

3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.

4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.

5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.

6. Coast Guard. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.

7. NOAA Corps. Through the Commissioned Personnel Center (CPC1), 1315 East-West Highway (Station 12137), Silver Spring, MD 20910-3233.

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member does not forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It is the general policy of DoD that the Government-sponsored, contractor-issued travel card be used by DoD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DoD Financial Management Regulation (DoD 7000.14-R), Volume 9, "Travel Policy and Procedures."

Non-DoD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

U2020 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The Defense Table of Official Distances (DTOD):

1. is the only official source for worldwide PCS and TDY distance information,
2. replaces all other sources used for computing distance (except for airplanes see par. U2020-B below),
3. uses city to city distance (not zip code to zip code),

NOTE: All DoD installations (CONUS and OCONUS) are supposed to be listed in the DTOD. If an installation cannot be located, the DTOD PMO should be informed of the missing location. All missing installations will be added to the DTOD system. All feedback should be directed through the DTOD website at <http://dtod-mtmc.belvoir.army.mil>.

4. provides distances which must be rounded to the nearest mile for each leg of a journey,
5. does **not** apply to the following travel distances that are determined by odometer readings:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and transportation terminal,
 - *c. for short distance moves, within the same city, or
 - d. round trip travel between home and active duty tour site for Reserve members performing active duty when the member commutes under the provisions of par. U7150-A1b, and
6. website is found at <http://dtod-mtmc.belvoir.army.mil>.

B. Privately Owned Airplane

1. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from aeronautical charts issued by the Federal Aviation Administration (FAA).
2. If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained.
3. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C. Official Distances Use. Official distances are used in determining the distance between any two of the following locations:

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

***12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?**

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal. ***NOTE: Gov't funded travel to FEML, Emergency, COT and R&R leave locations and TDY ordered while on leave is considered official travel and therefore contract fares may be used to and from these authorized leave locations (see pars. U7200-A2, U7205-C, U7206, U7207-D3, U7300-C3 and U4105).***

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
To: San Francisco, CA and
Return to Atlanta, GA

City pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go Chicago for several days resulting in the following:

From: Atlanta, GA
To: Chicago, IL
From: Chicago, IL
To: San Francisco, CA and
Return to Atlanta, GA

Since the itinerary portion from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the traveler is not authorized to use the city pair contract fares for this trip portion. Commercial fares are applicable to this trip portion. The city pair contract fare is applicable only to the trip portion from San Francisco, CA, to Atlanta, GA, with United Airlines at \$251.

NOTE: The traveler is responsible for any additional costs when for personal convenience travel is performed by an indirect route or interrupts travel by a direct route. Reimbursement in this case is limited to the transportation cost by a direct route on an uninterrupted basis.

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

For more information on GSA's Airline City-Pairs Program, call or e-mail

Mona-Lisa Dunn
(703) 308-4661
monalisa.dunn@gsa.gov

Marion Williams
(703) 305-6906
marion.williams@gsa.gov

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PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 TDY POC RULES**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it is advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances. See par. U2020

D. PCS Travel by POC. See Chapter 5, Parts B and C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the conveyance type used. See par. U2600 for applicable mileage rates.
2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in par. U3305-A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

**Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.*

**NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §3701-3721).*

C. Privately-Owned Aircraft Other Than Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual cost of operation rather than mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting-Out or Conversion of a Ship or Service Craft. A member, assigned to TDY in connection with fitting-out or conversion of a ship (or service craft) is authorized per diem during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service and day the ship is decommissioned or service craft is placed out-of-service. Per diem authorization ends on the date the member's assignment is changed from TDY in connection with fitting-out or conversion of a ship (or service craft) to permanent duty aboard that ship (or service craft) (or from permanent duty aboard the ship in connection with ship decommissioning or service craft placement out-of-service), even if that status change is effected prior to the ship commissioning/decommissioning or service craft placement in- (or out-of-) service date. Par. U4102-K applies after a ship, or service craft, under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under par. U4105-C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation. Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in <http://www.dtic.mil/perdiem/opdrform.html>, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in <http://www.dtic.mil/perdiem/opdrform.html>, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under, <http://www.dtic.mil/perdiem/opdrform.html>, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

*E. Member Dies While in a TDY Status. When a member dies while in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, mileage, or a MALT, accrues from the PDS, old station, or last TDY station (as appropriate) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see par. U3100-B.

b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.

c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

Actual elapsed time is used rather than calendar days in computing per diem when crossing the International Dateline (IDL) (180th meridian). The IDL is a hypothetical line along the 180th meridian where each calendar day begins. For example, when it is Sunday just east of the IDL it is Monday just west of the IDL. (See 39 Comp. Gen. 853 (1960).)

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. See par. U2510 concerning receipts.

1. Lodging Expense

The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in <http://www.dtic.mil/perdiem/pdrform.html> for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in par. U1045.

NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrform.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands) are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x \$0.345 per mile =		224.25
Total Reimbursement =		\$1059.25

In this example the member is due \$1059.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July		TDY		
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.

REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.345 per mile =		255.30
Total Reimbursement =		\$393.30

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.345 per mile =		127.65
Total Reimbursement =		\$268.65

In this example the member is due \$268.65.

***U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN [HTTP://WWW.DTIC.MIL/PERDIEM/PDRATES.HTML](http://www.dtic.mil/perdiem/pdrates.html)**

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. *In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in <http://www.dtic.mil/perdiem/pdrates.html> are without effect and the locality rates in <http://www.dtic.mil/perdiem/pdrates.html> are used.* Reduced rates of per diem should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 7 days in CONUS.

U4140 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think 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 directly to:

Per Diem, Travel and Transportation Allowance Committee
 ATTN: Per Diem Rates
 Hoffman Building #1, Room 836
 2461 Eisenhower Avenue
 Alexandria, VA 22331-1300

NOTE: *To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.*

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

**CHAPTER 5
PERMANENT DUTY TRAVEL**

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U5340

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U5345

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U5350

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U5355

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U5360

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U5365

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U5370

HHG Transportation Under Unusual/Emergency Circumstances

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U5372

HHG Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

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 - B. Incident to Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, Involuntary Separation, or Separation Under VSI or SSB Program
 - C. Incident to PCS
- U5460 Care and Storage**
- U5461 Rental Vehicle Reimbursement When Motor Vehicle Transported at Government Expense Arrives Late**

SECTION 2: POV STORAGE WHEN POV TRANSPORTATION TO PDS/TDY IS NOT AUTHORIZED

Paragraph	Contents
U5464	General
U5466	Eligibility <ul style="list-style-type: none">A. MembersB. Storage
U5468	Transportation Reimbursement To/From a Storage Facility <ul style="list-style-type: none">A. GeneralB. Delivery/Pick-upC. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route is InvolvedD. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY en route is InvolvedE. Delivery to Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route
U5470	Storage Facilities Used <ul style="list-style-type: none">A. Designated Storage FacilitiesB. Personally-Procured POV Storage
U5472	Factors Affecting Storage of POV <ul style="list-style-type: none">A. Orders Amended, Modified, Canceled, or RevokedB. Storage Before an Order is IssuedC. Time Limitation
U5474	Excess Cost
U5476	Continued POV Storage <ul style="list-style-type: none">A. Continued POV Storage for Active Duty MembersB. Continued POV Storage Upon Separation from Service or Relief from Active Duty, Retirement, Placement or TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjusted or Separation Pay, or Involuntary Separation
U5478	Care and Storage

PART F: TRANSPORTATION OF MOBILE HOMES

Paragraph	Contents
U5500	General
U5502	Conditions for Eligibility
U5505	Basic Entitlements <ul style="list-style-type: none">A. DefinitionB. Between PDSs Within CONUS, Within Alaska, and Between a PDS in CONUS and a PDS in AlaskaC. Between a CONUS or Alaska PDS and a PDS Neither in CONUS nor Alaska

- D. Upon Separation from Service, Relief from Active Duty, Placement on Temporary Disability Retired List (TDRL), or Retirement
- E. Allowable Costs
- F. Costs Not Allowed

U5510

Methods of Shipment

- A. Government-Procured Transportation
- B. Reimbursement for Personally-Procured Transportation

U5515

Factors Affecting Mobile Home Transportation

- A. Election of Mobile Home Allowances
- B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route
- C. Improper Shipments
- D. Orders Amended, Modified, Canceled or Revoked
- E. Mobile Home Transportation from Prior PDS
- F. Transportation Before Orders Issued
- G. HHG Removed from Mobile Home to Meet Safety Requirements

U5520

Excess Costs for Mobile Home Transportation of Separated Member, Deceased Member, and Heirs of Deceased Member

U5530

Short Distance Moves

U5540

Mobile Home Transportation Under Unusual or Emergency Circumstances

- A. When Dependents Travel Before the Member's PCS Due to Official and Personal Situations
- B. Mobile Home Transportation Incident to Alert Notice
- C. Mobile Home Transportation Incident to Tour Extension

U5545

Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death

- A. Member Officially Reported as Absent in Missing Status
- B. Upon Death of Member

U5555

Temporary Storage

- A. General
- B. Time Limits
- C. Orders Amended, Modified, Canceled or Revoked
- D. Further PCS Orders Issued After Member Arrives at New PDS

U5560

Advance of Mobile Home Allowances

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

I. Travel and Transportation Allowance Extensions when a Member Separates from the Service. A written time limit extension that includes an explanation of the circumstances justifying the extension may:

1. be authorized/approved for a specific additional time period using the Secretarial Process;
2. be authorized/approved only when circumstances prevent use within the prescribed time; and must be for the shortest time appropriate under the circumstances;
3. not be granted merely to accommodate personal preferences or convenience (DoD/GC #99-1); and
4. *not be authorized/approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty, retirement, or from the date of receipt by a member's dependents of official notice that the member is dead, injured, missing, interned, or captured*, unless a certified on-going medical condition prevents relocation of the member/dependent from the separation/retirement date.

J. Home of Selection. *Once a home is selected, that selection is irrevocable if transportation-in-kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.*

*K. PCS Order. For an order to be a PCS order it must in fact direct a PCS. A document directing a change at the same PDS is not a PCS order, regardless of any statement(s) on the document to the contrary. Please see definitions of PDS and PCS in Appendix A.

U5018 MEAL TICKETS

A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply (see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$16

U5020 ADVANCE OF FUNDS

Parts B, C, D, F, G and H authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA and TLE (see par. U1010-B4). See par. U9208 for advance payment rules ICW TLA.

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE***U5100 GENERAL**

This Part prescribes members' travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are authorized these allowances whether or not they take leave en route.

NOTE: *When residence relocation is unnecessary because the PCS is a short distance move, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see par. U5105-B),
2. personally procure common carrier transportation (see par. U5101-C), or
3. be provided transportation in kind (see par. U5105-D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see par. U5105-E),
2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. Other than for transoceanic travel, PCS travel by POC is advantageous to the Government. A member traveling by POC is authorized MALT PLUS. The MALT (see par. U2605) is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U3010). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) may not be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger POE/POD or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. The MALT rate (see par. U2605 for rates) depends on the official distance and number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling due to the PCS order.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

NOTE: *Charges for repairs, depreciation, replacements, grease, oil antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under 31 U.S.C. §3721.*

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. *Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U3010), entitlement is determined under par. U5105-E2.

NOTE: The following is not considered in determining if mixed mode travel is involved in a journey:

- a. travel between the duty station and local transportation terminal, or
- b. travel between local transportation terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey. ***NOTE: Do not collect excess cost from the member if deducting the cost of the Government-procured transportation for the ordered travel from the MALT PLUS results in a negative amount.***

U5106 NOT USED

U5107 POC TRAVEL PROHIBITED

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically direct a particular transportation mode (see par. U3002). ***If the member travels by POC, there is no travel reimbursement entitlement.***

U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED

If a member is directed to use a specific transportation mode, par. U5105 does not apply. When a mode is directed, reimbursement for expenses is authorized as follows:

A. Government Conveyance. When exigencies of the Service require Government conveyance use for PCS travel, the orders must direct it. ***If a member's PCS orders direct Government transportation use and the directed mode is available in time to comply with the orders but the member elects to travel by another mode at personal***

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in pars. U5130-B2, U5130-B3, and U5130-B4, travel to a selected home must be completed within 1 year after active duty termination.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process (see par. U5012-I).

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in par. U5130-B1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process (see par. U5012-I).

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in U5130-B1, as extended by par. U5130-B2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process. A further extension of this time limit may be authorized/approved by the Secretarial Process (see par. U5012-I).

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5130-B1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension (see par. U5012-I) using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under par. U5130-B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under par. U5130-A or U5130-B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5155 NOT USED

PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**U5200 PURPOSE**

This Part prescribes dependents' travel and transportation allowances incident to a PCS move and under unusual or emergency circumstances. Chapter 7 includes dependents' travel and transportation allowances in other special circumstances.

U5203 BASIC ENTITLEMENTS

A. General. Members are entitled to dependents' PCS travel and transportation allowances (except as indicated in par. U5203-B) for travel between points authorized in this Volume. Unless otherwise specified in this Part, the entitlement conditions in Part B apply. Except for travel by mixed modes under par. U5105-E, dependents' PCS travel and transportation allowances are:

1. transportation-in-kind or Government-procured transportation (see par. U5105-D) plus per diem (see par. U5210); or
2. reimbursement for common carrier transportation procured at personal expense (see par. U5105-C) plus per diem (see par. U5210); or
3. MALT (see par. U5105-B) for POC travel, plus per diem (see par. U5210) for the number of days required for travel between authorized points, up to the allowable travel time computed under par. U5160.

POC use for PCS travel, other than transoceanic, is advantageous to the Government. If a member elects not to move dependents when authorized, dependents' travel and transportation allowances for still-eligible dependents are payable incident to a subsequent PCS up to the greater of the distance to the new PDS from the:

1. HOR, PLEAD, designated place, or PDS from which the member elected not to move dependents; or
2. last PDS.

Any interim changes of station, for which a member did not claim dependents' travel and transportation allowances, are ignored.

B. When Dependents' Travel and Transportation Allowances Are Not Payable. Members are not entitled to dependents' travel and transportation allowances:

1. When a member is:
 - a. a cadet or midshipman;
 - b. assigned to a school or installation as a student, if the course of instruction is to be of less than 20 weeks duration (except as noted in par. U2146-B);
 - c. an enlisted member of a Reserve component called (or ordered) to IADT for less than 6 months;
 - d. called (or ordered) to active duty (including active duty for training) for less than 20 weeks (except as noted in par. U2146-B), or active duty for training for 20 or more weeks when the active duty is at more than one location, but less than 20 weeks (except as noted in par. U2146-B) at any one location; or
2. When a dependent:
 - a. is a member on active duty on the effective date of the orders (see par. U5215-I for travel and transportation allowance entitlements when a spouse is no longer on active duty);

- b. travels at personal expense before PCS orders are issued or before official notice is received that such orders are to be issued (see par. U5203-C) (transportation in kind, including Government-procured transportation, shall not be furnished before PCS orders are issued);
 - c. is not a dependent on the effective date of the PCS order (see Appendix A) (entitlement to allowances in pars. U5215-I and U5240-G is unaffected);
 - d. receives any other type of Government travel allowances for this travel;
 - e. is a member's or spouse's parent, stepparent, or person in loco parentis as set forth in Appendix A, definition of Dependent item 8, who does not reside in the member's household, unless otherwise authorized/approved through the Secretarial Process; or
 - f. is a dependent child who is not under the member's legal custody and control on the effective date of PCS orders (B-131142, June 3, 1957) (see par. U5215-J for travel entitlement when legal custody and/or control changes after the effective date of PCS orders);
3. For dependents' travel:
- a. any portion of a journey they are transported by a foreign registered vessel or airplane, if U.S. registered vessels or U.S. flag air carriers are available for the usually traveled route (however, per diem is payable);
 - *b. between points otherwise authorized in this Part to a place at which they do not intend to establish a permanent residence (*including pleasure trips*). For PCS travel of a student (see definition in par. U5243-D1b), the permanent residence of the student not living with the member while at school is the member's PDS, or the designated place of the member's dependents if they are not authorized to reside with the member);
 - c. when transportation is made available (whether used or not) to a member for the dependents by a foreign government, at no cost to the United States or the member, under a contract or agreement with the United States (however, per diem is payable);
 - d. for transoceanic or OCONUS land transportation when the member is without dependents as defined in par. U9000-B3 and U9000-B4 (unless a member is assigned to a COT and is to serve an accompanied tour at the new PDS--see par. U5222-F2, U5222-F4, and U5222-G);
 - e. to an OCONUS PDS when a member's unexpired term of service is less than the prescribed OCONUS tour, unless the member voluntarily extends the term of service to permit completion of the prescribed tour or the Secretary concerned grants an exception to the normal OCONUS tour on an individual case basis;
 - f. to an OCONUS PDS when the dependents are not command sponsored prior to travel commencement or when the member has less than 12 months remaining on the OCONUS tour after the dependents are scheduled to arrive, unless specifically exempt under pars. U5222-B and U5222-E;
 - g. to CONUS when the presence of the dependents at the OCONUS PDS was not authorized/approved by the appropriate OCONUS military commander;
 - h. to a TDY station (when a member is assigned to indeterminate TDY, see par. U4605);
 - i. when the member is: in an AWOL status; a deserter or straggler; dropped or dismissed; transferred as a prisoner to a place of detention; transferred to a different location to await trial by court-martial; or in confinement, except as provided in par. U5900-D2h; or U5240-F1 or U5240-F2.

