

**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)****CHANGE 327****1 MARCH 2014**

- A. Authorized Personnel. These regulation changes are issued for all persons in the Uniformed Services.
- B. New Regulation Changes. Material new to this change is indicated by an asterisk (\*) and is effective 1 March 2014 unless otherwise indicated.
- C. Uniformed Service Principals. The following are the current Uniformed Service Principals:

**ANTHONY J. STAMILIO**  
Acting Deputy Assistant Secretary of the Army  
(Military Personnel)

**DR. RUSSELL BELAND**  
Deputy Assistant Secretary of the Navy (MPP)  
(Manpower and Reserve Affairs)

**NORMA L. INABINET**  
Acting Deputy Assistant Secretary of the Air Force  
(Air Force Management Integration)

**STEPHEN B. NYE**  
CAPT, USCG  
Acting Director, Reserve and Military Personnel

**DAVID A. SCORE**  
RADM, NOAA  
Director, NOAA Corps

**SCOTT F. GIBERSON**  
RADM, USPHS  
Director, Division of Commissioned Corps  
Personnel and Readiness

- D. Applicable MAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP Items:

**MAP 006-13(R)/CAP 005-13(R) – Professional Books, Papers and Equipment**. Redefines Professional Books, Papers, and Equipment (PBP&E) and limits the amount of PBP&E to a maximum net weight of 2,000 pounds with no authority to waive the limitation. This change is effective for all Permanent Change of Station (PCS) orders issued on or after 1 May 2014. Affects pars. U5310-C, U5310-L, U5335-E, and APP A1.

**MAP 232-13(E) -- Housing for Member in Non-Pay Status**. Removes the authority to pay a housing allowance and CONUS COLA for a member in grades E-1 through E-4 (4 or fewer years' service) for dependents of a member in a non-pay status (AWOL, in pre-trial confinement in a foreign country or on excess leave status). That authority in law no longer exists. Affects pars. U8032 and U10422.

**MAP 001-14(I) -- Update References in Pars. U7175 and U7180**. Updates references within pars. U7175 and U7180. Affects pars. U7175-A2c(1), U7175-B1b, U7175-E, U7175-F1, U7180-A, and U7180-C3b.

**Par. Reference Updates**. Numerous par reference updates made to Ch 3 in this month's change. No UTD issued.

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**JOINT FEDERAL TRAVEL REGULATIONS, VOL. 1 (JFTR)**

**CHANGE 327**

**1 MARCH 2014**

The following Record-of-Changes chart reflects Joint Federal Travel Regulations, Volume 1, current and historical changes by Part or Section. It is designed to assist readers in verifying the currency of the volume.

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Crosswalk (1-3)	325	325	325	305	305	305	305	305	305	305	305	305	305	305
<b>Chapter 1</b>														
TOC	325	325	325	317	317	317	317	317	317	317	317	316	306	306
Part A	325	325	325	324	320	320	320	320	319	306	306	306	306	306
Part B	324	324	324	324	320	320	320	320	305	305	305	305	305	305
Part C	324	324	324	324	319	319	319	319	319	317	317	308	308	308
Part D	325	325	325	316	316	316	316	316	316	316	316	316	302	302
Part E	325	325	325	320	320	320	320	320	302	302	302	302	302	302
Part X	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part Z	302	302	302	302	302	302	302	302	302	302	302	302	302	302
<b>Chapter 2</b>														
TOC	310	310	310	310	310	310	310	310	310	310	310	310	310	310
Part A	322	322	322	322	322	322	320	320	319	312	312	312	312	312
Part B	324	324	324	324	320	320	320	320	312	312	312	312	312	312
Part C	324	324	324	324	320	320	320	320	319	311	311	311	311	311
Part D	320	320	320	320	320	320	320	320	315	315	315	315	315	304
Part E	324	324	324	324	320	320	320	320	304	304	304	304	304	304
Part F	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part G	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part H	324	324	324	324	304	304	304	304	304	304	304	304	304	304
Part I	326	326	324	324	320	320	320	320	314	314	314	314	314	314
Part J	324	324	324	324	304	304	304	304	304	304	304	304	304	304
Part K	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part L	320	320	320	320	320	320	320	320	304	304	304	304	304	304
<b>Chapter 3</b>														
TOC	320	320	320	320	320	320	320	320	316	316	316	316	304	304
Part A1	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part A2	327	320	320	320	320	320	320	320	319	312	312	312	312	312
Part B	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C	327	320	320	320	320	320	320	320	317	317	317	312	312	312
Part D	327	320	320	320	320	320	320	320	319	316	316	316	312	312
Part E	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part F	322	322	322	322	322	322	320	320	316	316	316	316	312	312
Part G	327	322	322	322	322	322	305	305	305	305	305	305	305	305
Part H	322	322	322	322	322	322	305	305	305	305	305	305	305	305
Part I	304	304	304	304	304	304	304	304	304	304	304	304	304	304

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<b>Chapter 4</b>														
TOC	325	325	325	318	318	318	318	318	318	318	316	316	311	311
Part A	324	324	324	324	318	318	318	318	318	318				
Part B1	324	324	324	324	323	322	320	320	318	318				
Part B2	324	324	324	324	318	318	318	318	318	318				
Part B3	326	326	325	324	320	320	320	320	318	318				
Part B4	326	326	318	318	318	318	318	318	318	318				
Part B5	326	326	318	318	318	318	318	318	318	318				
Part C	326	326	318	318	318	318	318	318	318	318				
Part D	326	326	324	324	322	322	318	318	318	318				
Part E	318	318	318	318	318	318	318	318	318	318				
Part F	326	326	318	318	318	318	318	318	318	318				
Part G	326	326	324	324	320	320	320	320	318	318				
Part H	318	318	318	318	318	318	318	318	318	318				
Part I	318	318	318	318	318	318	318	318	318	318				
Part J	324	324	324	324	318	318	318	318	318	318				
Part Z	325	325	325	318	318	318	318	318	318	318				
<b>Chapter 5</b>														
TOC	319	319	319	319	319	319	319	319	319	311	311	311	311	311
Part A	326	326	311	311	311	311	311	311	311	311	311	311	311	311
Part B1	278	278	278	278	278	278	278	278	278	278	278	278	278	278
Part B2	326	326	323	323	323	319	319	319	319	314	314	314	314	314
Part B3	326	326	323	323	323	314	314	314	314	314	314	314	314	314
Part B4	320	320	320	320	320	320	320	320	320	314	314	314	314	314
Part B5	320	320	320	320	320	320	320	320	320	277	277	277	277	277
Part B6	317	317	317	317	317	317	317	317	317	317	317	317	312	312
Part B7	327	320	320	320	320	320	320	320	320	311	311	311	311	311
Part B8	326	326	310	310	310	310	310	310	310	310	310	310	310	310
Part B9	312	312	312	312	312	312	312	312	312	312	312	312	312	312
Part C1	320	320	320	320	320	320	320	320	288	288	288	288	288	288
Part C2	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C3	326	326	323	323	323	322	314	314	314	314	314	314	314	314
Part C4	324	324	324	324	322	322	318	318	318	318	300	300	300	300
Part C5	299	299	299	299	299	299	299	299	299	299	299	299	299	299
Part C6	322	322	322	322	322	322	320	320	320	314	314	314	314	314
Part C7	314	314	314	314	314	314	314	314	314	314	314	314	314	314
Part D1	327	321	321	321	321	321	321	321	320	308	308	308	308	308
Part D2	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part D3	327	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D4	320	320	320	320	320	320	320	320	320	300	300	300	300	300
Part D5	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part D6	320	320	320	320	320	320	320	320	320	300	300	300	300	300
Part D7	320	320	320	320	320	320	320	320	320	307	307	307	307	307
Part D8	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D9	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part D10	320	320	320	320	320	320	320	320	320	281	281	281	281	281
Part D11	320	320	320	320	320	320	320	320	320	300	300	300	300	300
Part D12	320	320	320	320	320	320	320	320	320	289	289	289	289	289
Part E1	326	326	324	324	323	322	315	315	315	315	315	315	315	314
Part E2	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part F	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part G1	320	320	320	320	320	320	320	320	320	307	307	307	307	307

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Part G2	326	326	322	322	322	322	314	314	314	314	314	314	314	314
Part G3	326	326	314	314	314	314	314	314	314	314	314	314	314	314
Part H	323	323	323	323	323	322	320	320	316	316	316	316	311	311
Part I	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part J	322	322	322	322	322	322	317	317	317	317	317	313	313	313
Part R	319	319	319	319	319	319	319	319	319	300	300	300	300	300
<b>Chapter 6</b>														
TOC	317	317	317	317	317	317	317	317	317	317	317	309	309	309
Part A1	324	324	324	324	323	318	318	318	318	318	317	313	313	313
Part A2	264	264	264	264	264	264	264	264	264	264	264	264	264	264
Part A3	323	323	323	323	323	301	301	301	301	301	301	301	301	301
Part A4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A5	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part A6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
Part B1	324	324	324	324	323	307	307	307	307	307	307	307	307	307
Part B2	307	307	307	307	307	307	307	307	307	307	307	307	307	307
Part B3	323	323	323	323	323	320	320	320	319	309	309	309	309	309
Part B4	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B5	265	265	265	265	265	265	265	265	265	265	265	265	265	265
Part B6	301	301	301	301	301	301	301	301	301	301	301	301	301	301
<b>Chapter 7</b>														
TOC	324	324	324	324	323	322								
Part A1	324	324	324	324	322	322								
Part A2	324	324	324	324	322	322								
Part A3	326	326	323	323	323	322								
Part A4	322	322	322	322	322	322								
Part A5	322	322	322	322	322	322								
Part A6	322	322	322	322	322	322								
Part A7	322	322	322	322	322	322								
Part A8	322	322	322	322	322	322								
Part A9	322	322	322	322	322	322								
Part B	322	322	322	322	322	322								
Part C	322	322	322	322	322	322								
Part D	322	322	322	322	322	322								
Part E	323	323	323	323	323	322								
Part F1	323	323	323	323	323	322								
Part F2	327	322	322	322	322	322								
Part F3	323	323	323	323	323	322								
Part F4	322	322	322	322	322	322								
Part G	322	322	322	322	322	322								
Part H	322	322	322	322	322	322								
Part I	322	322	322	322	322	322								
Part J	322	322	322	322	322	322								
Part K	322	322	322	322	322	322								
Part L	324	324	324	324	322	322								
Part M	322	322	322	322	322	322								
Part N	322	322	322	322	322	322								
Part O	322	322	322	322	322	322								
Part P	322	322	322	322	322	322								
Part Q	322	322	322	322	322	322								
Part R	322	322	322	322	322	322								
Part S	322	322	322	322	322	322								