C. Travel Before Orders Issued. A member entitled to dependents' travel and transportation allowances is authorized the entitlements in subpar. A for dependents' travel performed during the period before PCS orders are issued and after the member is advised that such orders will be issued. General information furnished to the member

Transportation to the new PDS is authorized. However, at least 12 months must remain in the member tour at the new PDS on the date the HHG are scheduled to arrive. Through the Secretarial Process exceptions may be granted when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS. Transportation is authorized from the old PDS, NTS, or from a prior specified location to the new PDS, or from the old PDS to a specified location. In lieu of transportation, HHG may be placed in NTS, but transportation from NTS to NTS is not authorized. HHG may be transported to the new PDS from the old PDS, place of storage, or a prior specified location, or from the old PDS to a specified location. When partial HHG transportation is from the old PDS or a designated place, other HHG may be placed in NTS. When partial HHG transportation is from NTS, other HHG not transported may be kept in NTS. HHG transportation from NTS or from a prior specified location to the new OCONUS PDS is authorized without a cost limitation.

G. Ordered from Sea Duty to Sea Duty

1. Homeports Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units having identical homeports, HHG transportation is not authorized.
2. Homeports Not Identical. Except for cases under pars. U5350-D and U5350-E, when a member is ordered from sea duty to sea duty between afloat units not having identical homeports, HHG transportation or NTS in any combination is authorized:
 - a. from old homeport to the new homeport;
 - b. from a former PDS to the new homeport;
 - c. from a previously designated place to new homeport;
 - d. from NTS to the new homeport;
 - e. NTS in lieu of transportation prescribed in par. U5350-G2a, U5350-G2b or U5350-G2c.

H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport. When a member departs from/arrives at a vessel, afloat staff, or afloat unit while deployed away from the homeport unaccompanied baggage transportation from/to the deployed unit is authorized without regard to distance.

I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed. A member assigned to a vessel, afloat staff, or afloat unit, not specified as unusually arduous sea duty on the effective date of a homeport change, is entitled to HHG transportation or NTS in par. U5350-G2. A member assigned to a vessel, afloat staff, or afloat unit, specified as unusually arduous sea duty (par. U5222-D2) on the effective date of a homeport change is entitled to the HHG transportation to the destination authorized for dependents in par. U5222-D5 and/or NTS. HHG transportation to a new homeport shall not be made when a member receives PCS orders, directing detachment from the unit undergoing the homeport change, before the HHG are transported to the new homeport.

J. Reassignment OCONUS Before the Prescribed OCONUS Tour Is Completed Due to Base Closure or Similar Action. A member, involuntarily transferred on a PCS from an OCONUS PDS to another OCONUS PDS due to base closure or similar action is entitled to HHG transportation to the new PDS if HHG are permitted there, regardless of the time remaining in the member's tour. In lieu of transportation, HHG may be placed in NTS. Upon later transfer from the new PDS on a PCS, HHG transportation is authorized regardless of the length of time served. (See par. U5317, item 7.)

***U5355 LOCAL SHORT DISTANCE MOVES**

A. General. Necessary short distance HHG moves (either intra-city or inter-city) within prescribed weight allowances are authorized within the same city, town, or metropolitan area upon:

1. reassignment or PCS (par. U5355-B),
2. moving to/from Government quarters (par. U5355-C),

3. vacating local economy housing under certain circumstances (par. U5355-D1),
4. involuntary tour extension (par. U5355-D2),
5. separation (par. U5360-F and par. U5355-B4),
6. retirement (par. U5365-G and par. U5355-B4), or
7. death of the midshipman or cadet owner (par. U5370-E).

B. Short Distance Move Incident to Reassignment or PCS. There are two types of short distance moves incident to PCS (pars. U5355-B2 through U5355-B4) -- within the PDS limits (intra-city moves) and in the metropolitan area (inter-city moves).

1. Reassignment between Activities at the Same PDS – NOT A PCS. A short distance HHG move is authorized for a reassignment between activities at the same PDS if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that the member's household relocation is:
 - a. mission essential,
 - b. in the Government's best interest, and
 - c. not primarily for the member's convenience.

The short distance HHG move must be to a residence from which the member will commute daily.

NOTE: Service regulations may require this certification for a short distance HHG move to, from, and between designated location(s) to which dependent travel is authorized under par. U5222-D2. Otherwise certification is not required for these short distance HHG moves. This subparagraph also does not apply to retirement or separation from the Service.

2. PCS between PDSs Located in Proximity. A PCS short distance HHG move is authorized for a PCS between two PDSs in proximity to each other if the Secretarial Process (for DoD not lower than the gaining installation/ship commander (O-5 or above)) certifies that the member's household relocation is:
 - a. mission essential,
 - b. in the Government's best interest, and
 - c. not primarily for the member's convenience.

Duty stations are in proximity to each other if:

- a. both are in an area ordinarily serviced by the same local transportation system, or
- b. a member could commute daily from home to either PDS.

The short distance HHG move must be to a residence from which the member will commute daily.

3. PCS between PDSs Not in Proximity to Each Other. A short distance HHG move between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDSs not in proximity to each other.

4. Separation from the Service or Retirement. A short distance HHG move between residences or from NTS in an area to a residence within the same city, town, (intra-city) or metropolitan area (inter-city) is authorized when a member is:

- (a) separated from the Service or relieved from active duty as prescribed in par. U5360, or
- (b) retired, placed on the TDRL, discharged with severance pay, or involuntarily released to inactive duty with readjustment pay as prescribed in par. U5365.

This short distance move is the final HHG transportation authorized by par. U5360 or U5365.

C. Short Distance Move and NTS Incident to Government or Government-Controlled Quarters Assignment/Termination. Pars. U5355-C1 and U5355-C2 apply worldwide to all members, except incident to separation or relief from active duty under honorable conditions or retirement from the Service. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. For NTS information incident to Government or Government-controlled quarters occupancy, see par. U5380-G. See pars. U5360-F and U5365-G, respectively, for short distance moves when the member is required to vacate Government or Government-controlled quarters incident to separation from the Service or relief from active duty under honorable conditions and incident to retirement.

1. Moving to/from Government Quarters. A member is authorized a short distance HHG move, between Government quarters and the residence from which the member is to, or did, commute on a daily basis to the PDS, for moves directed by competent authority on the basis of a Service requirement such as:

- a. assignment to Government quarters to use idle housing,
- b. vacating Government quarters (e.g., orders, unfit for occupancy, some unusual Service operational requirement),
- c. reassignment to Government quarters when the conditions in item b have been rectified or alleviated, or
- d. assignment to privatized housing.

The short distance move may be made from/to a point more distant than the residence from which the member did, or is to, commute on a daily basis to the PDS if the member accepts financial responsibility to the Government for all excess costs. *A short distance HHG move, incident to moving to/from Government quarters, is not authorized to accommodate a member's personal problems, convenience, or morale.*

2. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized a short distance HHG move to other local quarters from which the member is to commute on a daily basis to the PDS. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move and/or NTS under par. U5380-G1b and to a return short distance move from the temporary residence and/or NTS.

D. Short Distance Move and NTS Incident to Vacating Local Economy Quarters

1. Member Directed by Competent Authority to Vacate Local Economy Quarters. A member is authorized a short distance HHG move from local economy quarters to other local economy quarters (e.g., rental guarantee and, in CONUS and non-foreign OCONUS areas, privatized housing) from which the member is to commute daily to the PDS, with no weight limitation based on grade, when ordered to vacate the quarters for the Government's convenience. Such a move would be at Government expense, for example, when the member is directed by competent authority to vacate local economy quarters because the commander has: (1) determined the member's residence does not meet Service health or sanitation standards, or (2) placed the housing

area/complex "off-limits". Except as noted in par. U5355-D2, when a member moves from local economy quarters as a result of a landlord's refusal to renew a lease or otherwise permit continued occupancy, the move is for the member's convenience, absent military necessity or requirement (52 Comp. Gen. 293 (1972)). For NTS, see par. U5380-G2a.

2. Member Vacates Local Economy Quarters Incident to Involuntary Tour Extension. A member is authorized a short distance HHG move to a residence on the local economy from which the member is to commute daily to the PDS, with no weight limitation based on grade, when the tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control, such as refusal of landlord to renew the lease agreement, to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). The member is authorized a short distance move:

- a. to other local economy quarters,
- b. from NTS to Government or economy quarters,

when the member relocates during the extended tour.

For NTS, see par. U5380-G2b.

U5360 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5125 and U5225 for related member/dependent transportation.)

A. General. Except when a member is:

1. separated from the Service or relieved from active duty to continue in the Service (par. U5360-C);
2. separated from the Service or relieved from active duty upon expiration of enlistment or prescribed term of Service (par. U5360-D);
3. in a reserve component and called/ordered to active duty for less than 20 weeks, or less than 6 months for initial active duty for training (par. U5360-E);
4. stationed in CONUS, without dependents, and separated from the Service under other than honorable conditions (par. U5360-I); (For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, with or without dependents, who are separated from the Service under other than honorable conditions, see par. U5370-B3.); or
5. separated under conditions in par. U5365-A.

A member on active duty, who is separated from the Service or relieved from active duty, is entitled to HHG transportation to the place elected by the member under par. U5125, from whichever of the following applies:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

HHG transportation may be between places other than the authorized places if the member pays all costs in excess of transportation from the place of authorized origin to the place the member elects under par. U5125 (see par. U5340-C). If, under par. U5340-C, the member elects HHG transportation to other than that place, excess costs are computed on the basis of the cost that would have been incurred by the Government for transportation of a like weight of HHG in one lot from the last PDS or the actual location of the HHG, whichever would result in a lower

cost to the Government, to that place. HHG transportation from the HOR or PLEAD is not authorized for HHG not brought into the Service for use in the member's household during the current tour of active duty.

B. Storage

1. Nontemporary Storage. A member who is entitled to transportation of HHG under par. U5360-A, U5360-F or U5360-H is entitled to NTS. The entitlement begins on the date orders are issued and terminates at the expiration of the 180th day from the date of termination of active duty. (Also see par. U5360-G).
2. Temporary Storage. Temporary storage of HHG transported from NTS under pars. U5360-A, U5360-F or U5360-H is authorized only when:
 - a. necessary because of conditions beyond the member's control;
 - b. such conditions arise after HHG transportation from NTS; and
 - c. authorized/approved in accordance with Service regulations.

Any HHG not placed in NTS may be placed in temporary storage under par. U5375 in connection with transportation under par. U5360-A, U5360-F or U5360-H.

C. Separation or Relief from Active Duty to Continue in the Service. A member, separated or relieved from active duty to continue on active duty in a Uniformed Service, is entitled to HHG transportation or NTS only if the member is transferred on a PCS in conjunction with reentry into or continuance in the Service.

D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member, separated or relieved from active duty due to expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to HHG transportation or NTS.

E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less Than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training. A member of the reserve components who is ordered to:

1. initial active duty for training for less than 6 months;
2. active duty (including active duty for training) for less than 20 weeks; or
3. active duty for training for 20 or more weeks when the active duty is performed at more than one location, but less than 20 weeks at any one location;

is entitled to the HHG transportation (including temporary storage not to exceed 30 days) of the weight allowance in par. U4710-A, upon relief from such duty, from the:

1. member's last duty station, or
2. place to which such HHG were last transported at Government expense, to the:
 - a. HOR, or
 - b. PLEAD or active duty for training.

NOTE: NTS is not authorized..

*F. Member Required to Vacate Government or Government-Controlled Quarters Upon Separation or Relief from Active Duty. A member, authorized HHG transportation under par. U5360-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction, is authorized a short distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the

vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this short distance move. HHG transportation is authorized, within the time limit in par. U5360-G and the member's prescribed weight allowance, from the local temporary residence to the place elected by the member under par. U5125.

G. Time Limit. Entitlement to HHG transportation terminates on the 181st day following separation from the Service or relief from active duty unless a written application for HHG transportation is turned in to a transportation officer or a designated representative before the expiration of the 180th day. When a HHG transportation application is made within 180 days, HHG must be turned over for transportation as soon as practicable after the submission. The transportation officer or designated representative determines "practicability" based on the facts and circumstances in each case. In hardship cases, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process. An extension of the time limit for transportation in no way extends the Government's obligation for storage costs for longer than the period authorized/approved under par. U5360-B (for NTS) or par. U5375-B (for temporary storage). HHG in NTS belonging to a member for whom the 180-day time limit for transportation has been extended may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:

1. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period in excess of the authorized (not to exceed 180 days) storage period.

Following the expiration of NTS, the HHG must be transported as soon as possible to the final destination.

H. Members Ordered Home to Await the Results of Disability Proceedings. A member, who is::

1. found by a physical evaluation board unfit to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130,
3. but who, for the convenience of the Government, ordered home or to a specific location to await the results of the disability proceedings,

is entitled to HHG transportation to the home or to the specific location providing the member, through a signed release, agreed not to contest the initial physical evaluation board results. Entitlement to HHG transportation when separation or other orders are ultimately issued is in addition to the transportation made under this subparagraph. However, the entitlement upon final results of physical disability proceedings shall be for the cost for the distance from the member's PDS at the time the member received the orders directing the member to proceed in an awaiting-orders status to the point to which the member is entitled incident to separation or relief from active duty, less any amount previously paid for HHG transportation to the waiting point.

I. Member Serving in CONUS Who Has No Dependents and Is Separated from the Service Under Other Than Honorable Conditions. A member serving in CONUS, who has no dependents and is separated from the Service under other than honorable conditions, is not entitled to any HHG transportation or NTS. For members stationed in CONUS who have dependents, see par. U5370-H; for members stationed OCONUS, see par. U5370-B3.

J. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to HHG transportation to that college, the HOR, or PLEAD, as the member elects. The member is entitled to HHG transportation from:

1. the last or any previous PDS,
2. a designated place, or
3. an authorized place of storage.

Shipment may be made between other places. The member is responsible for payment of all transportation costs in excess of transportation from the place of authorized origin to one of the authorized destinations. The member is entitled to storage entitlements as in par. U5360-B above.

U5365 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM

(See pars. U5130 and U5230 for related member/dependent transportation.)