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Part T	322	322	322	322	322	322								
Part U	322	322	322	322	322	322								
Part V	322	322	322	322	322	322								
Part W	322	322	322	322	322	322								
Part X	322	322	322	322	322	322								
Part Y	322	322	322	322	322	322								
Part Z	326	326	324	324	322	322								
Part AA	324	324	324	324	322	322								
<b>Chapter 8</b>														
TOC	327	280	280	280	280	280	280	280	280	280	280	280	280	280
Ch 8	327	312	312	312	312	312	312	312	312	312	312	312	312	312
<b>Chapter 9</b>														
TOC	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part A	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part B	320	320	320	320	320	320	320	320	302	302	302	302	302	302
Part C1	316	316	316	316	316	316	316	316	316	316	316	316	302	302
Part C2	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C3	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C4	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part C5	324	324	324	324	316	316	316	316	316	316	316	316	302	302
Part C6	319	319	319	319	319	319	319	319	319	292	292	292	292	292
Part C7	302	302	302	302	302	302	302	302	302	302	302	302	302	302
Part D	325	325	325	320	320	320	320	320	302	302	302	302	302	302
<b>Chapter 10</b>														
TOC	327	318	318	318	318	318	318	318	318	318	311	311	311	311
Part A	324	324	324	324	323	320	320	320	315	315	315	315	315	311
Part B	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part C	317	317	317	317	317	317	317	317	317	317	317	307	307	307
Part D	316	316	316	316	316	316	316	316	316	316	316	316	311	311
Part E1	317	317	317	317	317	317	317	317	317	317	317	302	302	302
Part E2	270	270	270	270	270	270	270	270	270	270	270	270	270	270
Part E3	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E4	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E5	311	311	311	311	311	311	311	311	311	311	311	311	311	311
Part E6	281	281	281	281	281	281	281	281	281	281	281	281	281	281
Part E7	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part E8	320	320	320	320	320	320	320	320	302	302	302	302	302	302
Part E9	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part E10	327	324	324	324	323	303	303	303	303	303	303	303	303	303
Part E11	320	320	320	320	320	320	320	320	302	302	302	302	302	302
Part E12	291	291	291	291	291	291	291	291	291	291	291	291	291	291
Part E13	318	318	318	318	318	318	318	318	318	318	314	314	314	314
<b>Appendix A</b>														
Part 1	327	326	325	323	323	322	319	319	319	318	317	316	315	314
Part 2	318	318	318	318	318	318	318	318	318	318	317	315	315	314
<b>Appendix F</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	323	323	323	323	323	308	308	308	308	308	308	308	308	308
Part 2	303	303	303	303	303	303	303	303	303	303	303	303	303	303
<b>Appendix G</b>														
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<b>Appendix H</b>														
TOC	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 1	323	323	323	323	323	286	286	286	286	286	286	286	286	286
Part 2A	316	316	316	316	316	316	316	316	316	316	316	316	306	306
Part 2B	316	316	316	316	316	316	316	316	316	316	316	316	286	286
Part 2C	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3A	316	316	316	316	316	316	316	316	316	316	316	316	289	289
Part 3B	308	308	308	308	308	308	308	308	308	308	308	308	308	308
Part 3C	316	316	316	316	316	316	316	316	316	316	316	316		
Part 4A	305	305	305	305	305	305	305	305	305	305	305	305	305	305
Part 4B	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 4C	304	304	304	304	304	304	304	304	304	304	304	304	304	304
Part 5A	316	316	316	316	316	316	316	316	316	316	316	316	289	289
Part 5B	316	316	316	316	316	316	316	316	316	316	316	316	289	289
<b>Appendix J</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Part 2	315	315	315	315	315	315	315	315	315	315	315	315	315	300
Part 3	300	300	300	300	300	300	300	300	300	300	300	300	300	300
<b>Appendix K</b>														
TOC	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 1	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 2	292	292	292	292	292	292	292	292	292	292	292	292	292	292
Part 3	266	266	266	266	266	266	266	266	266	266	266	266	266	266
Part 4	266	266	266	266	266	266	266	266	266	266	266	266	266	266
<b>Appendix M</b>														
APP M	293	293	293	293	293	293	293	293	293	293	293	293	293	293
<b>Appendix N</b>														
TOC	267	267	267	267	267	267	267	267	267	267	267	267	267	267
Part 1	303	303	303	303	303	303	303	303	303	303	303	303	303	303
Part 2	308	308	308	308	308	308	308	308	308	308	308	308	308	308
<b>Appendix O</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
APP O	326	326	325	324	323	322	320	320	319	316	316	316	314	314
<b>Appendix P</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	320	320	320	320	320	320	320	320	319	316	316	316	287	287
Part 2	323	323	323	323	323	320	320	320	316	316	316	316	302	302
<b>Appendix Q</b>														
TOC	290	290	290	290	290	290	290	290	290	290	290	290	290	290
Part 1	325	325	325	323	323	322	321	319	319	318	313	313	313	313
Part 2	263	263	263	263	263	263	263	263	263	263	263	263	263	263
Part 3	309	309	309	309	309	309	309	309	309	309	309	309	309	309
Part 4	322	322	322	322	322	322	263	263	263	263	263	263	263	263
<b>Appendix R</b>														
TOC	316	316	316	316	316	316	316	316	316	316	316	316	287	287
Part 1	325	325	325	323	323	287	287	287	287	287	287	287	287	287
Part 2	326	326	323	323	323	316	316	316	316	316	316	316	314	314
<b>Appendix S</b>														
APP S	326	326	325	323	323	314	314	314	314	314	314	314	314	314

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<b>Appendix T</b>														
TOC	284	284	284	284	284	284	284	284	284	284	284	284	284	284
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<b>Appendix U</b>														
APP U	323	323	323	323	323	304	304	304	304	304	304	304	304	304
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**INTRODUCTION TO  
JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR)  
FOR UNIFORMED SERVICE MEMBERS**

**FOREWORD**

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. PDTATAC is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chair is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)).

**PURPOSE AND AUTHORITY**

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

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

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

JFTR is issued under the following authorities:

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

**TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS**

Under 31 USC §3702, the SECDEF settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DoD uniformed members). The SECDEF also may issue an advance decision with respect to the same subject areas. The SECDEF has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

**VOUCHER SETTLEMENT APPEAL**

A member appealing a travel voucher settlement must submit the appeal via the proper paying office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW [DoDI 1340.21](#). It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps. DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy. DFAS-PTCA/CO, PO Box 182317, Columbus, OH 43218-2317
3. Coast Guard. Commandant (CG-1332), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907
4. NOAA Corps. Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333
5. U.S. Public Health Service. Submit to the proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

### APPEAL PROCESS

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the a Component Head may request an advance decision on a question involving a payment the disbursing official or Component Head has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DoD. See [DoDI 1340.21](#), effective 12 May 2004. A copy of the request should be sent to the PDTATAC Policy & Regulations Chief.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the GOV'T Accountability Office (GAO), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For [DOHA](#) information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.

For [GSBCA](#) decisions visit their website at: <http://www.gsbca.gsa.gov/>.

For [CBCA](#) decisions visit their website at: <http://www.cbca.gsa.gov/>.

### PARAGRAPH NUMBERING SYSTEM

The JFTR paragraph numbering system is coordinated with that of the JTR. The letter "U," precedes a JFTR 4- or 5-digit paragraph number (the first digit indicates the chapter number) and subparagraph designators, as shown in the following breakdown. **NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that a new paragraph can be added without changing existing paragraph numbering.**

Paragraph: U5310-B2a(1)(a)

- JFTR .....
- Chapter 5 .....
- Paragraph 310 .....
- Subparagraphs .....

JFTR references and citations should be in the following format:

- JFTR, par. U5310
- JFTR, par. U5310-A
- JFTR, par. U5310-A1
- JFTR, par. U5310-A1a
- JFTR, par. U5310-A1a(1)(a)
- JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

- JFTR, par. U5310-A2
- JFTR, par. U5310-B4a

The most specific reference should be used.

**CHANGES**

\*Uniformed Travel Determinations (UTDs) make changes to the JFTR. A UTD is effective on its indicated date. It may be effective on the JFTR publication date, on the PDTATAC Chair’s signature date, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, the changes are disseminated using the DTMO website.

Published changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations included in a published change are shown on the change cover sheet.

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

Per Diem Bulletins, published in the Federal Register, change the non-foreign OCONUS [per diem rates](#).

**FEEDBACK REPORTING**

JFTR change recommendations should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4120.

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

1. Army. Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300.
2. Navy. Through appropriate command channels to: Chief of Naval Personnel (N130C), 701 S. Courthouse Road, Building 12, Room 3R180, Arlington, VA 22204-2472.