A. HOS Authorized. A member on active duty is entitled to HHG transportation from the last or any previous PDS, from a designated place in CONUS, from storage, or any combination thereof, to the member's HOS (under par. U5130) when the member is:

1. retired for physical disability or placed on the TDRL (without regard to length of service),
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single service break of more than 90 days (B-160488, February 14, 1967),
3. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
4. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single service break of more than 90 days,
- *5. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 31 December 2001) or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001),
- *6. separated under the VSI or SSB program (on/after 5 December 1991 through/ending 31 December 2001) from a DoD Service or from the Coast Guard (on/after 1 October 1994 through/ending 31 December 2001).

Except for members undergoing hospitalization, medical treatment, education or training, or in other deserving cases (pars. U5365-D, U5365-E, and U5365-F), HHG must be turned over for transportation within 1 year following termination of active duty. HHG transportation is authorized to a place other than the member's HOS, or part to the HOS and part to some other place, provided the member bears all costs in excess of transportation in one lot to the HOS, HOR, or the PLEAD, whichever provides the greatest entitlement (54 Comp. Gen. 1042 (1975)).

B. Transportation to HOS Not Authorized. A member on active duty is entitled to HHG transportation under par. U5360 when the member:

1. is retired without pay;
2. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability, or involuntary separation as described in par. U5365-A5 or
3. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in pars U5365-A5 and U5365-A6.

C. Storage

1. General. A member or a dependent, entitled to HHG transportation under par. U5365-A or U5365-K, is entitled to NTS. The entitlement begins on the date orders are issued and terminates 1 year from the date of termination of active duty, except as indicated in pars. U5365-D and U5365-H.

2. One-Year Period Extended Because of Hospitalization or Medical Treatment. A member undergoing hospitalization or medical treatment on date of termination of active duty, or for any period of time during the 1-year period following such date, is entitled to NTS under par. U5365-D (see par. U5012-I).
3. One-Year Period Extended Because of Education or Training or in Other Deserving Cases. The HHG of a member, for whom the 1-year time limit in par. U5365-A has been extended under par. U5365-E or U5365-F, may be continued in NTS with the Government acting as the member's agent for the period of the extension, provided:
 - a. continued storage is authorized/approved through the Secretarial Process (see par. U5012-I), and
 - b. the member agrees to pay all costs for NTS for any period in excess of 1 year from the date of termination of active service, or the longer period authorized by par. U5365-D, if applicable.
4. Temporary Storage. Temporary storage of a shipment from NTS under par. U5365-A or U5365-K (when transportation to HOS is authorized or a member on the TDRL is discharged or retired) is authorized only when:
 - a. necessary because of conditions beyond the control of the member, or dependent (if applicable);
 - b. such conditions arise after transportation from NTS; and
 - c. authorized/approved in accordance with Service regulations.

Any portion of a member's HHG not placed in NTS may be placed in temporary storage under par. U5375 as part of HHG transportation under par. U5365-A or U5365-K.

D. Member Undergoing Hospitalization or Medical Treatment

1. On Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital on the date of termination of active duty, is entitled to HHG transportation if transportation to the HOS is authorized (par. U5365-A) and storage is authorized (par. U5365-C). Entitlement to HHG transportation and NTS to a HOS expires 1 year after either the date of discharge from the hospital or termination of medical treatment, whichever is later. An extension of this time limit may be authorized/approved through the Secretarial Process (see par. U5012-I).
2. During 1-Year Period After Date of Termination of Active Duty. A member, entitled to HHG transportation to a HOS and confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period following termination of active duty, is entitled to HHG transportation until 1 year after the date of termination of active duty plus a period equal to the period of the member's hospitalization or treatment. An extension of that time limit may be authorized/approved through the Secretarial Process (see par. U5012-I). The member is entitled to NTS until 1 year after date of termination of active duty plus a period equal to the period of hospitalization or treatment occurring within that year. NTS in excess of this total time is at the member's expense. Further extension of the time limit for NTS is not authorized.

E. Member Undergoing Education or Training. A member entitled to HHG transportation under par. U5365-A who:

1. on the date of termination of active service is undergoing education or training to qualify for acceptable civilian employment, or
2. begins such education or training during the 1-year period following termination of active service, or during the longer period authorized/approved under par. U5365-D (if applicable),

is entitled to HHG transportation until 1 year after the education or training is completed, or 2 years after the date of termination of active duty, whichever is earlier, and continued NTS provided:

1. such additional period for storage and transportation is authorized/approved through the Secretarial Process (see par. U5012-I), and
2. the member agrees to pay all costs for NTS for any period over 1 year from the date of termination of active service (see par. U5365-C), or the longer period authorized by par. U5365-D, if applicable.

A further extension of the time limit for HHG transportation and continued NTS at member's expense but under Government auspices, may be authorized/approved through the Secretarial Process (see par. U5012-I). Notwithstanding the extension of the time limit within which HHG transportation must begin, the storage period at Government expense is as specified in par. U5365-C.

F. Other Deserving Cases. An extension of the 1-year time limit prescribed in par. U5365-A may be authorized/approved through the Secretarial Process when an unexpected event beyond the member's control occurs which prevents the member from moving to the HOS within the specified time limit. A time limit extension also may be authorized/approved through the Secretarial Process, if in the best interest of the Service, or substantially to the member's benefit and not more costly or adverse to the Service. This includes cases where the 1-year time limit has already been extended under pars. U5365-D and U5365-E. These extensions may be authorized/approved only for the specific period of time the member anticipates is needed to complete the move. If, at the expiration of this extension period, additional time is required, the member may request a further extension through the Secretarial Process, citing the reasons for the extension. An additional period of entitlement for a specific period of time may then be authorized/approved through the Secretarial Process (B-126158, April 21, 1976). These extensions do not extend the Government's obligation for storage costs for longer than a 1 year period from the date of termination of active duty, except where a longer period is authorized under par. U5365-D. The delayed HHG transportation under this subparagraph must be incident to separation of the member from the Service (B-207157, February 2, 1983).

NOTE: See par.U5012-I for restrictions to time limit extensions.

*G. Member Required to Vacate Government or Government-Controlled Quarters Before Selecting a Home. A member, authorized HHG transportation under par. U5365-A, who is required by competent authority to vacate Government quarters or other quarters under a Service's jurisdiction before selecting a home, is authorized a short distance HHG move at Government expense from the vacated quarters to a temporary residence in the vicinity of the vacated quarters. Neither the member's PCS weight allowance nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies for this short distance move. HHG transportation is authorized within the prescribed time limits and the member's prescribed weight allowance, from the local temporary residence to the selected home.

H. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home under par. U5365-A, who is recalled to active duty before selecting and traveling to such home, and who has HHG in NTS under par. U5365-C, may have the NTS continued from the date the member is recalled to active duty until the member reverts to retired status provided the member is otherwise entitled to such storage.

1. If the member is ordered on TDY incident to the recall, continued storage may be provided only if the member qualifies for special storage under par. U4770-B,
2. If the member is ordered on PCS incident to the recall, continued NTS may be provided if the member is entitled to NTS on the PCS order.

Regardless if the member had HHG in NTS at the time of recall to active duty, when the member reverts to retired status under honorable conditions, the member is entitled to NTS par. U5365-C) and HHG transportation (par. U5365-A) to a HOS. However, the HHG must be turned over to a carrier for transportation within 1 year after the date the member is last released from active duty (i.e., within 1 year from the date the member reverts to retired status). If the member dies after reversion to retired status, par. U5360-K applies.

I. Recalled to Active Duty After Selecting a Home. A member recalled to active duty after selecting and traveling to a HOS, is, upon termination of active duty under honorable conditions, entitled to HHG transportation to the previous HOS, or to the PLEAD, whichever the member elects for travel allowances.

J. Members on TDRL Discharged or Retired. A member on the TDRL, when discharged with severance pay or retired for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is not entitled to HHG transportation in connection with such discharge or retirement; but may be entitled to HHG transportation to HOS (par. U5365-A), to storage (par. U5365-C), or to extensions (see par. U5012-I) granted because of hospitalization, medical treatment, education, training or other deserving cases (pars. U5365-D, U5360-E, and U5365-F).

K. Member Dies After Retirement or Release

1. After Selecting a Home. If a member, entitled to HHG transportation to a HOS under par. U5365-A, dies after selecting a home under par. U5130, but before HHG transportation, the HHG may be transported, on the request of dependents, to the member's HOS, to a home or other place selected by the dependents, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the member's HOS. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them. That person is liable for all costs in excess of the transportation cost to the member's HOS. This subparagraph also applies when the member completed travel to the HOS.

2. Before Selecting a Home. If a member, entitled to HHG transportation to a HOS under par. U5365-A, dies before selecting a home under par. U5130 or, if a home has been selected, before HHG transport and member's travel to the HOS, the HHG may be transported at Government expense upon request of the dependents to the member's HOS or the home selected by the dependents which would have been authorized under par. U5130-A, or partly to each. The dependents are liable for all costs in excess of the transportation cost in one lot to the home selected by the dependents. If there are no surviving dependents, the HHG may be transported to the home of the person legally entitled to them.

3. Time Limits. The same time limits as prescribed for members in this paragraph apply to HHG transportation and NTS made by surviving dependents, or the person legally entitled to the HHG.

L. Members Ordered Home to Await Disability Retirement. A member, found by a physical evaluation board unfit to perform the duties of the member's grade and who, for the convenience of the Government, is ordered home or to a specific location to await further orders in connection with disability retirement, is entitled to HHG transportation to the home or specific location. Shipments transported under this subparagraph may be re-transported when retirement or other orders are ultimately issued, but maximum entitlement is limited to the entitlement for the distance from the member's PDS at the time the member received the orders to proceed in an awaiting orders status, to the point to which the member is entitled incident to retirement, release from active duty, etc., less any amount previously paid for transportation of HHG to the waiting point (32 Comp. Gen. 348 (1953)).

U5370 HHG TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

NOTE: For Dependent Travel Under Unusual/Emergency Circumstance, see par. U5240.

A. General. Situations in this paragraph are of an unusual or emergency nature. Authorization for HHG transportation under this paragraph is contingent on transportation of dependents under par. U5240, unless otherwise provided for in this paragraph. When dependents' transportation under par. U5240 is involved, orders authorizing the dependent transportation also may authorize HHG transportation and should cite the specific subparagraph under which the transportation is authorized. In other circumstances, orders issued under this paragraph providing for HHG transportation (or consumable goods transportation under par. U5365-J) must cite the specific subparagraph under which the transportation is authorized. For HHG transportation incident to an evacuation, see Chapter 6. Following are guidelines for administering the entitlements to HHG transportation authorized in this paragraph:

1. Ordinarily, authority to authorize/approve requests for transportation is exercised through the Secretarial Process.

2. HHG transportation authorized in connection with dependents' transportation in advance of the member's PCS and under par. U5365-B2 precludes further HHG transportation during the member's current OCONUS tour, except as in par. U6010.

3. When a non-command-sponsored dependent is present in an OCONUS area, HHG transportation shall not be authorized except when the authorizing/order-issuing official determines, for that specific case, that the unusual or emergency circumstances of the particular case justify the expenditure of public funds for this purpose.

B. HHG Transportation Located in CONUS When Disciplinary Action is Taken Against a Member Stationed OCONUS

1. General. HHG may be transported from any location and/or from NTS to a designated place or, if the dependents are foreign-born, to a destination in the dependents' native country. These members also are authorized NTS or continued NTS under par. U5380-C. Otherwise, orders may be issued providing for HHG transportation before the member's PCS only if authorized/approved under pars. U5370-B2 and U5370-B3.

c. Change in Type of Status. If the member is declared dead while in a missing status, NTS is authorized in accordance with par. U5380-L, table, item 19.

E. Termination of Missing Status. When a missing status is officially terminated and the member is returned to active duty, HHG in NTS may remain there at Government expense for the time limit stated in par. U5380-L, table, item 20. If the member is not returned to active duty, the entitlement to transportation of HHG placed in NTS under par. U5372-D3b is determined under pars. U5360, U5365 or provisions in this paragraph which apply upon death of a member, as applicable.

F. Member Officially Reported as Dead, Injured, Ill, or Absent for More Than 29 Days in a Missing Status, and Spouse Is Also a Member. If a member on active duty is married to a member, the deceased, injured, ill, or absent member's HHG may be transported by the spouse in connection with the spouse's next immediate PCS under the circumstances authorized in par. U5372-C. The 1-year time limit and the approval requirement for additional time in par. U5372-B3 do not apply. HHG transportation authorized in this subparagraph is in lieu of any other transportation authorized in par. U5372-C. For transportation purposes, the member's and spouse's HHG may be combined, provided the total weight does not exceed the combined weight allowance of 18,000 pounds plus the HHG weight allowance of the spouse. See par. U5372-D3 for NTS.

G. Administrative Instructions. Each Service should issue regulations or instructions necessary for the judicious administration of this subparagraph.

U5375 TEMPORARY STORAGE

*A. General. Temporary storage is part of HHG transportation (see par. U5375-H regarding intra-city moves). This storage is cumulative and may accrue at any combination of origin, transit, and destination. This storage may be authorized in the nearest available storage facility. The actual storage period governs, regardless of commercial billing practices. HHG temporary storage cannot begin before the date the HHG are released to a carrier, contractor, or the Government for transportation. ***Temporary storage is not authorized for:***

1. intra-city HHG movement as authorized in par. U5355 ***NOTE: See par. U5375-H;*** or
2. HHG transportation on TDY, except as authorized in pars. U4770, U5345-C, and U5360-E.

Except as provided in pars. U5375-D, U5375-F, and U5375-G, the member is liable for all temporary storage costs when HHG placed therein under PCS orders are not transported under those orders.

B. Time Limits

1. First 90 Days of Storage. A member is entitled to 90 days' temporary storage for any authorized HHG transportation. If HHG are not removed from storage before expiration of the first 90 day period, storage charges accruing thereafter are the member's responsibility unless additional storage is authorized/approved under pars. U5375-B2 and U5375-B3. If the Government amends, modifies, cancels or revokes the orders or issues further change-of-station orders while the HHG are in temporary storage, see pars. U5375-F and U5375-G.

2. Second 90 Days of Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

- a. serious illness of the member,
- b. serious illness or death of a dependent,
- c. impending assignment to Government quarters,
- d. directed TDY after arrival at PDS,

- e. nonavailability of suitable civilian housing,
- f. awaiting completion of residence under construction, and
- g. acts of God.

3. Storage After First 180 Days

a. Additional Storage When Member on TDY or Deployed for More than 90 days or for an Indefinite Period While HHG are in Temporary Storage. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the time limit in pars. U5375-B1 and U5375-B2, additional storage may be authorized/approved by an official designated by the Service. This authority to extend the time limit for temporary storage applies only to those members on TDY or deployed for a period in excess of 90 days or for an indefinite period.

b. Additional Storage Under Circumstances Beyond Member's Control. Temporary storage beyond the 180-day time limitation prescribed in par. U5375-B2 may be authorized/approved through the Secretarial Process, when, for reasons deemed appropriate by the Service concerned which are beyond the member's control (for example, impending assignment to Government quarters), the member is unable to take possession of the HHG within the 180-day time limitation.

C. Temporary Storage for HHG Transported from NTS to Destination. Unless otherwise prohibited in these regulations, members whose HHG are in NTS are authorized temporary storage at any combination of origin (place of NTS), transit, or destination, in connection with transportation from NTS to destination. The time limits in par. U5375-B start on the day following termination of the NTS entitlement.

D. Temporary Storage Converted to NTS. Upon authorization/approval by the Service concerned, temporary storage at origin may be converted at the member's request to NTS, in whole or in part, if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. Unless otherwise provided in this Part, transportation of HHG converted from temporary storage to NTS is not authorized before further PCS orders are issued.

*E. HHG Partial Lot Withdrawal and Delivery from Temporary Storage. A member is authorized one HHG partial lot withdrawal and delivery from temporary storage, if authorized/approved by the official designated by the Service concerned. A second HHG partial lot withdrawal and delivery may be authorized/approved when, for reasons beyond the member's control, unforeseen circumstances arise after the first withdrawal (such as a further delay in the projected quarters availability date) that would result in hardship to the member or dependents if additional HHG are not withdrawn. A member is authorized additional (beyond two) HHG partial lots withdrawal and delivery from temporary storage, but the member is financially responsible to the Government for any cost in excess of the Government's cost had withdrawal and delivery been made in one (or two, if the second partial lot withdrawal is authorized/approved) lot(s).

F. Further PCS Orders Received After The Member Arrives at a New PDS. A member, who receives further PCS orders after arrival at a new PDS, and whose HHG are in temporary storage at the time such orders are received, is entitled to continued temporary storage, regardless of the time limit prescribed in par. U5375-B, until the effective date of the new orders. Subsequent entitlement to storage is determined under the new PCS orders.

G. Orders Amended, Modified, Canceled or Revoked

1. Orders Amended or Modified. A member, under PCS orders which are amended or modified before the member arrives at the new PDS, but after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the effective date of the amended or modified order. Thereafter, the entitlement to storage is determined under the amended order.

2. Orders Canceled or Revoked. A member, under PCS orders which are canceled or revoked after the HHG are released to a carrier, contractor or the Government for transportation or storage, is entitled to the type of storage authorized under the original orders until the date of cancellation or revocation. Thereafter, the member is entitled to temporary storage in connection with return transportation or delivery of the HHG to an authorized place.

*H. Short Distance Moves

1. Intra-city Moves. *Temporary storage is not authorized for intra-city HHG moves as authorized in par. U5355.* Intra-city HHG moves are those short distance HHG moves within the PDS limits.

2. Inter-city Moves. The prohibition against temporary storage does not apply to short distance inter-city moves incident to PCS as described in par. U5355-B. Inter-city moves are moves between residences in the metropolitan area; both residences (as opposed to PDSs) may not be within the same PDS. Temporary storage for these short distance moves is limited to special circumstances and must be authorized/approved by the Secretarial Process.

NOTE: Temporary storage is never authorized for non-PCS short distance moves (e.g., moves to and from Government quarters).

3. Examples

a. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB to another residence in D.C. This is an intra-city move (both Bolling AFB and new residence in D.C. - same PDS limits) and temporary storage is not authorized.

b. Member sent PCS from Bolling AFB, D.C., to San Diego, CA, and chooses to leave family in local area. Member's HHG moved from Bolling AFB, D.C., to Alexandria, VA. This is an inter-city move (Alexandria, VA, is outside the D.C. limits) and the Secretarial Process may authorize temporary storage.

c. Member is reassigned within activities in the Pentagon. The member currently resides in Reston, VA, but because of the member's new position is required to live on Ft. Myer, in Arlington, VA. Even though the member is moving from one area to another (Reston in Fairfax County, VA, to Ft Myer, Arlington, VA) the member is not authorized temporary storage because there is no PCS involved (regardless of what the order may call the transfer).

U5380 NONTEMPORARY STORAGE

*A. General. NTS is all storage other than temporary or special storage (see par. U4770-B). NTS includes any shipment, move, packing/unpacking, and crating/uncrating necessary to place the HHG in the designated storage facility. The total HHG weight transported plus the weight of the HHG in NTS at Government expense on the same PCS order should not exceed the weight allowance in par. U5310-B. However, if the weight of the HHG in NTS plus the weight of the HHG transported on the same order exceeds the weight allowance, the Government may pay the costs associated with storing the excess weight if requested to do so by the member. The member is financially responsible to the Government for excess weight storage costs (see par. U1010-B8). NTS may be authorized by the official designated by the Service concerned in facilities determined to provide best value to the Government. Any cost to and from a selected storage facility is at Government expense. See par. U5320-D for personally-procured NTS.

B. Place of NTS

1. General. Except as otherwise provided in this paragraph, NTS must be in a storage facility near to the place where the HHG are located on the date the member's PCS order is issued. The official designated by the Service concerned determines which storage facility provides best value to the Government.

2. Return of HHG from OCONUS. When HHG are returned to CONUS from OCONUS for NTS the place of NTS is determined by the official designated by the Service concerned.

3. NTS Authorized While HHG Are in Transit. HHG, en route to a destination under a prior order at the time further orders are issued which entitle the member to NTS, may be placed in NTS upon arrival at the initial destination or diversion point.

C. NTS as an Alternative to Transportation. Notwithstanding any provision of this paragraph, a member is entitled to NTS as an alternative to transportation of any of the member's HHG when such storage is in the Government's best interest. However, NTS shall not be authorized as an alternative to the transportation under par. U5370-B1 incident to return of dependents under par. U5900-D2h. With this exception, each Service may publish a list of circumstances for which NTS is authorized as an alternative to HHG transportation. Otherwise, a member is entitled to NTS as an alternative to HHG transportation only if authorized/approved through the Secretarial Process. The place of NTS is an authorized point of origin from which transportation may be made when a member later becomes entitled to HHG transportation.

D. NTS Converted to Temporary Storage. Upon authorization/approval by the Service concerned, NTS at origin may be converted at the member's request to temporary storage, in whole or in part if the member is entitled, under orders, to transportation or NTS. The conversion is at Government expense. However, any storage costs accruing for periods in excess of 180 days are the member's responsibility. Unless otherwise provided in par. U5375-B3, no additional storage of the HHG converted from NTS to temporary storage is authorized before further PCS orders are issued.

E. NTS of HHG Currently in Temporary Storage. When HHG are in temporary storage on the date further orders are issued under which NTS is authorized, the authorized period of NTS begins on the effective date of the latter orders. (See par. U5375-F or U5375-G1.)

*F. Withdrawal of HHG from NTS as an Alternative to Continued Storage. A member, whose HHG were placed in NTS, is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at Government expense. No further transportation or storage of the withdrawn HHG is authorized before further PCS orders are issued, except as otherwise provided in this Part (45 Comp. Gen. 771 (1966)).

G. NTS Incident to Occupancy of Government or Government-Controlled Quarters and Incident to Vacating Local Economy Quarters

*1. Occupancy of Government or Government-Controlled Quarters. The NTS provided for in pars. U5380-G1a and U5380-B1b applies to all members assigned to quarters in CONUS; it may be applied to members assigned to OCONUS Government quarters if specifically authorized in Service regulations. Neither the weight allowance in par. U5310-B nor the 18,000-pound limit imposed by 37 U.S.C. §406(b)(1)(D) applies to this subparagraph. Necessary packing, crating, unpacking and uncrating is authorized incident to NTS under this subparagraph. See pars. U5360-F or U5365-G, respectively, for authority for a short distance move when a member is required to vacate quarters incident to separation from the Service or relief from active duty under honorable conditions, or incident to retirement from the Service. See par. U5355-C for a short distance move incident to assignment/termination of Government/Government-controlled quarters under other circumstances.

a. Moving to and from Government Quarters. A member is entitled to NTS of HHG that cannot be accommodated in assigned quarters for moves directed by competent authority on the basis of a Service requirement, such as:

- (1) assignment to Government quarters to use idle housing facilities par. U5380-L, table, item 21);
- (2) vacating Government quarters (i.e., orders, unfit for occupancy, some unusual Service operational requirement) (par. U5380-L, table, item 22); or
- (3) reassignment to Government quarters when the conditions in item b have been rectified or alleviated (par. U5380-L, table, item 21).

NTS incident to Government quarters assignment for the convenience or morale of the member is not authorized. If a member voluntarily vacates Government quarters for personal reasons or convenience, neither Government funded NTS of the HHG from the Government quarters, nor continued NTS of the HHG in NTS as excess to the Government quarters, is authorized. Charges for handling out delivery to the member's local residence, and unpacking HHG delivered from NTS are payable by the Government. NTS shall not be authorized under this subparagraph when termination of Government quarters assignment is incident to the advance return of dependents and HHG under pars. U5900-D2h and U5370-B3, respectively.

*b. Moving from Government-Controlled Quarters. When a member occupying quarters under a Service's jurisdiction (other than Government quarters) is directed by competent authority to vacate the quarters because the quarters are found to be unfit for occupancy, or to meet some unusual Service operational requirement, the member is authorized NTS within the time limits prescribed in par. U5380-L, table, item 23. This includes a short distance move between the quarters and the NTS facility incident to vacating and reoccupying the quarters, or between the NTS facility and Government quarters if such quarters were occupied in lieu of reoccupying the vacated quarters. If vacating the quarters is for a temporary period, the member is authorized a combination of a short distance move under par. U5355-C and NTS under this subparagraph.

*2. Incident to Vacating Local Economy Quarters

a. Member Is Directed by Competent Authority to Vacate Local Economy Housing. A member is authorized NTS, with no weight limitation based on grade, when, in compliance with an order, the member vacates local economy quarters (52 Comp. Gen. 293 (1972)). See par. U5355-D1 for authorization for a short distance move in such situations.

b. Member Vacates Local Economy Quarters Incident to an Involuntary Tour Extension. A member is authorized NTS, with no weight limitation based on grade, when a tour of duty at a PDS is involuntarily extended and the member is required for reasons beyond the member's control (e.g., a landlord's refusal to renew lease agreement), to change residences on the local economy (51 Comp. Gen. 17 (1971) and 59 id. 626 (1980)). NTS is authorized until the member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order. A short distance move from NTS to Government or economy quarters, from which the member is to commute daily to the PDS, is authorized when the member relocates during the extended tour. See par. U5355-D2 for authorization for a short distance HHG move to other local economy quarters from which the member is to commute daily to the PDS.

H. NTS When Ordered on PCS to a Remote CONUS Area with a Housing Shortage. A member, ordered on a PCS to duty in a remote CONUS area with a scarcity of available housing, may place any part of the HHG in NTS when authorized/approved through the Secretarial Process.

I. Successive Periods of Entitlement to NTS. A member, whose HHG are in NTS when further orders authorizing NTS are received, is entitled to continued storage until the termination of entitlement under the latter orders.

J. Orders Amended, Modified, Canceled or Revoked. For entitlement to NTS when orders are amended, modified, canceled or revoked, see par. U5375-G.

K. NTS Upon Separation from Service or Relief from Active Duty, Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation

1. Separation from Service or Relief from Active Duty. A member, separated from the Service or relieved from active duty and entitled to HHG transportation to the HOR or PLEAD under par. U5360 is entitled to NTS, unless specifically prohibited in par. U5360. The time limitation for such storage is in par. U5360-B1.

2. Retirement, Placement on TDRL, Discharge With Severance or Separation Pay, Involuntary Release from Active Duty With Readjustment or Separation Pay, or Involuntary Separation. A member, or a dependent in the

event of the retiree's death, who is entitled to HHG transportation to a HOS, is entitled to NTS of any of the HHG for a period not to exceed 1 year from the date of termination of active duty. The authority and circumstances for extending the 1 year storage limit, in par. U5365-C apply.

L. **Time Limits.** The entitlement to NTS is based on the member's status as prescribed in the following table. The entitlement begins on the date orders are issued and continues as long as the situation exists. When termination of entitlement in one situation is followed by the beginning of another situation, the period of entitlement is continuous. For entitlement to temporary storage for periods after termination of entitlement to NTS, see par. U5375.

Situation	Termination of Entitlement
1. PCS with TDY en route (par. U5345-C).	1. Date of departure of member from last TDY station to proceed to the new PDS.
2. Assignment by PCS orders or when called/ordered to active duty to pursue a course of instruction of 20 weeks or more (par. U5345-D).	2. Date of departure of member from the last course of instruction following completion or termination of attendance thereat.
3. PCS CONUS PDS area to which HHG transportation is restricted (par. U5345-E).	3. Member's reporting not later than date, or the specific reporting date shown in the next subsequent PCS order or removal of Service restriction.
4. Transfer to a hospital for observation and/or treatment (par. U5345-F).	4. Date of termination of hospitalization for restoration to duty, separation, relief from active duty, retirement, etc.
5. Detachment from PDS to await orders, detail, assignment or separation (par. U5345-G).	5. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.
6. Ordered to duty in a remote CONUS area with a housing shortage (par. U5380-G).	6. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order.
7. PCS to PDS located at or in the vicinity of the place of storage (par. U5345-H) or upon assignment to sea duty, OCONUS duty or duty at a PDS to which HHG transportation is prohibited or restricted, on completion of TDY at an intermediate station as applicable.	7. Ninety days after the member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, or at the OCONUS PDS or the PDS to which HHG transportation is prohibited or restricted, whichever applies (see par. U5345-H for storage in excess of 90 days).
8. PCS from CONUS to OCONUS PDS (pars. U5350-A and U5380-C).	8. Member's reporting-not-later-than date or the specific reporting date shown in the next subsequent PCS order to CONUS.
9. Assignment to duty under any of the conditions listed in par. U5350-B.	9. Date of member's detachment in CONUS, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
10. Assignment from an OCONUS PDS to an OCONUS PDS to which HHG transportation is prohibited or restricted, or to a vessel designated as operating OCONUS continuously for 1 year or more or assigned to staff duty in connection with such vessel (par. U5350-D).	10. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
11. Ordered from sea duty to an OCONUS shore PDS to which HHG transportation is authorized (par. U5350-F).	11. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.
12. Involuntary tour extension (par. U5355-D2).	12. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.

<p>13. Separation from the Service or relief from active duty (par. U5360).</p>	<p>13. As prescribed in par. U5360-B1.</p>
<p>14. Retirement, placement on the TDRL, discharge with severance pay or separation pay, or involuntary separation with readjustment or separation pay (par. U5365).</p>	<p>14. As prescribed in par. U5365-C.</p>
<p>*15. Death of sole dependent, or of all dependents, residing in a OCONUS area (par. U5905-C2).</p>	<p>15. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>*16. Change from a PDS to which HHG transportation is authorized to a PDS to which HHG transportation is not authorized while HHG are en route (par. U5370-C).</p>	<p>16. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to CONUS.</p>
<p>17. Member dies while entitled to basic pay (par. U5372-D3a).</p>	<p>17. One year after date of death. If the member described in par. U5372-A is married to a member, the deceased member's HHG may be transported to the nearest approved NTS facility and be provided NTS for a period ending upon the surviving spouse-member's next PCS to a PDS where HHG transportation is not limited or restricted, or 1 year subsequent to the deceased spouse-member's date of death, whichever is longer.</p>
<p>18. Officially reported as absent for a period of more than 29 days in a missing status (par. U5372-D3b).</p>	<p>18. One year from date of official missing status report, unless further extended through the Secretarial Process (see par. U5012-I).</p>
<p>19. Member is declared dead while in a missing status (par. U5372-D3c).</p>	<p>19. One year after date of official notice of death.</p>
<p>20. Member is returned to active duty from a missing status (par. U5372-E).</p>	<p>20. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>
<p>21. HHG are stored as an alternative to transportation (par. U5380-C).</p>	<p>21. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order.</p>
<p>22. Assignment or reassignment of Government quarters (par. U5380-G1a).</p>	<p>22. Date member is ordered to relinquish Government quarters.</p>
<p>23. Assignment to Government quarters is terminated or member is required to vacate Government quarters temporarily (par. U5380-G1a).</p>	<p>23. Date member is subsequently assigned to Government quarters or to other quarters under the jurisdiction of a Service, is authorized to return to previously vacated or similar Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.</p>
<p>24. Required to temporarily vacate other quarters under the jurisdiction of the Service (par. U5380-G1b).</p>	<p>24. Date member is authorized to reoccupy these quarters, is assigned Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.</p>

25. Installation of Government owned furniture and appliances which displace similar privately owned items in Government quarters or other quarters under Service jurisdiction (par. U5380-G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage is not permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance for self-procured transportation of HHG is authorized depending on the type move the member elects. Advance payment is authorized:

- a. of a monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
- b. of a monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
- c. of 60% of the monetary allowance under par. U5320-D2b.