3. Marine Corps. Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
4. Air Force. Through appropriate command channels to: HQ USAF/A1PA, 1500 W. Perimeter Road, Suite 4780, Joint Base Andrews NAF Washington, MD 20762-6604.
5. Coast Guard. Directly to: Commandant (CG-1222), U.S. Coast Guard, 2703 Martin Luther King JR Ave SE STOP 7907, Washington, DC 20593-7907.
6. NOAA Corps. Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
7. U.S. Public Health Service. Directly to: Director, Division of Commissioned Corps Personnel and Readiness, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
8. Office of the SECDEF and other DoD Components. Directly to Per Diem, Travel and Transportation Allowance Committee, 4800 Mark Center Drive, Suite 04J25-01, Alexandria, VA 22350-9000.  
FAX: (571) 372-1301.

#### HOW TO GET THE JFTR

See the DTMO website for [JFTR, Volume 1](#) material that can be downloaded and printed.

#### HOW TO OBTAIN LOCALITY PER DIEM RATES

See the DTMO website for current [per diem rates](#).

## PART A: GENERAL

### SECTION 2: TRANSPORTATION REIMBURSEMENT

#### U3040 ALLOWABLE TRANSPORTATION EXPENSES

A. General. Transportation expenses include the cost of:

1. Airline, train (including sleeping accommodations/parlor car seats), ship (including ocean, waterway or ferry), and bus tickets;
2. Transportation to/from carrier terminals; and
3. A special conveyance.

B. POC Operating Expenses. POC operating expenses ordinarily are reimbursed through a mileage allowance for TDY or a MALT for PCS/PDT.

C. Reimbursement. Transportation expense reimbursement and mileage are in addition to per diem or actual expense allowance. See Ch 4 for TDY expense allowances; and Ch 5 for PCS expense allowances.

#### U3045 PERSONALLY PROCURED COMMON CARRIER TRANSPORTATION REIMBURSEMENT

A. Mandatory Policy

1. It is mandatory policy that all Uniformed Services travelers use an available DTMO contracted CTO, or a GSA contracted TMC (when a DTMO contracted CTO is not available) for all official transportation requirements.
2. The eligible traveler must contact the responsible Agency/Service designated official if there is not an available DTMO contracted CTO/GSA contracted TMC for the official travel.
3. Payment construction comparisons provided below should in no way be interpreted to suggest that use of other than the DTMO contracted CTO (or GSA contracted TMC) is authorized or encouraged.
4. The payment options are provided for situations when the CTO (or a TMC) cannot be used.
5. Par. U1035 applies to those who violate policy.

B. Reimbursement Limitations

\*1. Except for PCS transoceanic travel (see par. U5108-A), when a specific transportation mode is directed, a traveler, who must procure transportation without benefit of using a CTO, may be reimbursed for personally procured transportation NTE the directed mode cost. Otherwise, the traveler is authorized transportation cost reimbursement in pars. U3045-D through H.

2. Reimbursement may not exceed the accommodations cost in Ch 3, Parts F, G, and H.

3. See Ch 4, Part K when the transportation is partly by POC.

4. If a traveler uses GOV'T procured transportation for part of a journey (see par. U3035), the limits in pars. U3045-D and U3045-E must be reduced by its cost.

\*5. *This policy does not apply to pars. U5108-A, U7010-F1a, U7015-A, U7020, U7285, U7415-A, U7420, U7465, U7115-D3, and U7115-D4.*

C. Transaction Fee

1. The cost paid by the GOV'T for GOV'T/GOV'T procured transportation, 'in house' or CTO transportation, frequently includes a transaction fee for arranging the transportation.
2. A CTO transaction fee incurred by a traveler is a miscellaneous reimbursable expense under APP G.
3. When a CTO is not available to the traveler, the transaction fee incurred for arranging transportation through other than a CTO is a miscellaneous reimbursable expense under APP G.

D. GOV'T CTO or 'In House' Is Available

1. General. When GOV'T CTO (see APP A) or 'in house' services are available and the traveler procures common carrier transportation (including sleeping accommodations) at personal expense under a travel order when the CTO could have provided the required services for official travel, the traveler receives reimbursement for the actual transportation cost for the transportation mode authorized and used NTE the constructed transportation cost between authorized points had the transportation been purchased through the CTO. See also par. U1035.

2. Constructed Cost Basis. For air transportation, constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*

\*3. City Pair Airfare Available. A city pair airfare is available if a contract airfare is offered between origin and destination. The airfare may involve a nonstop flight, a direct flight (same flight from origin to destination, but with one or more stops en route), or connecting flights (one or more plane changes and different flight numbers involved, but all included in one city pair arrangement). However, a city pair fare is not available if there is no contract airfare between origin and destination, even if two or more separate contract airfares may be used to route the travel.

**Example 1:** There is a contract city pair airfare between Charlotte, NC, and Los Angeles, CA, even though it is a connecting flight.

**Example 2:** There is no contract city pair airfare between Asheville, NC, and Los Angeles, CA. However, there is a city pair fare between Asheville, NC, and Chicago, IL, and then a city pair fare from Chicago, IL, to Los Angeles, CA. The two separate city pair fares do not constitute a city pair fare between origin (Asheville) and destination (Los Angeles). However, the two separate city pair fares may be combined to arrive at the POLICY CONSTRUCTED AIRFARE.

4. Constructed Cost Limitations

a. The constructed transportation cost is based on the POLICY CONSTRUCTED AIRFARE (with the par. U3520-A6 exception).

b. **Example:** There is often no city pair airfare connecting origin and destination. Several POLICY CONSTRUCTED AIRFARES (see APP A) between several origins/destinations must be combined to accomplish the travel from required origin to required destination. Even if all airfares being combined are city pair airfares, the combined airfares that eventually get the traveler from required origin to required destination does not constitute a city pair airfare. See U3045-D3.

c. YCA city pair airfare transportation is presumed available if there is a city pair airfare established between the origin and destination points (as opposed to combining airfares, city pair or otherwise between origin and destination).

5. Restricted Airfare Use

a. When any risk of trip cancellation/itinerary change is outweighed by potential cost savings, the AO might authorize:

(1) A restricted airfare, available to the general public, in lieu of a city pair airfare (APP P1, par. A6c), or

(2) Any available restricted airfare for which the traveler qualifies in lieu of the POLICY CONSTRUCTED AIRFARE.

b. Compliance with the 'Fly America Act' must be maintained (i.e., a less expensive restricted airfare on a non U.S. certificated airfare cannot be used in lieu of using an available U.S. certificated air carrier).

c. The AO must use the [APP H3C decision support tool](#) to assist in determining if a restricted airfare may be advantageous to the GOV'T.

d. See par. U3500 for use of restricted airfares.

E. GOV'T CTO or 'In House' Is Not Available

1. In the *very rare circumstance* that a GOV'T CTO/'in house' service is documented as being unavailable and the traveler procures common carrier transportation at personal expense, the traveler receives reimbursement for the actual transportation cost for the mode authorized and used NTE the POLICY CONSTRUCTED commercial transportation cost between authorized points.

2. A CTO itself (rather than a particular ticket) must be unavailable to qualify under this par.

3. See par. U3500 for use of restricted airfares.

4. Each non availability event should lead to correction(s) that make CTO service available should the same situation arise again.

F. Transoceanic Travel - GOV'T/GOV'T Procured Transportation Is Available

1. When GOV'T/GOV'T procured TDY transoceanic transportation is authorized and performed by common carrier at personal expense, the traveler is authorized reimbursement NTE the amount that would have been paid for the available GOV'T/GOV'T procured transportation. See par. U5108-A for PCS transoceanic travel.

2. If both GOV'T and GOV'T procured transportation are available, the lower priced mode is the maximum reimbursement measure.

3. When GOV'T/GOV'T procured transportation is *not available*, reimbursement is authorized for the transportation cost NTE the POLICY CONSTRUCTED airfare available over the direct route between the origin and destination.

4. See par. U3500-P for medically inadvisable airfare.

G. Transoceanic Ferry Fares. When a TDY traveler travels at personal expense on a transoceanic ferry that is authorized/approved as being to the GOV'T's advantage, reimbursement is authorized for the cost incurred, including any part attributed to POC movement ([55 Comp. Gen. 1072 \(1976\)](#)). See par. U3665 for non U.S. certificated ferries.

H. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

**U3050 REIMBURSEMENT FOR USE OF OTHER THAN THE AUTHORIZED TRANSPORTATION MODE OR ROUTE**

A. General

1. Ch 3, Part F applies when reimbursement is limited by costs of travel by the authorized transportation mode over a usually traveled route ([18 Comp. Gen. 477 \(1938\)](#); [21 id. 116 \(1941\)](#)).
2. The TO determines the applicable transportation mode for constructed cost purposes.
3. Except for POC travel for personal convenience, when travel by a route/transportation mode other than that authorized in a travel order, reimbursement is subject to the conditions and restrictions stated in this par.

B. GOV'T and GOV'T Procured Air Transportation Available

1. When GOV'T/GOV'T procured air transportation use is required under par. U3500-O, but a traveler elects to travel by a different transportation mode at personal expense, reimbursement for the transportation cost must not exceed the amount that would have been paid for the available GOV'T/GOV'T procured air transportation.
2. When the city pair airfare is the POLICY CONSTRUCTED AIRFARE, constructed costs are based on the POLICY CONSTRUCTED AIRFARE (see APP A) which includes the non-capacity controlled city pair airfare. *Capacity controlled city pair airfares are never used for cost construction.*
3. Non capacity controlled city pair airfare transportation is presumed available if there is city pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.
4. GOV'T/GOV'T procured air transportation is not available when:
  - a. An AO determines that GOV'T and/or GOV'T procured air transportation use for travel involves a total delay (including delay in initiation of travel from a PDS or TDY point, en route travel, and additional time at a TDY station before a traveler can proceed with assigned duties) of more than 48 hours;
  - b. GOV'T and/or GOV'T procured air transportation use would involve circuitous travel or undue inconvenience; or
  - c. Travel via aircraft is medically inadvisable.
5. The lower priced transportation mode is the reimbursement limit if appropriate GOV'T and GOV'T procured transportation are both available.
6. If only GOV'T procured transportation is available, its cost is the reimbursement limit.