PART E: POV TRANSPORTATION AND STORAGE

SECTION 1: POV TRANSPORTATION

U5400 GENERAL

1. This Section prescribes POV transportation and associated allowances, including those for travel to and from designated POV loading/unloading ports/VPCs.
2. These allowances are discretionary.
3. POV transportation is authorized unless restricted by the authorizing/order-issuing official or Service regulations.
4. For other requirements related to shipping a POV, see the MTMC website at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://144.101.37.132/property/pov/povpam.pdf>.

U5405 ELIGIBILITY

Transportation of a POV (see definition of POV in Appendix A) for the member's or dependents' personal use may be authorized for a member:

1. when ordered to make a PCS to, from or between OCONUS stations;
2. upon change of homeport of the vessel to which assigned; or
3. when ordered to make a PCS within CONUS and the member cannot drive (see par. U5414-C).

Once the POV transportation has been authorized/approved, the member is entitled to the related shipment/transportation.

U5410 TRANSPORTATION

A. Transportation Permitted

1. From Old to New PDS. When a POV shipment is authorized, one POV NTE 20 measurement tons may be transported from the POV port/VPC serving the old PDS or a POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS to the:
 - a. POV unloading port/VPC serving the new PDS;
 - b. POV unloading port/VPC serving another authorized place (see pars. U5410-B, U5455-A and U5455-B.);
 - c. new PDS if authorized/approved by the Secretarial Process for those locations requiring approval; or
 - d. POV port/VPC serving the passenger POD or any POV port/VPC in between the old and new PDS.
2. To First PDS. For POV shipment to the first PDS, or to the POV unloading port/VPC serving the first PDS, the "old PDS" is the HOR or PLEAD of the member.
- *3. Upon Separation/Retirement. For POV shipment upon separation or retirement, the "new PDS" is the member's HOR/PLEAD, or authorized HOS under par. U5130-A1.
4. For Member-Married-to-Member. For combining POV shipping weight limits when husband and wife are

members, see par. U5415-D.

5. Restrictions. POV transportation must be denied when restricted, suspended, or prohibited (see par. U5415).

B. POV Shipment When Transportation to the New PDS Not Permitted

NOTE: For storage when POV transportation is not authorized in a foreign OCONUS PDS, SEE Chapter 5, Part I

1. General. If a member is not permitted transportation of a POV when ordered on a PCS to an OCONUS PDS because

- a. POV transportation is not permitted to the new PDS,
- b. the member serves a dependent restricted or unaccompanied tour and elects not to have a POV transported to the new PDS, or
- c. the member elects not to have a POV transported to the new PDS when concurrent travel of dependents has been denied and dependents have moved to a designated place (see par. U5222-C3a), then

transportation of one POV, intended for the member's or dependents' use, is permitted from the designated POV loading port/VPC ordinarily serving the old PDS to the designated POV unloading port/VPC ordinarily serving:

- a. any place in CONUS the member designates, if the old PDS is OCONUS;
- b. Alaska, Hawaii, Puerto Rico, or any United States territory or possession, to which dependent transportation is authorized under Part C; or
- c. any OCONUS location to which dependent transportation is authorized under par. U5222-D1c, **or**
- d. ***POV transportation to locations justified under par. U5222-D1d must be authorized/aproved by the Secretarial Process.***

2. Subsequent Shipment

a. A member serving a dependent restricted or unaccompanied tour at a PDS may, upon receipt of command sponsorship of dependents at the PDS, be authorized shipment of a POV from the POV loading port/VPC serving the designated place to which dependents were previously moved to the POV unloading port/VPC serving the member's PDS.

b. A member ordered on a PCS to a PDS to which POV transportation is permitted, or to which dependent transportation is authorized, may be authorized shipment of a POV from the POV loading port/VPC serving the place to which a POV was shipped under par. U5410-B1, to the POV unloading port/VPC serving the place to which the member is authorized to travel under PCS orders. ***NOTE: There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.***

C. Replacement POV Transportation. When a POV, transported to an OCONUS area at government expense, is no longer adequate for transportation needs, the Secretarial Process may permit transportation of a replacement POV. Such replacement may be permitted only if the:

1. POV being replaced has deteriorated due to severe climatic conditions or was lost through fire, theft, or similar cases; or
2. member is serving consecutive OCONUS tours of duty and the POV being replaced has worn out due to age and normal deterioration (B-212338, December 27, 1983).

A member may transport only one replacement POV during any 4-year period when the POV being transported replaces one that is worn out due to age and normal deterioration.

D. Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependents), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designed (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. **NOTE: A POV has not arrived at the authorized destination if it is not made available for delivery to the member on or before the authorized ((required)) delivery date.) The maximum reimbursement is \$210.**

Examples:

Required Delivery Date:		26 June
Member arrives at destination:		3 June
Member rents a vehicle:		3 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Entitlement:		\$00.00
Required Delivery Date:		14 June
Member arrives at destination:		3 June
Member rents a vehicle:		15 June – 25 June
Member receives notice POV arrived & ready for P/U:		22 June
Maximum Reimbursement Amount Entitlement:		\$210.00
(15-21 June – 7 days @ \$30 a day = \$210.00)		
Required Delivery Date:		2 June
Member arrives at destination:		21 May
Member rents a vehicle on:	5-6 June	
	11-14 June	
	28 June	
Member is notified vehicle is ready for P/U:		29 June
Member Reimbursement Amount Entitlement:		\$210.00
(7 days vehicle rental @ \$30 a day = \$210.00)		
Required Delivery Date:		30 January
Member arrives at destination:		1 January
Member rents a car:		2 January
Member is notified vehicle is ready for P/U:		1 February
Maximum Reimbursement Amount Entitlement:		\$60.00
(30-31 Jan – 2 Days @ \$30 a day = \$60.00)		
(entitlement does not start until after the RDD)		

U5413 TRAVEL REIMBURSEMENT FOR POV DELIVERY AND/OR PICK-UP

A. General. An eligible member entitled to POV transportation in connection with a PCS is entitled to reimbursement for the POV delivery to a designated POV loading port and pick-up from a designated POV unloading port. The Service concerned designated the ports, using and constraints of par. U5435. No entitlement exists under this subparagraph when POV transportation to the new PDS is not permitted. See par. U5410-B. Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph. For POV shipment to the first PDS, or to the port serving the first PDS, the “old PDS” is the HOR or PLEAD of the member. For POV shipment upon separation or retirement, the “new PDS” is the HOR or authorized HOS under par. U5130-A1 of the member.

B. POV Delivery/Pick-up When Travel is not Concurrent with PCS Travel. An eligible member is authorized a round trip transportation payment at the automobile mileage rate (see par. U2600) from the:

1. old PDS to the designated POV loading port; and
2. designated POV unloading port to the new PDS.

C. Concurrent POV Delivery Accomplished with Member's PCS Travel and No TDY En Route Involved

1. Delivery - Travel to Passenger Port via Vehicle Port. When a member and/or dependent(s) delivers the POV from the old PDS to the designated POV loading port, and then travels to the passenger port facility, the member is authorized:

- a. MALT at the applicable rate in par. U2605 for the official distance from the old PDS to the designated POV loading port; and
- b. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC. See pars. U5105-B1, U5105-B2 and/or U5205-A2 for direct travel from the designated POV loading port to the passenger POE. ***The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.***

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160-F).

2. Delivery - Travel to Vehicle Port via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated POV loading port, and then returns to the passenger port, is paid PCS official one-way distance from the passenger port to the designated POV loading port. Reimbursement for travel back to the passenger POE is not authorized.

D. Concurrent POV Pick-up Accomplished with Member's PCS Travel and no TDY En Route Involved. When a member and/or dependent(s) travels from the passenger POD to the designated POV unloading port concurrent with PCS travel to the new PDS, the member is authorized.

1. MALT (see par. U5101-B1 and/or U5205-A2) for the official distance from the designated POV unloading port to the new PDS; and
2. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expenses, or a MALT for travel by POC. See par. U5105-B1 and/or U5205-A2 for direct travel from the passenger POD to the designated POV unloading port. ***The reimbursement for transportation from the passenger POD to the designated POV unloading port shall not exceed the cost for direct travel from the passenger POD to the new PDS.***

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger POD to the new PDS (see par. U5160-F).

E. POV Delivery to Pick-up from a Designated POV Port Accomplished Concurrently with TDY En Route

1. POV Delivery to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas with TDY en route, is authorized:

- a. a MALT for one authorized traveler at the rate in par. U2605 for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2):

1. personally procured POV transportation was based on erroneous advice of a representative of the Government (Reimbursement under this item shall not exceed the cost that would have incurred if the Government had arranged the transportation (51 Comp. Gen. 838 (1972)); or
2. a POV is transported on oceangoing car ferries in connection with a PCS between an OCONUS PDS and a CONUS PDS, or between two OCONUS PDSs provided:
 - a. the use of such service is authorized in the orders concerned;
 - b. commercial shipping services are used; and
 - c. when foreign registered carriers are used, the statement relating to the nonavailability of U.S. registered vessels required by pars. U3125-C4 and U3130-F3 is attached to the reimbursement voucher.

Additional authority exists for reimbursement under other circumstances (see par. U5455-E).

U5435 PORTS USED

A. Designation of Ports. The Service concerned designates ports to be used for loading and unloading POVs transported under this Part.

B. Alternate Ports. Transportation may be between ports other than the designated ports (i.e., between alternate ports), provided the member reimburses the Government for any excess cost involved. An alternate port shall be in the same country as the designated port, unless an alternate port in a different country is authorized/approved by the Secretarial Process. Secretarial process authorization/approval is not required to select an alternate CONUS port from which to ship a POV.

C. Transshipment from a Designated Port. A POV transported from an OCONUS port to the designated CONUS port, may be transshipped to another CONUS port if:

1. the PCS orders are amended or modified before the member takes delivery of the POV at the designated POV unloading port;
2. transshipment is authorized by the Secretarial Process;
3. the member agrees to reimburse the Government for the cost of the transshipment; or
4. direct ocean service is not available from the designated POV loading port to the designated POV unloading port in a reasonable amount of time after delivery of the POV.

U5440 FACTORS AFFECTING TRANSPORTATION OF POV

A. Transportation of POV May Be Deferred. An eligible member is not required to transport a POV each time entitled to such transportation. An eligible member electing not to transport a POV at Government expense may, upon assignment to another PDS where shipping entitlement exists, transport the POV from the designated POV loading port/VPC serving the:

1. PDS from which the member elected not to use the POV transportation entitlement, to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders; or
2. present PDS to the designated POV unloading port/VPC serving the new PDS named in the current PCS orders;

whichever provides the greater entitlement.

NOTE: *There is no authority for CONUS to CONUS POV transportation except as specifically authorized in par. U5414-C or in connection with authorized POV storage in Chapter 5, Part I.*

B. Shipping Error. A POV, shipped by the Government to a wrong destination, shall be reshipped or transshipped to the proper destination at Government expense.

C. Orders Amended, Modified, Canceled or Revoked. A POV transported after receipt of PCS orders may be reshipped or transshipped to the proper destination, including the old PDS, at Government expense if PCS orders are later amended, modified, canceled, or revoked.

D. Transportation Before Orders Issued. Transportation of a POV is permitted (see pars U5710-A and U5415-B), before PCS orders are issued to an eligible member, provided the request is supported by a:

1. statement from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued;
2. written agreement signed by the applicant to remit the entire cost of transportation if PCS orders to authorize transportation are not issued later;
3. written agreement signed by the applicant to pay any additional costs for transshipment of the POV to another port required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders are issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty, etc.) may not be considered as advice that the orders will be issued (52 Comp. Gen. 769 (1973)).

U5445 EXCESS COST COLLECTION

Excess transportation costs, incurred by the Government must be collected (see par. U1010-B8). This provision is not applicable to POV transportation aboard oceangoing car ferries.

***U5455 POV TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES**

A. Official and Personal Situations

1. Dependents Do Not Perform Authorized Travel to the OCONUS PDS. A member with dependents:

- a. ordered on PCS to an OCONUS PDS, and
- b. who, in anticipation of the dependents accompanying or joining, ships a POV to the OCONUS PDS,

may be provided advance return transportation of the POV if, for reasons beyond the member's control, the dependents do not join the member. The Secretarial Process may authorize/approve the shipment when it is determined the return shipment is in the best interest of the member, or dependents, and the U.S. (65 Comp. Gen. 520 (1986)).

2. Entitlement on Next PCS. A member who has transported a POV under par. U5455-A1 has no further POV transportation entitlement on the PCS from that PDS.

whichever may have occurred last, to the new PDS.

F. Transportation Before Orders Issued. In case of emergency, exigency of the Service, or when required by Service necessity (as determined by the appropriate official of the Service concerned), a member's mobile home may be transported under par. U5510-A or U5510-B before PCS orders are issued, as provided in par. U5330-G. The member is entitled to reimbursement under par. U5510-B only if PCS orders are later issued, and the reimbursement voucher is supported by a certificate of the order-issuing official or the designated representative that the member was advised before the mobile home was transported that these PCS orders would be issued.

G. HHG Removed from Mobile Home to Meet Safety Requirements. HHG which would otherwise be authorized transportation at Government expense under Part D, and which must be removed from a mobile home to meet safety requirements, may be transported at Government expense under par. U5330-F5.

U5520 EXCESS COSTS FOR MOBILE HOME TRANSPORTATION OF SEPARATED MEMBER, DECEASED MEMBER, AND HEIRS OF DECEASED MEMBERS

Upon a member's:

1. discharge, resignation, or separation from active duty resulting in a nonpay status, or
2. decease, and
3. when authorized by Service regulations,

transportation of mobile homes involving excess costs (see par. U1010-B8) may be made. The Government is obligated only for the total authorized cost. The member (or heirs, in the case of a deceased member) may arrange for mobile home transportation out of personal funds and apply for reimbursement of the amount allowable under this Part.

***U5530 SHORT DISTANCE MOVES**

A member, who is ordered by the commanding officer of the installation concerned to vacate the (either Government or economy) premises on which the mobile home is located, is authorized Government-procured transportation or reimbursement for the expenses incurred (including temporary storage under par. U5555) for mobile home transportation to another site in the member's PDS vicinity. The reimbursable expenses include those necessarily incurred in making the mobile home ready for transportation, moving it to another location, and installing it at the new site (52 Comp. Gen. 69 (1972)).

U5540 MOBILE HOME TRANSPORTATION UNDER UNUSUAL OR EMERGENCY CIRCUMSTANCES

A. When Dependents Travel Before the Member's PCS Due to Official and Personal Situations

1. General. A member entitled to HHG transportation under par. U5370-D2 and U5370-D3:
 - a. to a designated place in CONUS, or
 - b. from a point outside CONUS and Alaska to a designated place in Alaska,

is entitled to mobile home transportation to the designated place in CONUS or Alaska, as applicable, if the conditions in par. U5502 are met. This mobile home transportation is in lieu of shipping HHG except as authorized in par. U5330-F3. The orders authorizing dependent transportation under par. U5240 also may authorize HHG/mobile home transportation and should specify under which of the above-cited subparagraphs in

par. U5370 the transportation is authorized. After a mobile home is shipped incident to dependent travel and transportation before PCS orders, no further mobile home transportation is authorized before the member's next PCS from the overseas PDS.

2. Member Assigned to Full PCS Weight Allowance Area. The amount the Government pays for mobile home and HHG (see par. U5330-F3) transportation to the designated place may not exceed what it would have cost the Government to transport the member's PCS weight allowance from the overseas PDS to the designated place. For example: Dependents early return from Hawaii. 1,000 pounds of HHG are shipped from Hawaii to the designated place in Detroit, MI. The member's mobile home was last transported at Government expense to Dothan, AL. Member has a 12,500-pound PCS weight allowance. Member's entitlement for mobile home transportation is based on what it would have cost to move 11,500 pounds of HHG from Hawaii to Detroit.

3. Member Assigned to Administrative Weight-Restricted Area. The mobile home may be transported from a point in CONUS (or Alaska, if applicable) to the designated place. The Government's cost for transporting the mobile home may not exceed what it would have cost the Government to transport the member's PCS weight allowance, minus the weight of HHG shipped from OCONUS, from:

- a. the member's last PDS in CONUS (or Alaska), or
- b. the port in CONUS (or Alaska) through which the member's HHG from OCONUS would be shipped to the designated place, whichever is to the member's advantage (see Example 1).

Exception: If a member owned a mobile home and was entitled to, but did not, move it to the last CONUS PDS while serving there, when the dependents' advance return from the administrative weight-restricted area, the mobile home may be shipped at Government expense from the point at which it was located when it could have been transported at Government expense to the member's last PDS in CONUS or Alaska.). The constructive Government cost for this mobile home transportation shall be based on the member's PCS weight allowance on the effective date of the orders from that station (see Example 2).

EXAMPLE 1

Member was assigned to Fort Carson, CO and bought a mobile home while there. The member was then assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The member left the mobile home in the Fort Carson area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return and 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to the designated place in Detroit, MI. The member requests the mobile home be moved from Fort Carson to Detroit. The member has a 12,500-pound PCS weight allowance. Member has 11,500 pound PCS weight allowance remaining. The member's entitlement for mobile home transportation is computed based on what it would have cost to move 11,500 pounds of HHG from Fort Carson to Detroit. The computation is based on the distance from Fort Carson to Detroit as that is advantageous to the member over Bayonne, NJ to Detroit.

EXAMPLE 2

A member was assigned to Fort Lewis, WA and bought a mobile home while there. The member was next assigned to Fort Carson, CO. At that time, the member's PCS weight allowance was 8,000 pounds. 1,000 pounds of HHG were shipped from Fort Lewis to Fort Carson and the mobile home was left in the Fort Lewis area. The member was later assigned to an administrative weight restricted area in Germany, and was restricted to shipment of 2,000 pounds of HHG to Germany. The mobile home was left in the Fort Lewis area. The dependents accompanied the member to Germany. After residing there for a year, the dependents early return to a designated place in Detroit, MI. 1,000 pounds of HHG/unaccompanied baggage are shipped from Germany to Detroit. The member requests mobile home shipment from Fort Lewis to Detroit. The member now has a 9,000-pound PCS weight allowance. 8,000 pounds remain of the weight allowance that may be shipped within CONUS on the early return travel authorization. Member's mobile home transportation entitlement is computed based on what it would have cost to move 7,000 pounds of HHG from Fort Lewis and 1,000 pounds from Fort Carson. In the computation, 7,000 pounds is used from Fort Lewis to Detroit because the member was only entitled to 8,000 pounds when assigned

A. General. Under par. U5610, members are entitled to DLA for PCS moves and evacuation of dependents. These are the normal categories of entitlement. There are a number of other situations in which members may or may not be entitled to DLA. The following subparagraphs explain the entitlement under these special circumstances.

B. Special Categories DLA Authorized

*1. Member's Old and New PDSs in Proximity to Each Other or Member Reassigned Between Activities at Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. U5355-B1), only when a member is authorized a short distance HHG move at Government expense (42 Comp. Gen. 460 (1963)).

2. PCS Between PDSs Not in Proximity to Each Other. When dependents make a proximity move based on a PCS between PDSs not in proximity to each other, a statement that the relocation of the household was necessary as a direct result of the PCS is required to support payment of a DLA. When the PCS is from or to a dependent restricted tour, the member's statement shall be accepted. When the PCS is not from or to a dependent restricted tour, a statement from the commanding officer of the new PDS, or from the commanding officer's designated representative, is required. The designated representative may not redelegate this authority.

3. Movement of Dependents to/from Designated Place. When dependents are moved to or from a designated place on the member's PCS orders, DLA is payable when the dependents complete travel. No further entitlement to DLA accrues for that PCS unless authorized under par. U5630-A9. DLA is paid when, in connection with an evacuation, eligible dependents move to a designated place (see pars. U6012 and U6059).

4. Transfer to Hospital in CONUS

a. Transfer to Hospital in CONUS from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer.

b. Transfer to Hospital in CONUS from Inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a hospital in CONUS for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the commanding officer of the receiving hospital.

5. Interservice Transfer. When a member:

- a. is separated or relieved from active duty to continue on active duty in another Service, and
- b. is transferred with no break in service from one Service to another under the authority of 10 U.S.C. §716 or any similar statutory provision,

the member is entitled to DLA when the household is relocated incident to an ordered PCS resulting from a change of service. ***NOTE: The service performed after such separation is a continuation of the prior period of service.***

6. Orders Amended, Modified, Canceled, or Revoked. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependents actually move from the place of residence before the date the order is amended, modified, canceled, or revoked. If a member and/or dependents actually move from the place of residence in connection with a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable in connection with each move. No more than two DLAs are authorized by this paragraph. ***NOTE: In this situation only, the amount of the second DLA paid is taken from***

Table U5G-2. This paragraph does not authorize more than one DLA for dependents who move twice under the authority in par. U5222-C3a.

7. Member Without Dependents Assigned to Two-Crew Nuclear Submarine (SSBN)

a. No Change of Homeport. A member without dependents assigned to a two-crew nuclear submarine is entitled to DLA upon arrival at the vessel's homeport, provided the member is not assigned Government quarters and occupies non-Government quarters for a period of more than 15 days before reporting aboard the assigned vessel (57 Comp. Gen. 178 (1977)).

b. Change of Homeport. A member without dependents, assigned to a two-crew nuclear submarine when the homeport is changed, is entitled to DLA at the new homeport, provided the member is not assigned to Government quarters and occupies non-Government quarters for a period of more than 15 days (59 Comp. Gen. 221 (1980)).

8. Member Reported as Dead or Absent for More Than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. U5241).

9. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same duty station after completion of the initial tour of duty is entitled to a DLA if the dependents make an authorized move to or from the OCONUS PDS in connection with the change-of-tour status.

10. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. U5900-B, U5900-C, or U5900-D, the member is entitled to a DLA the day one or more dependents arrive at the location of their permanent residence or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

11. Member Who Has No Dependents and Is Assigned to a Ship. A member who:

- a. ***has no dependents,***
- b. is assigned to permanent duty aboard a ship,
- c. elects not to occupy assigned shipboard quarters for a member above the grade of E-5 or (***effective 1 July 1997***) is authorized BAH for a member in the grade of E-5, and
- d. occupies non-Government quarters ashore,

is entitled to DLA (B-252098.2, October 18, 1993).

12. Ordered to Move in Connection With Closure or Realignment of a Military Installation. A member is entitled to DLA when the member is ordered to move in connection with the closure or realignment of a military installation and, as a result, the member's dependents actually move or, in the case of a member without dependents, the member actually moves. For the purpose of this paragraph, the term military installation means a base, camp, post, station, yard, center, homeport facility of any ship, or other activity, including any leased facility.

13. Member Without Dependents Elects Not to Occupy Inadequate Government Quarters. A member above the grade of E-5 who:

- a. has no dependents,

PART B: AUTHORIZED OR ORDERED MOVEMENTS WITHIN THE CONTINENTAL UNITED STATES (CONUS)

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U6061 CONUS COLA

*2. Dependents Move from Safe Haven to Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

- a. unaccompanied baggage,
- b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6007-B, U6007-C, or U6007-D1, and
- c. authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes or approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes a short distance HHG move from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is entitled to transportation of HHG:

- a. at the member's PDS, and/or
- b. in NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

4. Dependents Move From Safe Haven to Member's PDS

a. Member Not in Receipt of PCS Orders From Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6004-I, the member is entitled to transportation of:

- (1) unaccompanied baggage,
- (2) items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1,
- (3) authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes or approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or
- (4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the overseas PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the OCONUS PDS, as appropriate. HHG shall not be transported to the member's OCONUS PDS under this subparagraph unless at least 12 months remain to be served at the member's overseas PDS after the date the HHG are scheduled to arrive there or unless the Secretarial Process authorizes an exception to that 12-month requirement.

b. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven, the member is entitled to transportation of:

- (1) unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6007-B, U6007-C, or U6007-D1, and
- (2) authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

1. Member Not in Receipt of PCS Orders From Evacuated Area. When command sponsored dependents are authorized to travel from the designated place to the member's PDS under par. U6004-IIa, the member is entitled to transportation of:

- a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,
- b. authorized items of HHG acquired while at the designated place for the evacuated dependents' comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the overseas PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area, and/or
- c. HHG in NTS,

to the member's residence at or in the vicinity of the OCONUS PDS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's overseas tour, as appropriate. If the dependent(s)/member requests transportation of the HHG to the member's overseas PDS from which evacuated, the HHG may be transported to the PDS only if at least 12 months remain on the member's tour after the date the HHG are scheduled to arrive there or if the Secretarial Process authorizes an exception to that 12-month requirement. (The fact that transportation of the HHG from the designated place to the member's PDS from which evacuated may not be authorized due to less than 12-months remaining on the member's tour after the projected arrival of those HHG does not negate the entitlement to have the HHG at the designated place placed in NTS for the remainder of the member's overseas tour.)

2. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a designated place, the member is entitled to transportation of HHG from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on his or her PCS order.

U6008 TRANSPORTATION OF POV

A. Transportation of POV Incident to Evacuation of Dependents

1. Transportation of POV to Safe Haven. Transportation of a POV at Government expense to a safe haven is not authorized.
2. Transportation of POV to Designated Place. When dependents go to a designated place, competent authority may authorize/approve the transportation, including any overland transportation required, of one POV (owned by the member or a dependent of the member and for the member's personal use or for the use of the dependents) located in the PDS area, en route to the PDS, or at a port awaiting transportation to the designated place. ***When dependents select a designated place outside the United States, any tax consequences (ex., import tax) that result from moving the POV there are the responsibility of the member/dependents.***

from the former safe haven to the new safe haven

*2. Dependents Move From Safe Haven to Designated Place. When dependents at a safe haven are directed to select, and move to, a designated place, the member is authorized transportation of:

- a. unaccompanied baggage,
- b. HHG (other than unaccompanied baggage items) which had been transported to the former safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- c. authorized HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven,
- d. HHG at the member's PDS, and/or
- e. HHG in NTS

to the designated place. This includes a short distance HHG move from one address to another address in the same city, town, or metropolitan area. As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

3. Dependents Convert Their Safe Haven to Designated Place. When dependents at a safe haven are directed to select a designated place and they convert their safe haven to a designated place, the member is entitled to transportation of HHG:

- a. at the member's PDS, and/or
- b. in NTS

to the designated place (i.e., formerly the safe haven). As an alternative to transporting HHG to the designated place, the member may place HHG in NTS under this subparagraph.

4. Dependents Move From Safe Haven to Member's PDS

a. Member Not in Receipt of PCS Orders From Evacuated Area. When a dependent is authorized to return from a safe haven to the member's PDS under par. U6053-F, the member is entitled to transportation of:

- (1) unaccompanied baggage,
- (2) items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1,
- (3) authorized items of HHG (other than unaccompanied baggage items) acquired while at the safe haven which competent authority authorizes/approves as having been necessary for the evacuated dependents' comfort and well-being at the safe haven, and/or
- (4) HHG acquired by the dependents which are authorized/approved by the Service concerned as necessary replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area,

from the safe haven to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the safe haven may be placed in NTS for the remainder of the member's tour at the PDS in CONUS, as appropriate.

b. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a safe haven, the member is entitled to transportation of:

- (1) unaccompanied baggage and items of HHG (other than unaccompanied baggage items) which had been transported to the safe haven under par. U6056-B, U6056-C, or U6056-D1, and
- (2) authorized items of HHG and unaccompanied baggage acquired while at the safe haven for the evacuated dependents' comfort and well-being at the safe haven,

from the safe haven to which the dependents were evacuated under this Part to the destinations authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

E. Transportation of HHG Incident to Authorized Movement of Dependents From Designated Place to Member's PDS

1. Member Not in Receipt of PCS Orders From Evacuated Area. When dependents are authorized to travel from the designated place to the member's PDS under par. U6053-F, the member is entitled to transportation of:

- a. HHG (includes unaccompanied baggage) shipped to the designated place under this Part,
- b. authorized items of HHG acquired while at the designated place for the evacuated dependents' comfort and well-being at the designated place, and those which are authorized/approved by the Service concerned as replacements of like items lost or destroyed at the CONUS PDS in connection with the unusual or emergency circumstances which resulted in the evacuation of the area, and/or
- c. HHG in NTS

to the member's residence at or in the vicinity of the PDS in CONUS, or the member's HHG at the designated place may be placed in NTS for the remainder of the member's tour, as appropriate.

2. Member in Receipt of PCS Orders From Evacuated Area. When a member receives PCS orders while dependents are at a designated place, the member is entitled to transportation of HHG from the designated place to which the dependents were evacuated under this Part to the destination(s) authorized in connection with the member's PCS order. The entitlements which apply for such transportation are those which accrue to the member on the PCS order.

*F. Short Distance Moves and/or NTS. Short distance moves and/or NTS supported by local installation funds, may be performed under pars.:

1. U5355-C1, U5380-G1a, and U5380-G1b for Government quarters; and
2. U5355-D1 and U5380-G2a for economy quarters.

U6057 TRANSPORTATION OF POV

A. Transportation of POV Incident to Evacuation of Dependents

1. Transportation of POV to Safe Haven. Transportation of a POV at Government expense to a safe haven is not authorized.

2. Transportation of POV to Designated Place. When dependents go to a designated place, a POV (owned by the member or a dependent of the member and for the member's personal use or for the use of dependents) may be transported to the designated place for the dependents' use if the Secretarial Process determines that the

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

Effective 1 November 1999

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under par. U7150-H2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in par. U7150-A4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

NOTE: par. U7150-B2 is effective as of 10 February 1996.

2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians (as described in 10 U.S.C. §10216) while on leave from technical employment and performing active duty without pay (as authorized by 5 U.S.C. §6323(d)) outside the United States.

*3. Others. Except as provided in par. U7150-B2, other reserve component members who perform duty without pay as described in par. U7150-A may be authorized/approved to receive the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved, and/or reimbursement for occasional meals and/or quarters (see par. U4510). ***They are not authorized per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).***

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.345 = \6.90 .

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (round trip) $@ \$0.345 = \5.52 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

**SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL
ACTIVE DUTY WITH PAY 1/**

SITUATION	TRANSPORTATION 2/,3/	PER DIEM 4/,5/
Annual training duty 6/	Chap 3 applies	not authorized if govt qtrs & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part A). Otherwise, may be authorized reimbursement under Chap 3	not authorized if govt qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chap 3 applies	Chap 4 applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chap 5, Part B applies	Chap 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

3/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

4/ Temporary lodging facilities are not government quarters for purposes of this table.

5/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

6/ Since a training location is the PDS, no per diem is payable when govt qtrs & mess are available. Per diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION 7/,8/	PER DIEM
Active duty for other than training for 20 or more weeks, required by unusual or emergency circumstances or exigencies of Service	Chap 3 applies	Chap 4 applies
Active duty for 20 or more weeks at one location	Chap 5 applies	No per diem at location except as noted in par. U2145-D -- Chap 5 applies enroute and Chap 4 applies when duty performed at any other location for less than 20 weeks

***ACTIVE DUTY WITHOUT PAY**

	TRANSPORTATION	PER DIEM 9/,10/
Standby Reserves	not authorized	not authorized
Others performing duty without pay	Service discretion to reimburse under Chap 4, Part A (as for members traveling together with no/limited reimbursement) and/or the automobile mileage rate	not authorized except occasional meals and/or quarters may be authorized (see par. U4510) for travel days only

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 11/,12/

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	not authorized - may be authorized reimbursement under Chap 3, Part F	not authorized
TDY to other than Reserve Member's Assigned unit	Chap 3 applies, limited to lesser entitlement from member's abode or home unit.	Chap 4 applies
Standby Reserves voluntarily performing without pay	not authorized	not authorized

This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

7/ Travel and transportation allowances are not authorized if place of duty and home are in the corporate limits of the same city or town.