C. GOV'T/GOV'T Procured Air Transportation Not Available

1. When GOV'T/GOV'T procured air transportation is not available, reimbursement for transportation used must not exceed the POLICY CONSTRUCTED AIRFARE (See APP A) available for scheduled commercial air service over the usually traveled direct route between the origin and destination.
2. If aircraft travel is medically inadvisable, reimbursement is limited to the least costly passenger accommodations on a commercial ship.

D. Use of Non U.S. Certificated Air Carriers or Non U.S. Registry Ships

1. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved non U.S. certificated/registry carrier (or ship) service is used.
2. If U.S. certificated/registry carrier/ship service is available for an entire trip and the traveler uses a non U.S. certificated/registry carrier/ship for any part, or all, of the trip, the transportation cost on the non U.S. certificated/registry carrier or ship is **not payable** ([FTR §301-10.143](#)).

E. Computation

1. Except as prohibited in pars. U3525 and U3660, reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. **No other costs are added to the computation.** The traveler is paid whichever (actual or constructed) is less.
2. The authorized transportation mode means the transportation mode that would have been furnished IAW these Regulations.
3. The constructed transportation cost and the normal scheduled travel time for the carrier must be obtained from the appropriate transportation officer or other authentic tariff source.

F. Dependent Travel Limited to the GOV'T Offered Air Transportation Cost. Dependent travel reimbursement is subject to the travel authorization/order limitations. See par. U3500-O.

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## PART C: TRANSPORTATION MODE

### U3200 MANDATORY DoD POLICY

It is **MANDATORY** policy that travelers use an available CTO for all official transportation requirements. See Ch 2, Part F regarding mandatory CTO use.

### U3205 REQUIRED USE OF MILITARY AIRCRAFT

For the limited number of senior officials designated by SECDEF as “required use” travelers on military aircraft see [DoDD 4500.56](#), DoD Policy on Use of GOV’T Aircraft and Air Travel, Enclosure 2.

### U3210 AUTHORIZED TRANSPORTATION

#### A. General

1. Travel should be by the most expeditious practicable transportation mode that meets mission requirements.
2. The AO is responsible to select the transportation mode.

B. Transportation Mode. Official TDY/PCS travel may be authorized/approved on any combination of the following:

1. GOV’T (including foreign government) aircraft, train, bus, vehicle, or vessel (ocean, waterway or ferry),
2. Commercial aircraft, train, bus, or ship (ocean, waterway or ferry), **NOTE: The English Channel tunnel (CHUNNEL) used for travel between the United Kingdom and Europe is a ferry for computation purposes.**
3. POC (see par. U3220-A1),
4. Special conveyance (see par. U3220-A1),
5. Taxicab, bus, streetcar, subway or other public conveyances, and
6. Airport limousine, or courtesy conveyance.

#### C. Transportation Mode Exception

1. A traveler is not required to travel via a particular transportation mode if there is a **valid reason** for excluding that mode. **Example:** Travel by air may be excluded if travel by that mode is precluded for medical reasons.
2. A statement on the travel order must indicate the reason for nonuse of a particular transportation mode. The statement provides travel reimbursement justification based on the authorized transportation mode, including the constructed cost based on the authorized mode if needed.
3. **Example:** Air transportation is to the GOV’T’s advantage but air travel is medically precluded. The travel order must contain a statement similar to “Air transportation is medically precluded and must not be used for this traveler. Rail (or whatever other form of) transportation is authorized.”

#### D. Arranging and Determining Transportation Modes

**NOTE: PDTATAC has determined that POC (automobile or motorcycle only) use on TDY is to the GOV’T’s advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.**

1. CONUS. Determination to use one, or a combination, of transportation modes for travel within CONUS must be based on the following factors:

- a. Urgency and purpose of the travel;
- b. Ability to provide necessary service to meet mission requirements;
- c. Amount of accompanied baggage, or working equipment, necessary to accompany the traveler;
- d. Savings in the traveler's productive time (workdays only);
- e. Availability of adequate accommodations;
- f. Any special facilities or schedule that aids in maintenance of necessary security, when applicable; and
- g. Savings to the GOV'T ICW a PCS order and dependent's transportation.

2. OCONUS

- a. Transportation must be arranged through an available CTO. See Ch 2, Part F.
- b. The AO should specify a particular transportation mode on the order for travel to/from/within an OCONUS area. The transportation officer/CTO makes the transportation mode determination if the AO does not.
- c. The transportation officer/CTO must not provide transportation via a mode that has been prohibited by the AO.
- d. Travel may be approved for:
  - (1) AMC, including charter/individually ticketed commercial service made available by that command; at special tariff rates for DoD traffic;
  - (2) MSC, when available; or
  - (3) Commercial transportation.
- e. Except for ferries, travel by ship is not to the GOV'T's advantage unless the higher costs (i.e., per diem, transportation, and lost work time) associated with ship transportation are justified.
- f. Travel by ship may be authorized/approved as being to the GOV'T's advantage only through the Secretarial Process.
- g. Reimbursement for ship transportation must be IAW the use of ships of U.S. registry.
- h. When a traveler, authorized to use available AMC/MSF facilities, elects to use commercial air or water transportation at personal expense, reimbursement is limited IAW par. U3045-B. All travel must be made IAW Ch 2, Part F.

#### **U3215 AO DETERMINATION**

A. Transportation Not Directed. The AO, when not required to direct the transportation mode, ordinarily authorizes the transportation mode, taking into account mission requirements, time limits, transportation availability, and economic considerations.

B. TDY and Transoceanic PCS Travel. If the AO fails to make a determination or direct/authorize the transportation mode, air transportation is the authorized transportation mode for travel time and per diem calculation purposes for TDY and transoceanic PCS travel, unless the traveler demonstrates to the AO's satisfaction that air transportation cannot meet the mission requirements efficiently or economically.

### U3220 DIRECTING TRANSPORTATION MODE

#### A. General

1. A traveler *may not be directed* to use a POC or a special conveyance.
2. Dependent travel *may not be directed* by a particular mode.
3. A traveler may select POC for overland PCS travel.
4. A traveler must comply with all regulations ICW the directed/selected transportation mode.
5. The AO may direct the use of one or more TDY transportation modes that does not involve a PCS move.
6. Service regulations may, under limited circumstances, specify when a particular mode (other than a POC or special conveyance) may be directed for an individual PCS move.

\*B. Reimbursement. When a specific transportation mode is directed (except PCS transoceanic travel) a traveler may be reimbursed for personally procured transportation NTE the directed mode cost. *This does not apply to pars. U5108-A, U7010-F1a, U7015-A, U7020, U7285, U7415-A, U7420, U7465, and U7115-D3 and D4.*

C. Reimbursable Expenses. Reimbursement is allowable for additional TDY transportation expenses (e.g., taxicab, bus, subway fares) as authorized in Ch 3, Part D.

### U3225 TRANSPORTATION MODE SELECTION

#### A. Contract Air Service

1. City Pair Airfare Available. Contracted airfare use offered by a contract air carrier between certain cities (city pairs) is generally to the GOV'T's advantage. These airfares should be used for official air travel between those cities. If the city pair carrier offers both a YCA airfare and a 'Dash'CA airfare and the 'Dash'CA airfare is available when the traveler makes the reservation, the 'Dash'CA airfare (which is less expensive than the YCA airfare) must be selected. See par. U3045-D3.
2. City Pair Airfare Not Available. If a city pair airfare is not available from origin to destination, the POLICY CONSTRUCTED AIRFARE (See APP A) should be used. This includes a lower airfare offered by a non contract U.S. certificated carrier limited to a traveler on official business, e.g., MDG, ODG, VDG, and similar airfares. See par. U3045-D3.
3. AO Authority. The AO retains the authority to authorize a lesser airfare (e.g., a restricted airfare) and the traveler retains the ability to seek a lesser airfare on a U.S. certificated airline. See par. U3500-A.
4. Contract Air Service Exceptions. For exceptions and specific guidelines regarding the use of contract city pair air service, see:
  - a. APP P (City Pair Program);
  - b. The [FTR, §301-10.107](#); and
  - c. [DoD 4500.9-R, Part I](#) Ch 103, pars. A2 and E.

**B. Non Contract Air Service**

1. The use of non contract U.S. certificated air service – when city pair service is available - may be authorized only when justified under the conditions noted in pars. U3225-A and U3500-A.
2. Advance authority and specific justification for non-contract air service use should be shown on the travel order or other form of travel document before the actual travel begins unless extenuating/emergency circumstances make advance authorization impossible.
3. The traveler must obtain written approval from the appropriate Service designated official at the earliest possible time after completing the travel if the requirement to use non contract U.S. certificated air service arose after the travel order was issued. The approval and justification must be stated on, or attached to, the travel voucher.

**C. Rail or Bus Service**

1. Rail/bus service may be used when it is:
  - a. To the GOV'T's advantage (with cost, energy, and other factors considered); and
  - b. Compatible with official travel requirements.
2. The use of discount fares offered to the GOV'T by rail/bus carriers is advantageous.
3. Discount fares, that meet mission requirements, should be used to the maximum extent possible.

**D. Automobile**

1. Rental Automobile. A DTMO contracted rental automobile is the first resource for short term automobile rental by a TDY traveler. This applies to a traveler who travels to a destination by common carrier (e.g., plane, train, or bus) and is authorized a vehicle for local area transportation.
2. GOV'T Furnished Automobile. A traveler may use a GOV'T furnished automobile if practical.
3. Cost Consideration. If cost consideration is used in determining whether a GOV'T contract rental or a GOV'T furnished automobile should be authorized, the overall cost must include administrative costs as well as costs associated with picking up and returning the automobile.
4. Traveler's Cost Liability when Selected Mode Not Used
  - a. The traveler should use the transportation mode authorized/approved by the AO as being to the GOV'T's advantage.
  - b. Any additional cost resulting from use of a transportation mode other than specifically authorized/ approved, or required by regulation (e.g., contract air service) is the traveler's financial responsibility.

E. CHUNNEL. The English Channel tunnel (CHUNNEL) is a ferry for computation purposes.

F. Non-motorized Transportation. The AO may authorize/approve:

1. A non-motorized transportation mode (e.g., bicycle, etc.), but a mileage allowance is not authorized for the official travel.
2. Reimbursement of transportation related expenses ICW non-motorized transportation, in the GOV'T's interest, NTE the most advantageous transportation mode cost, per the AO determination.

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**PART D: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR,  
SUBWAY, OR OTHER PUBLIC CONVEYANCE**

***NOTE:*** Available courtesy transportation services furnished by a lodging/similar facility should be used to the maximum extent possible. When a special conveyance (particularly a rental vehicle or a 'taxi') must be used, sharing of the special conveyance by official travelers is encouraged to most efficiently use taxpayer dollars.

**U3300 GENERAL**

***NOTE:*** The traveler and command must adhere to the prudent traveler rules for GOV'T funded official travel. See par. U2000 and [CBCA 2852-TRAV, 28 August 2012](#).

- A. TDY/PCS Public/Special Conveyance Reimbursement. This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public/special conveyance use during TDY/PCS travel.
- B. Local Travel Transportation Expenses. For non PCS/TDY transportation expenses incurred in and around duty stations, see Ch 2, Part L.
- C. Requirements. Each expense reimbursement request must be identified on the voucher by date, quantity, service, cost and other necessary expense particulars.

**U3305 REIMBURSABLE EXPENSES**

- A. Allowable Reimbursement. A traveler may be reimbursed for transportation related reimbursable expenses, described in this Part. These expenses are incurred for travel between two points that are a separate journey (see par. U3035) when TDY mileage is not payable, even though the traveler begins or ends in a TDY mileage status during the same calendar day.
- B. Reimbursement Not Allowed. A traveler paid TDY mileage for the entire journey may not be reimbursed for transportation reimbursable expenses regardless of the transportation mode.
- C. Special Conveyance/Rental Vehicle (Includes Rental Aircraft) Reimbursable Expenses. See APP G.

**U3310 TAXICAB/LIMOUSINE SERVICE USE**

- A. To/from Transportation Terminal
  - 1. Authorized Reimbursement. Reimbursement is authorized for taxi/limousine fares plus tip between:
    - a. Place of residence/lodging/place of duty at the PDS/TDY station and transportation terminals;
    - b. Transportation terminals if a free transfer is not provided;
    - c. A transportation terminal and lodging when needed due to en route transportation delays beyond the traveler's control; and
    - d. A transportation terminal and limousine service terminal.
  - 2. PDS Boundary for Travel Reimbursement. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on TDY Travel Day. Reimbursement is authorized for taxi/limousine fares plus tip from the:

1. Traveler's residence to the PDS on a TDY departure day requiring at least one night's lodging, and
2. PDS to the residence on the TDY return day.

**U3315 BUS, STREETCAR, AND SUBWAY USE**

A. To/from/between Transportation Terminals

1. Reimbursement is authorized for bus, streetcar, and subway fares as follows:
  - a. Between places of residence, lodging, or duty at the PDS/TDY station and the transportation terminal;
  - b. Between transportation terminals to change conveyance when free/timely transfer is not provided; or
  - c. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the traveler's control.
2. The traveler's PDS boundary for travel reimbursement to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the traveler commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for bus, streetcar, and subway fares from the traveler's residence to the PDS on the traveler's departure day on TDY when the TDY requires at least one night's lodging and from the PDS to the traveler's residence on the return day from TDY.

**U3320 SPECIAL CONVEYANCE USE**

A. Authorization/Approval. An AO may:

1. Authorize/approve special conveyance (e.g., rental car) use when the use is to the GOV'T's advantage.
2. Not authorize/approve special conveyance use for a traveler's personal preference or minor inconvenience.

B. To/from Carrier Terminals. The traveler:

1. May be authorized/approved special conveyance use for travel to and from local carrier terminals;
2. May be authorized/approved special conveyance use to/from/between carrier terminals, other than local terminals, by the AO when neither public nor GOV'T transportation between the terminals meets the ordered travel requirements; and
3. *Cannot be directed to use a special conveyance for transportation to/from carrier terminals.*

C. Between Duty Stations

1. The AO may authorize/approve travel by special conveyance:
  - a. To/from/between TDY stations under circumstances not permitting use of usual transportation modes, or
  - b. When special conveyance use is determined to be to the GOV'T's advantage.
2. Reimbursement is authorized for the total expense incurred in the special conveyance use.

D. In and around PDS/TDY Station. See Ch 2, Part L for special conveyance use reimbursement in and around the PDS/TDY station.

E. Limited to Official Purposes. Special conveyance use is limited to official purposes, including transportation to and from ([65 Comp. Gen. 253 \(1986\)](#)):

1. Duty sites,
2. Lodgings,
3. Dining facilities,
4. Drugstores,
5. Barber shops,
6. Places of worship,
7. Cleaning establishments, and
8. Similar places required for the traveler's subsistence, health or comfort.

F. Reimbursement

1. General. See APP G for special conveyance reimbursement (including aircraft).
2. Limitation. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the GOV'T's constructed cost. See par. U4710-C.

\*G. Special Conveyance Receipts. See par. U2000-C, and [DoDFMR 7000.14-R, Volume 9](#).

### **U3330 SELECTING A RENTAL VEHICLE**

A. Instructions and Guidance. See [DTMO rental car agreement](#), and <http://www.transcom.mil/dtr/part-i/> for instructions and guidance for the selection of rental vehicles.

B. CTO Use. It is **mandatory policy that a traveler uses an available** CTO to obtain a rental vehicle. It is **not mandatory** to use a CTO when renting an airplane or bus ([CBCA 2956-TRAV, 31 January 2013](#)).

C. Rental Service Cost

1. The lowest cost rental service that meets the mission transportation requirement must be selected for commercially rented vehicles.
2. The AO may authorize/approve an appropriately sized vehicle IAW mission requirements when a compact car (the 'standard' for TDY travel) does not meet the requirement.

D. DTMO Rental Car Agreement

1. Use of a company and rental car location participating in the DTMO rental car agreement is encouraged because its GOV'T rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the GOV'T.
2. To view DTMO approved rental car companies and rates see [rental cars](#), or [rental trucks](#).

3. A vehicle participating in the DTMO rental car agreement is listed on the DTMO website, and should be rented for official GOV'T travel.
4. A vehicle offered by a participating vendor, but not listed under the agreement, is not covered under the agreement. The specific vehicle does not have the full liability and vehicle loss and damage insurance coverage, and should not be rented for official GOV'T travel unless a similar vehicle is not otherwise available.
5. Most locations have at least one participating vendor offering a 'nonstandard' vehicle, when required for official GOV'T travel.
6. **Example:** Rental Car Vendor A lists a SUV as a participating vehicle under the DTMO rental car agreement. If this SUV is rented, it has full liability and vehicle loss/damage insurance coverage for the GOV'T traveler on official GOV'T business. Rental Car Vendor B does not list a SUV as a participating vehicle, but has an SUV rental available. If the traveler rents a SUV from Rental Car Vendor B, the SUV is not covered with liability and vehicle loss/damage insurance coverage.

E. Additional Rental Car Cost. A traveler disregarding rental car arrangements made by a CTO may be required to provide justification for additional rental car costs before reimbursement is allowed, or will be financially responsible for the cost difference.

F. Motor Pools and Commercial Rental Companies. See <http://www.transcom.mil/dtr/part-i/>, and Service regulations for policies, instructions, and guidance regarding motor pools and automobile rental from commercial rental companies.

G. DTMO Vehicle Rental Agreements. [DTMO](#) vehicle rental agreements apply to all Uniformed Services.

H. Domestic and Foreign Rental Car Information. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained by:

1. Mail:

Defense Travel Management Office (DTMO)  
Commercial Travel Division  
Program Management Branch  
4800 Mark Center Drive, Suite 04J25-01  
Alexandria, VA 22350-9000

2. Fax: (571) 372-1301, or

3. The [DTMO website](#).

I. Reimbursement Limitation. When an available CTO is not used, reimbursement is limited to what the cost would have been if a CTO had made the rental vehicle arrangements ([CBCA 2956-TRAV, 31 January 2013](#)).

J. Non DoD Services. See Service issuances for CTO use ICW rental cars.

## PART G: TRAIN TRANSPORTATION

### U3600 GENERAL

A. Policy. A traveler must:

1. Use economy/coach class accommodations, unless 'other than economy/coach' is authorized IAW this Part and APP H.
2. Use adequate reserved economy/coach class accommodations when available, and
3. Be provided slumber economy/coach class sleeping accommodations, for overnight travel.

B. Authorization/Approval Exception. The following do not require authorization/approval;

1. When an ordinarily more costly accommodation costs less than the accommodations that otherwise would be provided. Comparison of the more costly accommodations to a more expensive accommodations cost than ordinarily would be authorized is not authorized.
2. Upgrades at no cost to the GOV'T.

*Effective 14 August 2013*

***NOTE FOR USCG: When USCG funds are used for official travel, first-class travel accommodations must be authorized/approved by the Secretary of Homeland Security and business-class accommodations must be authorized/approved by the USCG Commandant or Vice Commandant (regardless of the transportation mode or costs)***

### U3605 ECONOMY/COACH CLASS ACCOMMODATIONS

Economy/coach:

1. Is the basic accommodation service regardless of the fare paid.
2. Includes reserved coach accommodations, as well as slumber coach accommodations, when overnight train travel is involved.

### U3610 SLUMBER COACH

Slumber coach includes:

1. Slumber coach accommodations on trains offering such accommodations, or
2. The least expensive sleeping accommodations available on a train that does not offer slumber coach.

### U3615 'OTHER THAN ECONOMY/COACH' ACCOMMODATIONS

'Other than economy/coach' includes any accommodations above economy/coach (e.g., first class, or business class).

1. First Class. First class includes bedrooms, roomettes, club service, parlor car accommodations, or 'other than economy/coach' accommodations.
2. Business Class. Business class is above economy/coach class on AMTRAK Acela/Metroliner extra fare train, but is lower than first class.
3. No Economy/Coach-Class. If a train only has two accommodations classes (i.e., first class and business

class), the business class (lowest class offered) becomes economy-/coach-class for official travel.

### **U3620 AO AUTHORITY**

The AO can authorize/approve the following:

1. Coach Class. Any 'standard' economy (lower than 'other than economy/coach') train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. CONUS Train Service
  - a. Travel by extra fare trains, in CONUS (AMTRAK Acela and Metroliner), may be authorized/approved when to the GOV'T's advantage and/or required for security reasons.
  - b. Extra fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train.
  - c. An extra fare train, authorized/approved by the AO, is to the GOV'T's advantage.
  - d. No further agency authority is needed except for the USCG (See **NOTE** in par. U3600).
  - e. If the lowest class available is first class, the AO must comply with par. U2110 requirements for 'other than economy/coach' travel.
  - f. "Coach" class is the lowest available class on Amtrak Regional trains.
  - g. AMTRAK Acela and Metroliner first class accommodations may be authorized/approved only IAW par. U3625 ([CBCA 2046-TRAV, 20 October 2010](#)).
3. OCONUS Train Service
  - a. Travel by an OCONUS extra fare train (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage, or is required for security reasons.
  - b. The lowest class available is to the GOV'T's advantage and no further agency authorization/approval is needed.
  - c. If the lowest class available is 'other than economy/coach', the AO still must comply with par. U2110 requirements for 'other than economy/coach' transportation annotation on the travel order.
  - d. If economy/coach accommodations, on any OCONUS train do not have assigned seating, the AO (see **NOTE** for USCG in par. U3600) may authorize the lowest-class accommodations (even if that is called 'first class') that have assigned seating.
  - e. All 'other than economy/coach' accommodations may be authorized/approved only IAW par. U3625.

### **U3625 'OTHER THAN ECONOMY/COACH' USE DETERMINATIONS**

- A. Authorizing/Approving Official. The other than economy/coach class authorizing/approving official in par. U3510 may authorize/approve the other than economy/coach class train accommodations (See **NOTE** for USCG in par. U3600).
- B. Requirements. See par. U2110-F.
- C. Decision Support Tool and Procedures. See APP H.

D. Authorization/Approval ([OMB Bulletin 93-11, 19 April 1993](#)). ‘Other than economy/coach’ may be authorized/approved only under the following circumstances:

1. Coach Class Accommodations Are Not Reasonably Available. “Reasonably available”:

a. Means available coach class accommodations scheduled to:

- (1) Leave within the 24-hour period before the traveler's proposed departure time, or
- (2) Arrive within the 24-hour period before the traveler's proposed arrival time.

b. Must also be based on slumber coach sleeping accommodations availability, for a direct route that requires overnight travel.

c. *Does not include* accommodations with a scheduled:

- (1) Arrival time later than the required reporting time at the duty site, or
- (2) Departure time earlier than the traveler is scheduled to complete the duty.

2. Medical Disability/Special Need

a. Authorization/Approval. See par. U2110-J and APP H4.

b. Disability/Special Need

(1) Competent medical authority must certify a disability/special need, in writing, every six months. See par. U2110-J and APP H.

(2) When unforeseen circumstances preclude recertification, an AO may approve a onetime extension NTE 30 days.

(3) If the disability/special need is a lifelong condition, a certification statement is required every two years.

(4) A certification statement must include:

(a) A written statement by a competent medical authority stating special accommodation is necessary;

(b) An approximate duration of the special accommodation need; and

(c) A recommendation concerning the appropriate transportation accommodations based on the disability/special need.

\*c. Attendant. If an accompanying attendant is authorized IAW par. U7140-B or U7145-B, the attendant’s services are required en route, the attendant may be authorized/approved to use the same ‘other than economy/coach’ accommodations.

3. Exceptional Security Circumstances

a. These circumstances should only provide for the minimum 'other than economy/coach' accommodations necessary to meet the mission.

b. Examples are:

(1) A traveler whose coach class accommodations use would endanger the traveler's life or GOV'T property,

(2) A protective detail agent accompanying an individual authorized 'other than economy/coach' accommodations, and

(3) A courier and/or a control officer accompanying controlled pouches/packages and a lower, 'other than economy/coach', is not available.

4. Inadequate Sanitation/Health Standards. When economy-/coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.

5. Mission Requirement. When required because of agency mission.

## SECTION 7: TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

### U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel when an Order to Active Duty Is Received at a Place other than That to Which Addressed. When an order to active duty is received at, and travel begins from, a place other than that to which the order was addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the order was addressed.

B. PCS Order Received at TDY Station

1. Member Issued a PCS Order while on TDY. A member who receives a PCS order while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s). This includes a member who receives a PCS order while at a TDY station designating it as the new PDS *effective immediately* ([57 Comp. Gen. 198 \(1977\)](#)).

2. Member Issued a PCS Order with TDY en route. A member who departed the old PDS on a PCS order with TDY en route is not authorized PCS allowances to return to the old PDS from the TDY station, even if the order is amended or modified naming a different new PDS.

3. TDY Station Becomes PDS. See par. U4800.

C. PCS Order Received while on Leave

1. PCS Order Received while on Leave from TDY Station. A member who receives a PCS order while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), NTE the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned while on Leave from the PDS. A member, who receives a PCS order while on leave from the old PDS, and begins PCS travel from that site, is authorized PCS allowances from the place at which the order is received to the new PDS, NTE allowances from the old to the new PDS.

D. PCS with TDY at a Location near (but outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location ICW a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the QTRS occupied while attached to the old PDS or the permanent QTRS the member intends to occupy at the new PDS. This also applies when a member performs TDY at or near the home port when the PDS is a ship or an afloat staff. *QTRS (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent QTRS on/after the PCS HHG weight allowance transportation date. QTRS at the new PDS are permanent on/after the date the PCS HHG weight allowance is accepted.* Transportation expenses incurred in commuting between the QTRS at the old PDS or QTRS at the new PDS and the TDY location may be paid under Ch 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits may be reimbursed for the meal(s) under par. U4230. When travel outside the TDY location is required, travel, transportation, and per diem allowances under Ch 4, Part B, are authorized. *Exception:* A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to a location near the old PDS is authorized per diem at the location near the old PDS. Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to Ft. Belvoir 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem while at Ft. Belvoir (near old PDS) 5-15 August. If the member had departed on 15 June but performed TDY at Ft. Belvoir first, no per diem is payable for the TDY at Ft. Belvoir immediately after detachment if the member commuted from the permanent QTRS occupied while stationed at the Pentagon ([37 Comp. Gen. 669 \(1958\)](#), [B-138517, 27 February 1959](#), and [B-161267, 30 August 1967](#)).

***NOTE: See par. U4100-A1 for TDY en route within the old and/or new PDS limits.***

**E. PCS Order Canceled, Amended or Modified En Route**

1. **PCS Order Canceled Returning Member to the Old PDS.** If a PCS order is canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.
2. **PCS Order Amended or Modified to Name a New PDS or En Route TDY Station.** If a PCS order is amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which the amended order was received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

**F. PCS Involving a Unit with a Home Port or PDS Location.** PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service Concerned when the member must assist in the transportation of dependents and/or HHG, pick up personal items, and/or personally drive the member's POC.

1. **Home Port Changed.** When a unit's home port is changed, a member may be paid PCS allowances to the old home port and then to the new home port via any TDY stations(s). If the unit is at the old home port, the member may be paid PCS allowances from the old home port to the new home port and return to the unit via any TDY station. This travel must begin within 1 year from the home port change effective date, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose home port is changed, the PCS allowances accrue from the leave point to the new home port via the old home port, NTE the allowances payable from the unit's location when the member departed on leave to the new home port via the old home port. For dependent and HHG travel and transportation allowances after a home port change announcement, see pars U5222-D6 and U5350-I.
2. **PCS from a Unit when the Unit Is Away from Home Port/PDS.** A member, ordered PCS from a unit that is away from its home port/PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old home port/PDS and/or any TDY station(s).
3. **PCS to a Unit when the Unit Is Away from Home Port/PDS.** A member, ordered PCS to a unit that is away from its home port/PDS, may be paid PCS allowances from the old PDS to the new unit via its home port/PDS and/or any TDY station(s).
4. **PCS to a Unit Whose Home Port Change Has Been Announced and the Member Arrives before or after the Home Port Change Effective Date.** A member, ordered PCS to a unit whose home port change has been announced and who travels to the new home port either before or after the home port change effective date, may be paid PCS allowances from the old PDS to the unit via the new home port and/or any TDY station(s) ([60 Comp. Gen. 561 \(1981\)](#)).
5. **PCS to a Ship with a Home Port Assignment Effective upon Commissioning.** A member, ordered PCS to a newly commissioned ship and the ship's announced home port is different from the member's old PDS, may be paid PCS allowances to the old PDS (or home port), then to the ship's announced home port via any TDY stations, and then to the place at which the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the ship's commissioning effective date ([60 Comp. Gen. 561](#) and [564 \(1981\)](#)).
6. **PCS from a Unit Undergoing a Home Port Change.** A member, ordered PCS from a unit undergoing a home port change and who detaches after the home port change effective date, may be provided PCS allowances from the unit to the new PDS via the old home port (or a designated place, if applicable) and any TDY station(s) ([60 Comp. Gen. 562 \(1981\)](#)).

7. Travel to Old Home Port/PDS after the Effective Change Date to the New Home Port/PDS. A member assigned to a unit ordered to a new home port/PDS, but due to mission requirements is not able to assist with the move of HHG, POV, and/or to accompany dependents to the new home port/PDS prior to the effective change date of the new home port/PDS, is allowed to return from the new home port to the old home port after the effective change date of the new home port for the specified purposes associated with moving HHG, POV, and/or to accompany dependents to the new home port. Travel must begin within 180 days after the home port change effective date and prior to the order expiration date. Requests for travel commencing after 180 days must be authorized/approved through the Secretarial Process.

***NOTE: Authority for a member in par. U5120-F7 is not applicable to pars. U5222-D6 and U5350-I.***

8. Travel to/from a Place other than the New/Old Home Port. A member traveling under pars. U5120-F1 through U5120-F6 may be paid PCS allowances for travel via:

- a. A place other than the old home port to the new home port,
- b. The old home port to a place other than the new home port, or
- c. A place other than the old home port to a place other than the new home port.

Allowances must not exceed those payable for travel between the locations authorized in par. U5120-F.

G. Travel to/from a Designated Place

1. PCS Allowances. A member ordered PCS, who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

- a. The new PDS via the designated place,
- b. The designated place via any TDY station(s) and then to the new PDS, or
- c. Any TDY station(s) via the designated place and then to the new PDS.

2. Limitation. A member may not be paid PCS allowances for round trip travel between a TDY station and a designated place. On a subsequent PCS that results in dependent relocation, the member may be paid PCS allowances for travel from the old PDS to the:

- a. New PDS via any TDY station(s) and/or the designated place, or
- b. Authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place. ***NOTE: A NOAA Marine and Aviation Operations and Commissioned Personnel Center is a processing station for NOAA.***

3. Travel and Transportation Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must travel to the designated place en route between PDSs to assist:

- a. In moving dependents,
- b. Dependents with HHG shipment, or
- c. Dependent transportation by POC.

4. Travel Allowances When Dependents are No Longer at the Designated Place (60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the subsequent PCS effective date and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up:

- a. HHG, and/or
- b. Personal Effects, and/or
- c. Member's/Dependent's POC.

H. Member Escorts Dependent to/from a Designated Place ICW a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. A unit member who is required to travel on a PCS from a CONUS PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. This member is authorized round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructed travel time (par. U3005-A) as if the travel had been performed by GOV'T procured transportation.

2. OCONUS PDS to CONUS PDS. A unit member who is required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. A member who does, is authorized round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructed travel time (par. U3005-A) as if the travel had been performed by GOV'T-procured transportation.

\*I. Member Ordered PCS from a PDS from Which Dependents Have Been Evacuated

1. A member, ordered PCS from a PDS from which dependents were evacuated under par. U6004 or U6053, may be paid PCS allowances for travel from the old PDS to:

- a. The new PDS via the designated place or safe haven, as applicable;
- b. The designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
- c. Any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
- d. The authorized processing station, if appropriate, and then to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable; ***NOTE: NOAA's Marine and Aviation Operations and Commissioned Personnel Centers are processing stations for NOAA.***

2. Limitations. Travel allowances may not be paid for round trip travel between a TDY station and a designated place or safe haven. Travel to a designated place must occur before the member completes PCS travel.

3. Travel Allowances Authorized/Approved by the Service Concerned. A Service-designated official may authorize/approve travel and transportation allowances when the member must:

- a. Assist in the transportation of dependents and/or HHG, and/or
- b. Pick up personal items, and/or
- c. Personally drive the member's POC.

J. Unable to Travel with Member's Organization. A member, unable to travel to the new home port/PDS with member's organization for reasons acceptable to the Service, but who later joins it under a competent order, is authorized the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the order does not contemplate return to the PDS.

L. Member Dies while En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid must not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel over other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the GOV'T on an order that is amended or modified while en route, a member is authorized allowances over the ordered route.

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## SECTION 1: GENERAL

### U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS allowances including those in unusual or emergency circumstances (APP A1).

### U5305 ELIGIBILITY

A member is authorized HHG transportation or NTS when the member is ordered to perform a PCS move.

### U5310 BASIC ALLOWANCES

A. General. Subject to the conditions in par. U5310, a member ordered on a PCS is authorized HHG transportation (par. U5310-A9); dependent transportation (par. U5201); and mobile home transportation (par. U5500).

1. The GOV'T's HHG transportation obligation is limited to the cost of transporting the member's maximum HHG weight allowance (par. U5310-B) in one lot between authorized places at the GOV'T 'Best Value' cost, or overall lowest cost (or other USPHS-selected method) for USPHS. For details on how 'Best Value' costs are determined refer to the USTRANSCOM website under Defense Personal Property Program (DP3) business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm). HHG authorized locations for PCS are in par. U5390-B, and TDY in par. U4575.

2. A "former PDS" in par. U5310 includes an individual's HOR.

3. If a member does not transport the authorized HHG weight allowance to a new PDS, a later shipment may be transported from a former PDS using a combination of orders if the HHG:

a. Were in the member's possession before the PCS order effective date from the PDS from which the HHG were not transported, and

b. Previously transported HHG plus the HHG being transported do not exceed the authorized PCS HHG weight allowance on the PCS order effective date from the former station.

4. Example of a Combination of Orders HHG Computation

a. A member was ordered from PDS A to PDS B. The authorized HHG weight under the PCS order was 8,000 lbs. The member actually transported 6,000 lbs. to PDS B. The unused HHG weight balance is 2,000 lbs.

b. The member is ordered from PDS B to PDS C. The authorized HHG weight under the new PCS order is 8,000 lbs.

c. The member may ship NTE 8,000 lbs. at GOV'T expense to PDS C of which 2,000 lbs. of HHG owned while at PDS A may be shipped from PDS A using orders in combination. Excess cost may apply IAW par. U5340.

5. HHG transportation includes SIT unless specifically prohibited (par. U5375).

6. Cases involving mobile home allowances are IAW par. U5330-F and Ch. 5, Part F.

7. Unaccompanied Baggage (UB).
  - a. *(UB) weight is part of the member's authorized HHG weight allowance.*
    1. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less) for active duty members with command sponsored family member(s).
    2. UB is authorized NTE 10% of the member's authorized weight allowance (or the administrative weight limit shown in APP W, whichever is less) for unaccompanied active duty members normally assigned to furnished GOV'T QTRS.
    3. UB is authorized NTE 2,000 pounds (or the administrative weight limit shown in APP W, whichever is less) for unaccompanied active duty members not normally assigned to furnished Bachelor Enlisted QTRS or Bachelor Officer QTRS.
  - b. UB is part of the administrative HHG weight limitation as reflected in APP W. PBP&E and authorized medical equipment are not counted against the UB or HHG administrative weight allowances.
  - c. Transportation expenses UB in excess of the authorized weight limits are the member's financial responsibility.
  - d. UB transportation by an expedited mode is limited IAW par. U5320-B.
8. Transportation of any HHG article to and/or from OCONUS, for a compelling reason, may be prohibited in writing through the Secretarial Process.
9. Delivery out of storage is authorized at GOV'T expense, regardless of time in storage as long as the member's order and/or transportation authorization is valid. This includes shipments that have been converted to storage at the member's expense.

*Effective for an order issued on/after 1 October 2007*

B. Prescribed Weight Allowances

1. Higher Weight Allowance Authorization
  - a. Either the Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs.) of a member below pay grade O-6, but only on a case-by-case basis;
  - b. No general policy statements are permitted; and
  - c. The Secretary Concerned or the Secretarial Process decision maker must issue a determination that failure to increase the member's weight allowance would create a significant hardship to the member or the member's dependents.

2. Authorized PCS Weight Allowances. Except as provided in pars. U5315 and U5330-A, authorized PCS weight allowances are:

PCS & NTS Weight Allowances (Pounds)		
Grade <u>NOTES 1 &amp; 3</u>	With Dependents <u>NOTE 2</u>	Without Dependents
<b>Officer Personnel</b>		
0-10 to 0-6	18,000	18,000
0-5/W-5	17,500	16,000
0-4/W-4	17,000	14,000
0-3/W-3	14,500	13,000
0-2/W-2	13,500	12,500
0-1/W-1/Service Academy Graduates	12,000	10,000
<b>Enlisted Personnel</b>		
E-9	15,000 <u>NOTE 4</u>	13,000 <u>NOTE 4</u>
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-3 to E-1	8,000	5,000
Aviation Cadets	8,000	7,000
Service Academy Cadets/Midshipmen		350

**NOTES:**

1. Includes a Uniformed Service regular and an RC member, and an officer holding a temporary commission in the U.S. Army/Air Force.

2. For this table, a member "with dependents" is a member who has a dependent eligible to travel at GOV'T expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's first PCS after:

- a. The death(s) of all of the member's dependent(s), or
- b. A divorce that leaves the member with no dependent(s) eligible to travel at GOV'T expense,

the member has the weight allowance of a member "with dependents".

3. A Uniformed Services member appointed from an:

- a. Enlisted/warrant officer grade to a commissioned officer grade, or
- b. Enlisted grade to a warrant officer grade or rating,

is authorized the grade's weight allowance:

- a. Held on the member's PCS order effective date used for HHG transportation, or
- b. From which an appointment was accepted,

whichever is greater. Upon reversion, the member is authorized the weight allowance of the grade held:

- a. On the member's PCS order effective date then being used for HHG transportation, or

- b. Before reversion,  
whichever is greater.
4. A member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is authorized a weight allowance of:
- a. 17,000 lbs. with dependents or,
  - b. 14,000 lbs. without dependents,
- for a PCS order issued on or after receiving notice of selection to that position and for the remainder of the military career.

C. Professional Books, Papers, and Equipment (PBP&E). (See APP A)

\*1. A member is authorized PBP&E (See APP A definition) transportation IAW the Service procedure, when the member certifies the PBP&E as necessary for official duty at the next PDS (including HOR or HOS upon leaving the Service) and the Service agrees. PBP&E weight may not exceed 2,000 lbs. net weight. ***This limitation is not subject to waiver and is effective 1 May 2014.***

***\*NOTE: A member may exceed the 2,000 lbs. net weight limit when returning from OCONUS or executing a Consecutive Overseas Tour (COT) if orders OCONUS were issued prior to 1 May 2014. HHG with PBP&E in excess of 2,000 lbs. must have been originally shipped at GOV'T expense to the OCONUS location. The obligation to return HHG with PBP&E is limited to the amount of HHG with PBP&E the GOV'T initially authorized to be shipped OCONUS. The member may ship the same amount of PBP&E as originally shipped OCONUS, even though the amount exceeds 2,000 lbs. Once the member's HHG have been returned to CONUS, there is no authorization or waiver authority to exceed the 2,000 lb. limit on a subsequent order.***

\*2. The Secretarial Process may authorize a member a PBP&E (See APP A) weight allowance NTE 500 lbs. that belongs to the member's spouse on a PCS move.

3. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but is not charged against the authorized weight allowances in par. U5310-B or UB limit in par. U5320-B.

\*4. When an item no longer qualifies as PBP&E (including incident to separation, relief from active duty or retirement), it may be transported or placed in NTS incident to the next PCS as PBP&E if it is still HHG.

5. An article which loses its identity as PBP&E continues as HHG, if otherwise qualified.

\*6. PBP&E must be declared at origin and documented IAW Agency/Service transportation procedure. HHG not declared and/or documented as PBP&E prior to the HHG transportation or not PBP&E for that move is part of the HHG counted against the applicable HHG weight allowance except as noted in par. U5310-C4 for the move following the transition of the HHG from PBP&E to ordinary HHG.

D. Additional Consumable Goods

1. A member, assigned to an OCONUS PDS designated in APP F1, is authorized transportation of consumable goods in addition to the authorized HHG weight allowance.
2. The consumable goods must be for the member's and/or dependents' personal use.
3. OCONUS locations and their consumable goods weight allowances are contained in APP F1.
4. Consumable goods are transported like HHG, with the same authorized originating location (e.g., old PDS).
5. Procedures for adding a location to the list are contained in APP F2.

E. Weight Additive Articles. When HHG include an article for which a weight additive is assessed by a carrier, the weight additive is added to the shipment's actual net weight each time a weight is computed. It becomes part of the weight shipped for comparison against the weight allowance in par. U5310-B. ***Special packing, crating and/or handling expenses for these articles are the member's financial responsibility.***

F. Excess Cost for Transportation of a Boat and/or a Personal Watercraft, either Exceeding 14 Feet, as HHG. Excess cost computation determination procedures, using the 'Best Value' methodology ICW transportation of a boat and/or personal watercraft exceeding 14 feet (including the trailer) as HHG can be found on the USTRANSCOM website under DP3 business rules at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).

G. Recruit's Civilian Clothing. A recruit, required by Service regulations to dispose of civilian clothing when uniform clothing has been received, is authorized transportation of up to 50 lbs. of civilian clothing to the HOR.

H. Storage. HHG SIT is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. GOV'T-paid Expenses. Incident to HHG transportation, the following services are allowed NTE the cost associated with the authorized weight limit:

1. Packing, crating, unpacking, uncrating, drayage, and hauling (as necessary).
2. Special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting).
3. Use of special rigging and equipment (e.g., cranes for HHG other than boats) for heavy or delicate articles and handling.
4. SIT NTE 90 days, as applicable (par. U5375-B1).

J. Authorized Transportation Locations. Authorized HHG transportation locations include, but are not limited to, any combination of:

1. Origin:
  - a. From QTRS to packing/crating facility and/or to place of storage;
  - b. From packing/crating facility to QTRS, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
  - c. From packing/crating facility to place of storage;
  - d. To carrier's station from QTRS, packing/crating facility, and/or place of storage.
2. En route or in transit, such as from:
  - a. Incoming carrier's station to place of storage;
  - b. Place of storage to outgoing carrier's station;
  - c. Incoming carrier's station to outgoing carrier's station.
3. Destination from:
  - a. Carrier's station to QTRS and/or place of storage;
  - b. Place of storage to QTRS.

K. Transportation of Replacement HHG Items. When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, 9 December 1988). The member's full weight allowance is authorized for the replacement shipment.

L. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, USC, required by a member/dependent (who is entitled to medical care under Title 10, USC). Required medical equipment:

- \*1. May be shipped in the same manner as HHG and UB but will not be weight constrained nor chargeable to the member's maximum authorized weight allowance or PBP&E allowance,
2. *Does not include a modified POV*, and
- \*3. Must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized medical care under Title 10, USC.

**U5315 ADMINISTRATIVE WEIGHT LIMITATION**

A. General. The basis of establishing an administrative weight allowance is ordinarily that HHG are supplied at the PDS, or there is extremely limited space for HHG in GOV'T QTRS or private sector housing and limited storage for excess HHG. Par. U5315-C is usable when established administrative weight allowance restrictions are not to apply to a member or location for a particular PCS move.

1. Item allowances (within the weight allowances table in this Part), are Service-established for specific locations using par. U5315-B weight allowances. *Uniformity of allowances among the members of all Services (by grade and dependency status) is paramount. Services must coordinate.*
2. Specified administrative weight limitation locations are subject to implementation in Service regulations.
3. An eligible member is authorized HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Authorization. Par. U5315-C is usable when established administrative weight allowance restrictions are not to apply to a member or location for a particular PCS move.

1. GOV'T-Owned Furnishings Provided. On a PCS to/from an OCONUS PDS designated as an administratively weight limited location in APP W because GOV'T-owned furnishings are provided for QTRS, a member is limited to HHG transportation to the PDS of the amount listed in APP W, inclusive of the amount transported as UB IAW par. U5310-A7.

2. Member Married to Employee/Member. If both spouses are members or one is an employee and one is a member, the following situations apply if one or both of them is ordered to a location with an administrative weight allowance reflected in APP W:

a. Both Members Currently Assigned to the Same PDS or Nearby PDSs, and New Orders are to the Same PDS or nearby PDSs. When both members are currently assigned to the same PDS or nearby PDSs in the same area at which they jointly occupy a residence, and their new orders are both to the same PDS or nearby PDSs at which they will jointly occupy a residence, they are limited to one administrative weight allowance based on the higher ranking member's weight allowance.

b. Both Members Currently Assigned to the Same PDS or Nearby PDSs, but New Orders are to Different PDSs. When both members are currently assigned to the same PDS or nearby PDSs at which they jointly occupy a residence, but new orders are to different PDSs at which they will occupy separate residences, each member is individually authorized an administrative weight allowance.

c. Members Currently Assigned to Different PDSs, but New Orders are to the Same or nearby PDSs. When both members are currently assigned to different PDSs and occupy separate residences, but the new orders are to the same or nearby PDSs at which they will jointly occupy a residence, each member is individually authorized an administrative weight allowance.

d. Member Married To Employee. If one spouse is a member and the other a GOV'T civilian employee, the member's administrative weight allowance is based on the higher PCS HHG weight allowance. See JTR, par. C5168-A for the GOV'T civilian employee spouse.

*In all PCS situations, each member is individually authorized UB transportation, PBP&E (par. U5310-C), and required medical equipment (par. U5310-L).*

3. Unaccompanied Tour Administrative Weight Limitation Policy/Request. Requests for unaccompanied tour location-based (no Service-based) administrative weight limitations should be coordinated locally, then sent IAW Service procedures to the Secretarial Process authority of the requesting Service for consideration/coordination, and for final review/determination by PDTATAC MAP/CAP. See APP W for the list of locations authorized to have administratively reduced weight limits.

- a. Each request must specify the location, proposed administrative weight standard (e.g., 10% or 1,000 pounds), reason(s) for the HHG weight allowance reduction, effective period the decreased weight allowance applies, and the Service(s) affected by the request (required).
- b. *If there are multiple Services at a location, all services are equally affected.* NTS authority applies for HHG that may not be transported.
- c. *Locations with administratively reduced HHG weight allowances not reflected in APP W are invalid.*

C. Exceptions

1. General. Administrative weight limitations do not apply to:

- a. Shipments from non-foreign OCONUS areas to any location at which there is no administrative weight limitation;
- b. A member with a weight allowance of less than 2,500 lbs.; or
- c. A member on duty as a U.S. Defense Attaché.

2. GOV'T Furnishings Unavailable. When a GOV'T furnishings item, ordinarily provided at a new PDS, is unavailable, the administrative weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the administrative HHG weight allowance, *upon departure from the OCONUS PDS at which an administrative weight limit was prescribed*, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. The member is assigned to a COT from an unrestricted weight area to an administratively HHG weight limited area;
- b. The member extends a tour for one year or longer within the same weight limited area;
- c. Upon departure from an administratively weight-limited area if additional furnishings were acquired through marriage after the member was assigned to the weight limited area (*NOTE: A member who acquires a dependent, after the PCS order effective date to an administratively weight-limited OCONUS PDS, is not authorized transportation for the acquired dependent's HHG (or an increase in weight allowance) to that PDS.*); or
- d. Circumstances exist that would cause undue hardship if the administrative weight limit was enforced.

***NOTE: The combined weights of HHG in NTS plus transported HHG must not exceed the weight allowance in par. U5310-B.***

4. Additional HHG at Member's Expense. The GOV'T may transport additional HHG at the GOV'T rate; but, the member is responsible for the excess weight transportation cost.

**U5317 HHG TRANSPORTATION DISALLOWED**

***NOTE:*** See par. U5201-B for related dependent transportation.

HHG transportation authorization does not exist for a member:

1. Of an