8/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

9/ Temporary lodging facilities are not government quarters for purposes of this table.

10/ Reservists on active duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

11/ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.

12/ Reservists on inactive duty for training who otherwise are not entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

PART H: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. **Entitlement.** Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. **NOTE: No cruise or tour packages.**

1. **Eligible Members.** An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (ASD (FM&P) memo of 13 April 1988).
2. **Eligible Dependents.** An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS to the new OCONUS PDS;
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.

*3. **Authorized Locations.** The authorized locations listed below are official travel locations to and from which available contract city pair fares may be used.

- a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
 - (2) from the old to the new OCONUS PDSs via an authorized destination; or
 - (3) between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.
- b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
- c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
- d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

*e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see pars. U5120-B or U5120-C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS.

a. PCS Travel Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if separate COT leave travel is authorized/approved in accordance with Service regulations.

b. PCS Travel Not Through CONUS. A member, whose HOR is in CONUS, and the member's dependents, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

- a. begins the consecutive tour at the old OCONUS PDS, or
- b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. ***A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.***

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under par. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- b. a member elects:
 - (1) transportation under par. U7305, or
 - (2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

*A. Transportation Authorization. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DoDD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation to the CONUS international airport closest to the location from which that traveler departed if space-required Government transportation is not reasonably available. ***NOTE: Commanders must determine “reasonable availability” after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member).***

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.

3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:

a. on permanent duty OCONUS,

b. assigned to an OCONUS ship or unit operation, or

*c. with OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: Cadets/midshipmen are not eligible members for this transportation.

2. Eligible Dependents. Eligible dependents are those who:

a. are command sponsored and reside OCONUS with the member,

b. reside at an OCONUS location and for whom the member receives a station allowance, or

c. reside in CONUS and the member:

(1) is on permanent duty OCONUS, or

(2) has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in this paragraph, domicile is a member's HOR or place:

a. from which first called (or ordered) to active duty,

b. of first enlistment, or

- c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

*C. Authorized Locations. Eligible members and dependents are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under this paragraph. The authorized locations listed below (including par. U7205-C1b(3)) are official travel locations to and from which available contract city pair fares may be used.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

*1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

- a. Authorized originating locations are:

- (1) a member's PDS;
- (2) dependents' other OCONUS location; or
- (3) member's or dependents' location when notified of the personal emergency;

- b. Authorized destination points are:

- (1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ***NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or

- (2) an airport in a nonforeign OCONUS area (see Appendix A); or

- (3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.

*2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

- a. Authorized originating locations are the international airports nearest the:

- (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
- (1) an international airport in a nonforeign OCONUS area; or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

***U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT**

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (*if applicable*) personal emergency transportation between the TDY/unit location or ship and the:

- a. PDS,
- b. homeport, or
- c. other location.

2. Space-required Government transportation must be used if reasonably available, otherwise transportation arrangements are made through the CTO the same as if traveling on TDY.

3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.

4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c other location) to and from which available contract city pair fares may be used

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subpar. F-19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.

2. Dependents. Dependent(s) are eligible for FEML if they:

- a. are command sponsored, and

b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.

2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.

*3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from these alternate locations is official travel and contract city pair fares may be used.

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.
2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
 - b. may use commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).
4. Reimbursement
 - a. Transportation and expenses (i.e., ground transportation) between the member’s PDS and the authorized air terminal may be reimbursed. (*See par. U3320, and Chapter 3, Part E.*)
 - b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member’s FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.
5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

- A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:
 1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
 2. from the selected place to the place of original medical treatment or to a different medical treatment facility.
- B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:
 1. transportation in kind or Government-procured transportation,
 2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
 3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under subpar. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members Without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in subpar. B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see subpar. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and

b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

a. actual contingency or emergency war operations, or

b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):

(1) within 24 hours of departure, or

(2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

(a) a substantial portion of the scheduled leave period has been eliminated by the recall, or

(b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION

U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.

*3. Alternate Destination. The R&R destination authorized for an R&R location listed in Appendix U that a member selects. The alternate location is an official travel location to and from which available contract city pair fares may be used.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) before the indicated redesignation date.

D. Transportation

1. Uniformed Members only
2. Restrictions. A member taking a R&R trip may use:
 - a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
 - b. commercial air transportation if military air transportation is not reasonably available, and
 - c. may not use cruise or tour packages to and from the authorized destination.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.
- *4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in par. U7300-C2.
5. Time Limitation
 - a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1st R&R leave.
 - b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

U7305 TRANSPORTATION FOR SR&R ABSENCE

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in par. U3305-B.

CHAPTER 8
COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO HIGH-
COST AREAS IN CONUS (CONUS COLA)

***U8000 ELIGIBLE MEMBERS**

The following members are eligible to receive a CONUS COLA under this Part:

1. A member assigned to a CONUS high cost area.
2. A member in an unaccompanied status OCONUS, if the primary dependent of the member resides in a CONUS high cost area.
3. A member assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8005-B that:
 - a. the primary dependent of the member must reside in a high cost area in CONUS by reason of the member's duty location or other circumstances; and
 - b. it would be inequitable for the member's eligibility for the allowance to be determined on the basis of the member's duty location.

For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA at a dependent location, all personnel assigned to ships or afloat staffs, regardless of eligibility for Basic Allowance Housing (BAH), are eligible for CONUS COLA if otherwise qualified.

U8001 DEFINITION OF TERMS AS USED IN THIS PART

A. High Cost Area. An area is a high cost area for a fiscal year for purposes of this Part if the uniformed services' cost of living for that area for the 'base period' exceeds the average cost of living in CONUS for such "base period" by at least the threshold percentage. The term "base period," with respect to a fiscal year, means the 12-month period ending on June 30 of the year in which such fiscal year begins. The Secretary of Defense, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not be less than 8 percent. The Administering Secretaries, shall prescribe a higher threshold percentage to be applied for a fiscal year, when it is necessary to do so in order to ensure the total amount of CONUS COLA payments made to members of the uniformed services under this Part for such fiscal year, does not exceed the total amount available to all uniformed services for that fiscal year for paying such allowance.

B. Member With Dependents. The term "member with dependents" as used in this Part means a member who is entitled to BAH (or would be entitled to a BAH if Government quarters were not occupied) at the with-dependent rate.

C. Member Without Dependents. The term "member without dependents" as used in this Part means a member who is entitled to a BAH (or would be entitled to a BAH if Government quarters were not occupied) at the without-dependent rate.

D. Primary Dependent. The term "primary dependent" with respect to a member, means:

1. the member's spouse; or
2. for an unmarried member, a dependent as defined in Appendix A (except items 1, 8, 9 and 10).

E. Unaccompanied Status. The term "unaccompanied status" as used in this Part means any portion of a member's assignment to an OCONUS PDS when dependents reside in, or during which all dependents return to, a location in CONUS to establish a permanent residence.

U8002 RATES PAYABLE**A. General**

1. CONUS COLA shall be paid to a member with or without dependents assigned to a PDS in a high cost area.
2. For members with dependents who, under the circumstances in par. U8005, do not reside at the PDS location, CONUS COLA shall be paid based on the location of the primary dependent.

CONUS COLA is payable at a rate prescribed in a rate table prepared by the PDTATAC.

B. Both Husband and Wife are Members. When both husband and wife are members, each is entitled to a CONUS COLA. This entitlement exists whether husband and wife maintain a joint residence or separate residences. In no case shall a spouse who also is a member on active duty be considered as a dependent for entitlement purposes. When a member-married-to-member couple maintains a joint residence and dependents are involved, CONUS COLA is paid for one spouse at the with dependent rate and for the other at the without dependent rate.

C. Member Assigned to Ship or Afloat Staff. For the purpose of CONUS COLA, the homeport of the ship or afloat staff to which a member is assigned is considered the member's PDS.

D. Member in Leave Status Awaiting Final Discharge. Leave status does not affect the rate of CONUS COLA paid to the member.

E. Member Processing for Separation or Retirement. The CONUS COLA entitlement for separation or retirement processing shall be:

1. CONUS PDS to Separation Activity: based on the rate of the last PDS;
2. CONUS COLA paid at the primary dependent's location immediately prior to separation based on the rate for the primary dependent's location.

U8003 CONUS COLA NOT PAYABLE

CONUS COLA is not payable in the following cases:

1. for the number of days of travel authorized in connection with a PCS (par. U5160);
2. for a member of the reserve components, for any active duty time when the order to active duty is for less than 20 weeks. (Exceptions: par. U8011);
- *3. for any member of the Armed Forces participating in "The Educational Leave Program Relating to Continuing Public and Community Service" under DoDI 1322.21, dated 1 June 1994, during any period the member is on such educational leave. However, the member is entitled to CONUS COLA for any period(s) while reporting to the designated unit of assignment during scheduled school breaks or during any period the member takes regular leave. The statutory authority for the Program expires 31 December 2001;
4. for a member with or without dependents when the member is in confinement.

U8004 CONUS COLA WHEN ORDERED ON A PCS

Except as otherwise provided in this paragraph and par. U8005, entitlement to CONUS COLA at the rate prescribed for a particular PDS begins on the day the member reports to a PDS where there is a rate prescribed. Similarly, except as otherwise provided in this paragraph, CONUS COLA at the rate paid at the member's old PDS shall continue through the day before the day the member reports at the new PDS in

**PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND
INTERIM HOUSING ALLOWANCE****U9100 GENERAL**

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA STARTS/STOP

A. Start. OHA generally starts on the day a member reports to a new PDS, or when dependents arrive in advance of their sponsor, as specified in par. U9110-C. OHA starts on the day after the member's reporting day if, on the reporting day, a member:

1. without dependents is authorized MALT PLUS or TLA; or
2. with dependents is authorized MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under par. U9101-C, or
2. OHA is authorized under par. U9103,

OHA authorization stops on the:

1. day before the member departs in compliance with PCS orders,
2. homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed dependent departure is necessary for reasons beyond the member's (including member's death -- see par. U9104) or dependents' control (such as illness or hospitalization of the dependent(s), school term completion, acceptable housing lack at the new PDS, dependent

transportation difficulties, HHG transportation delays to the new PDS, Service exigencies, and similar reasons). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. **Secretarial Extensions.** OHA continuation beyond the 60-day period authorized in par. U9101-B may be authorized by the Service's Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the old PDS vicinity, see par. U9301-B1.

U9102 CONCURRENT PAYMENT OF OHA AND TLA. OHA is not payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or U9101-C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters);
4. station allowances are authorized under par. U9301, or
5. upon the member's death, TLA, for up to 10 days, may be authorized in conjunction with OHA payment to dependents while dependents are awaiting transportation home. (See par. U9104).

OHA may be paid if authorized/approved by the Service's Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who could not occupy the permanent quarters due to non-delivery of the member's HHG or Government-owned furniture/appliances.

U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

OHA continuation on behalf of dependents, following a member's death on active duty, follows the same rules as BAH continuation under the same circumstances.

NOTE 1: *DoD Members - See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay", Chapter 26 (see <http://www.dtic.mil/comptroller/fmr/07a/07A26.pdf>). (Also see par. U9102 for continued TLA for up to 10 days.)*

NOTE 2: *Non-DoD Members - See Service pay regulations. (Also see par. U9102 for continued TLA for up to 10 days.)*

U9105 DETERMINING MONTHLY RENT

*A. **General.** Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant must be used in computing the OHA. The cost of a separate lease for parking at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the place of duty is not included in rent. The following rules apply for determining rent.

U9107 MIHA

A. General. In most cases, members are entitled to MIHA if they are entitled to OHA. Instructions for completing DD Form 2556 and/or DD Form 2367, which must accompany all MIHA claims, are in Appendix N. MIHA/Miscellaneous expenses are reported by members residing in privately leased quarters annually via a mail-out survey. The instructions for completing the annual survey is mailed to each country's allowance coordinator, as referred to in Appendix M, par. D. These instructions, entitled Annual Housing Report Instructions, can be found at the end of the Introduction to Appendix K, and should be given the widest possible dissemination. To ensure that proper allowances are set, accurate, uniform and complete reporting of costs is essential.

B. MIHA Rules and Information

1. To be entitled to a MIHA, a member must be eligible for OHA.
2. The purpose of MIHA is to defray costs associated with occupying privately leased/owned quarters covered by the OHA program.
3. A member in any of the following situations is not entitled to MIHA:
 - a. no Government-funded move; however, if a member is entitled to a Government-funded move but elects to move at personal expense, MIHA is authorized provided the member's commanding officer issues a certificate stating the member's entitlement and election;
 - b. a member executes a PCS but remains in the same dwelling place;
 - c. a member moves from Government quarters to a non-Government residence under par. U5355-A5 (Separation) or U5355-B6 (Retirement).
4. A member who was eligible for Initial/Terminal Occupancy Allowance through 31 August 1993 is not entitled to MIHA unless a PCS move is made with subsequent OHA entitlement or is covered by a special rule in par. U9107-B5c.
5. There are three types of MIHA payments. They are:
 - a. MIHA/Miscellaneous. Reflects average expenditures made by members to make their dwellings habitable. This lump-sum payment recognizes that items such as sinks, toilets, light fixtures, kitchen cabinets, door/window locks, and a refrigerator and stove are sometimes not provided in dwellings OCONUS. The amount payable is in Appendix K. This amount, determined from members' actual expenses, is computed based on expenses reported to PDTATAC each year. Only one payment is authorized at a PDS unless par. U9107-B7 applies.
 - b. MIHA/Rent. Homeowners are ineligible. This covers reasonable rent-related expenses in total. These are fixed, one-time, nonrefundable charges levied by the landlord, the landlord's agent or a government which a member must pay before or upon occupying a dwelling place. Examples are real estate agent's fees, redecoration fees, and one-time lease taxes. Advance rental payments or refundable deposits are not covered. Recurring costs also are excluded. Any expenditure considered unreasonable by the authorizing/approving official must be disallowed in part or total.
 - c. MIHA/Security. Covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist and/or criminal threat. Qualifying areas and additional rules are listed in Appendix N, par. B4. All members eligible for OHA are covered by MIHA/Security (subject to rules in this paragraph and Appendix N, par. B4) provided expenses are incurred on or after 1 September 1990. Examples of permissible items are security doors, bars, locks, lights, and alarm systems. Expenditures which are not related to the physical dwelling, such as for personal security guards or dogs, are not covered.

6. All members entitled to MIHA shall receive MIHA/Miscellaneous. To obtain this entitlement, the "Housing Officer or Appropriate Official" shall check the appropriate boxes in question 11a of DD Form 2367. For the selected members who have qualifying rent or security related expenses, DD Form 2556 must be completed (see special rules for MIHA/Security in Appendix N, par. B4).

*7. An eligible member is authorized MIHA for only one dwelling place during a tour at a PDS unless a Government-funded short distance move occurs and the member occupies another dwelling covered by OHA.

8. Members classified as sharers and entitled to MIHA are entitled to a full MIHA/Miscellaneous. In the case of MIHA/Rent and MIHA/Security, however, only one sharer may claim any individual expense (see special rules for MIHA/Security in Appendix N, par. B4).

9. If appropriate receipts/documents are not provided, claims for MIHA/Rent and/or MIHA/Security must be rejected.

U9108 OHA ENTITLEMENT FOR A MEMBER IN A NONPAY STATUS

Entitlement to OHA may be continued for the same period and under the same conditions as entitlement to BAH-II when a member is in a nonpay status (see DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," sec. 2605 for Department of Defense members and Service pay regulations for members of non-DoD Services). Payment shall be made directly to dependents, and not to the member, when the member's BAH-II is paid directly to dependents.

U9109 OHA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. General. Except when:

1. a MALT PLUS is payable on the day of arrival; or
2. prohibited for noncommand-sponsored dependents by par. U9109-B;

OHA is payable to a member without dependents as defined in:

1. par. U9000-B1, for any day the member is receiving BAH-II at the full without-dependents rate,
2. par. U9000-B2, U9000-B3, or U9000-B5, for any day adequate Government quarters are not available for assignment to the member or inadequate quarters are not used.

In cases of field duty or sea duty when adequate Government quarters are available for assignment to the member or inadequate quarters are used, the member is entitled to OHA only for the number of days the member is entitled to a BAH-II. In computing OHA under this subparagraph for a member:

1. who has no dependents,
2. whose dependents do not reside in the vicinity of the PDS, or
3. whose dependents are not under the member's legal custody and control,

the total of the rent paid and the monthly utility/recurring maintenance allowance for the area is reduced by an amount equal to the BAH-II at the without-dependent rate for the member's grade (See par. U9110-A1 concerning reduction for member paying child support.) In computing the OHA for a member who has all dependents residing in the vicinity of the PDS in a noncommand-sponsored status, the total of the rent paid and the monthly utility/recurring maintenance allowance for the area concerned is reduced by an amount equal to the BAH-II at the with-dependent rate for the member's grade.

B. Noncommand Sponsored Dependents in Vicinity of PDS. A member, who on the effective date of PCS orders directing a transfer to a PDS outside the United States:

3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

*A. Entitlement

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - (a) law,
 - (b) local custom for everyone, including local nationals, or
 - (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director
Per Diem, Travel and Transportation
Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part II as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.

- B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. *Expenses identified by a member for purchase of real estate or living accommodations must not be considered.*

C. Liquidation

1. Repayment Within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Postpone Repayment Until Member Vacates Housing. Repayment of:
 - a. advance rent, and
 - b. security deposits exceeding \$1,000

may be postponed by an official designated by the Service concerned until the member vacates the housing for which the advance rent and/or the security deposit was made if repayment during the member's tour would create an excessive economic burden.

4. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.
5. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.
6. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. ***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. ***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***

MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL. A rate per mile in lieu of reimbursement of actual POC operating expenses. See par. U2600 for current rates.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

MIXED MODES. Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A rate per mile for the authorized use of a POC during official PCS travel. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. See par. U2605 for current rates.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

OVERSEAS. See OCONUS.

PER DIEM ALLOWANCE. The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters, fires furnished in room when such charges are not included in the room rate, *and in foreign areas only lodging taxes (see NOTE 1 below)*. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. U4520-A10 for reimbursement of fees and tips incurred at transportation terminals.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site ***NOTE: If, in the authorizing/order-issuing official's opinion, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.;***

Effective for TDY travel performed on or after 1 January 2001:

- c. personal laundry/dry-cleaning and pressing of clothing (*except when travel is within CONUS and requires at least 7 consecutive nights TDY lodging in CONUS – see NOTE 2, below*);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. In addition to the expenses in items 1 through 3e, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account;
- g. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- h. Taxes and service charges on any of the expenses in items 2 through 3g.

Effective for TDY travel performed on or after 1 January 2001:

NOTE 2:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

1. (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2146 for exceptions) for 20 or more weeks;

- c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
- d. enlistment or induction into the Service (regular or during emergency); and
- e. change from the last PDS to home upon:
 - (1) discharge, resignation, or separation from the Service under honorable conditions;
 - (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
 - (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - (4) retirement; and
 - (5) temporary disability retirement.

***PERMANENT DUTY STATION (PDS).** *Also called OFFICIAL STATION.* The post of duty or official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, CONUS COLA, and geography-based station allowances.

NOTE 1: The geographic limits of the PDS are:

a. For members - The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member is not stationed in a ship or in an incorporated city or town, the official station limits are the reservation, station, or established area, or, in the case of large reservations, an established subdivision thereof having definite boundaries, within which the designated post of duty is located.

b. For invitational travelers -

- (1) the corporate limits of the city or town in which the home or principal place of business is located; or*
- (2) if not in an incorporated city or town, the reservation, station, or other established area (including established subdivisions of large reservations) having definite boundaries in which the home or principal place of business is located.*

NOTE 2: Arlington County, VA, is a PDS. The Pentagon and other Government activities are located in Arlington, VA – even though they have Washington, D.C. mailing addresses (52 Comp. Gen. 751 (1973)). There are seven Districts on the Island of Oahu, Hawaii. Each of those seven Districts is a separate and unique PDS (19 Comp. Gen. 602 (1939) and 42 Comp. Gen. 460 (1963)).

NOTE 3: When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the school or installation location is the PDS regardless of the terms of the order, except when the course is authorized as TDY under par. U2146. See par. U2146 for examples of scheduled duration and extensions.

The following are PDSs for transportation and storage of HHG and mobile homes:

- 1. the home of a member at the time of:
 - a. appointment to regular Service from civilian life or from a reserve component;
 - b. being called to active duty (including for training) for 20 or more weeks;

- c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. enlistment or induction into the Service (regular or during emergency); or
 - e. temporary disability retirement.
2. the place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For members assigned to ships or ship-based staff, it is the homeport of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);
 3. the place where a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the homeport assigned to the ship is the new station;
 4. the member's home upon:
 - a. retirement;
 - b. transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. release from active duty;
 - d. discharge, resignation, or separation, all under honorable conditions; or
 - e. temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reservist who is not enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. ***NOTE: Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).***

NOTE: The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.

PLACE OF PUBLIC ACCOMMODATION. See **ACCOMMODATIONS, PUBLIC.**

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. See *TERRITORIES AND POSSESSIONS OF THE UNITED STATES*.

POST OF DUTY. See *PDS*

POV, SPARE PARTS. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It is not owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. ***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC. A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance has not been authorized/approved as a Special Conveyance as provided for in JFTR, par. U3415 is a POC.***

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. is self-propelled;
 - b. is licensed to travel on the public highways;
 - c. is designed to carry passengers or HHG; and
 - d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same orders.
2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE: 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.

NOTE 2: *A trailer, airplane, or any vehicle intended for commercial use is not a POV.*

PRIVATIZED HOUSING. Housing units on or near military installations in the U.S. and its territories and possessions that are acquired or constructed by private persons, under 10 U.S.C. §2871-2885. The Service Secretary determines which privatized housing is suitable for use as military family housing.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). *(Also called PRO or PRO-Gear.)* Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. communication equipment used by members in association with the MARS (see DoDD 4650.2);
5. individually owned or specially issued field clothing and equipment;
6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society/organization/U.S. or foreign Government for significant contributions in connection with official duties; and
7. personal computers and accompanying equipment used for official Government business (i.e., CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers).

NOTE: *Excluded from PBP&E are sports equipment, and office, household, or shop fixtures or furniture (such as bookcases, study/computer desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.*

PROPORTIONAL MEAL RATE. The average of the standard Government meal rate and the meals portion of the applicable M&IE rate (see <http://www.dtic.mil/perdiem/>), rounded to the nearest dollar.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

1. The Army National Guard of the United States,
2. the Army Reserve,
3. the Naval Reserve,
4. the Marine Corps Reserve,
5. the Air National Guard of the United States,
6. the Air Force Reserve,

7. the Coast Guard Reserve, and
8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that are not hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

1. the Secretary of the Army, with respect to matters concerning the Army;
2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it is not operating as a service in the Navy;
5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. See *UNIFORMED SERVICES*.

***SHORT DISTANCE MOVE.** A move:

1. involving HHG drayage or shipment for a short distance between residences;
2. to or from a NTS facility in the member's PDS area;
3. in the member's last PDS area when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A short distance HHG move includes necessary packing, crating, hauling, unpacking and uncrating.

SPARE PARTS FOR A POV. See *POV, SPARE PARTS*.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS PER DIEM RATE. The per diem rate for any CONUS location not included in a defined locality (county/area) in the CONUS per diem rates at <http://www.dtic.mil/perdiem/pdrform.html>.

STANDARD GOVERNMENT MEAL RATE. See definition of “Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate” for current rates.

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. See *TEMPORARY DUTY STATION*.

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. ***NOTE: They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site <http://www.saipan.com>)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island

12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. Also see **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States. **NOTE:** "Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. **NOTE:** Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.

NOTE 2: Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the member's responsibility.

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. **NOTE:** GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.

TRANSPORTATION TERMINAL. A transportation terminal is a common carrier or Government transportation (air, rail, bus, or ship) terminal, station, airport, or wharf. It includes a rental car pick-up or drop-off point if rental car is the transportation mode to and from the TDY location.

TRAVEL. The term "travel" relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). See *Travel Orders*.

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed by the Government or employed (under 5 U.S.C. §5703) intermittently in the Government's service as consultants or experts and paid on a daily when-actually-employed basis. It is also used for individuals serving without pay or at \$1 a year when they are acting in a capacity directly related to, or in connection with, official Government activities. Travel and transportation allowances authorized for these persons are the same as those ordinarily authorized for civilian

employees in connection with TDY, except as provided by JTR, par. C4562-D for interview travel and by par. A, item 13 of Appendix E, Part I. See Appendix E.

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: *Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.*

NOTE 2: *Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business is not official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.*

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** An authorization allowing a member to travel on official business without further authorization for a specified period of time. **NOTE:** *Unlimited Open travel orders are not used in DTS.*
2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time. **NOTE:** *Limited Open travel orders are not used in DTS.*
3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time. **NOTE:** *Repeat travel orders are not used in DTS.*
4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. **NOTE:** *See par. U2200 for more detail.*

UNACCOMPANIED BAGGAGE. *See BAGGAGE, UNACCOMPANIED.*

UNACCOMPANIED MEMBER. A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DLA	Dislocation Allowance
DOD	Department of Defense
DoDEA	Department of Defense Education Activity
DOHA	Defense Office of Hearings and Appeals
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GMR	Government Meal Rate
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force

JTR	Joint Travel Regulations
LPDCI	Living Pattern Data Collection Instrument
LPQ	Living Pattern Questionnaire
LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
RDD	Required Delivery Date
RPDCI	Retail Price Data Collection Instrument
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations

U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VPC	Vehicle Processing Center
VSI	Voluntary Separation Incentive

APPENDIX F

CONSUMABLE GOODS ALLOWANCES

PART I: LOCATIONS HAVING CONSUMABLE GOODS ALLOWANCES

A *member*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year.*

An *employee*, assigned to a PDS in an area listed below, is entitled to ship up to 1,250 pounds of suitable consumable goods per year. * This allowance is in addition to the 4,500 pound weight allowance authorized in JTR, par. C8110. In no event shall the weight of HHG stored at Government expense plus the weight of HHG shipped at Government expense, including consumable goods shipments, exceed 18,000 pounds.

Requests for increased weight allowances for consumable goods shipments must be justified in writing and sent through the appropriate organizational channels to the PDTATAC for approval. In no event shall the maximum weight allowance for consumable goods shipment exceed 2,000 pounds per year.

LOCATIONS		
Afghanistan, Kabul	Ethiopia, Addis Ababa	Norway, Bodo
Albania, Tirana	Gabon, Libreville	Oman, Muscat
Algeria, Algiers	Georgia, Tbilisi	Pakistan, Islamabad
Angola, Luanda	Ghana, Accra	Pakistan, Quetta
Armenia, Yerevan	Guinea, Conakry	Philippines, Manila
Azerbaijan, Baku	Guyana, Georgetown	Poland, Warsaw
Bangladesh, Dhaka	*Haiti (effective 20 June 2001)	Romania, Bucharest
Belarus, Minsk	India, Calcutta	Russia, Moscow
Bolivia, La Paz	New Delhi	Russia, St. Petersburg
Bosnia-Herzegovina	Indonesia	Rwanda, Kigali
Botswana	Kazakistan, Alma-Ata	Serbia-Montenegro, Belgrade
Bulgaria, Sofia	Kenya	Sierra Leone, Freetown
Burkina, Ouagadougou	Kyrgyzstan, Bishkek	Somalia, Mogadishu
Burma, Rangoon	Laos	Sri Lanka, Colombo
Burundi, Bujumbura	Latvia, Riga	Sudan, Khartoum
Cambodia, Phnom Penh	Liberia, Monrovia	Suriname, Paramaribo
Cameroon, Yaounde	Lithuania, Vilnius	Syria, Damascus
Central African Republic, Bangui	Macedonia, Skopje	Togo, Lome
Chad, N'Djamena	Madagascar, Antananarivo	Turkmenistan, Ashkhabad
China, Beijing	Malawi, Lilongwe	Uganda, Kampala
China, Shanghai	Mali, Bamako	Ukraine, Kiev
Congo, Brazzaville	Mauritania, Nouakchott	Uzbekistan, Tashkent
Cote d'Ivoire, Abidjan	Moldova)	Vietnam
Cuba, Havana	Mongolia, Ulaanbaatar)	Yemen, Sanaa
Cyprus, Nicosia	Mozambique, Maputo	Yugoslavia(See Serbia-Montenegro)
Djibouti	Nepal, Katmandu	Zaire, Kinshasa
Ecuador, Quito	Nicaragua, Managua	Zambia, Lusaka
Eritrea, Asmara	Niger, Niamey	Zimbabwe
Estonia (Eff: 24 May 2001)	Nigeria, Lagos	

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When a private vehicle use is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

*I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE. Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers also can be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Members - The AO may direct adequate available Government quarters use for uniformed members on an installation only if the uniformed member is TDY to that installation. The member cannot be directed to use Government quarters during any fiscal year the member is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines their adequacy based on DoD and Service directives. Only adequate quarters are to be offered through the reservation system. If Government quarters use is directed for a member and other lodging is used, the member's reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Civilian Employees - Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a US Installation. Availability/nonavailability documentation must be obtained per JTR, par. C1055-C. Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. ***A reduced per diem rate under JTR, par. C4550-C may be prescribed based on the Government quarters cost but must be authorized before the travel begins.***

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging (300% x \$110 = \$330 - \$34 = \$296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or Secretary concerned for ***only uniformed members*** (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts. ***An AEA may not be authorized for meals and incidental expenses.***

NOTE:

a. The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense except when MALT PLUS for POC travel is paid to a uniformed member.

b. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/opdrform.html>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

e. Reimbursement of lodging cost when staying with friends or relatives is not authorized.

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL

ACTIVE DUTY WITH PAY 1/

SITUATION 2/	TRANSPORTATION 3/4/	PER DIEM
Annual training duty 5/	par. T4030 applies	not authorized if Gov't qtrs 6/ & mess available 7/; else par. T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	par. T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	par. T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	par. T4030 applies	par. T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	par. T4030 applies	par. T4040 applies

***ACTIVE DUTY WITHOUT PAY**

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/

1/ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
 - (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;
 - (5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;
 - (6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or
 - (7) Transportation on a foreign carrier ultimately is paid fully by a foreign government (including under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency or other organization; see DoD 5105.38-M, par. 20202-C3e when travel is on Security Assistance Business.
- e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. ***Do not permit a TDY trip that is an excuse for personal travel.***
2. Lodging Selection
 - a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.
 - b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.
 3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.
 - *4. Authorized Trips Home during Extended Business TDY. ***The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.*** The AO must determine that the periodic return travel costs are outweighed by the savings. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. ***An analysis must be conducted at least every other year.*** The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.
 5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The OA should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, August 18, 1998).
 6. Travel Expense Report. The Trip Record contains the expense report. AOs must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, that the charges are reasonable, that the phone calls authorized

for reimbursement are in the Government's best interest, and that the payment of the authorized expenses is approved. Expense reports are subject to random selection for examination based on financial management directives.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. ***Lower per diem rates can only be established before travel begins.*** See par. T4040-A1 for more on reduced per diem.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers.

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes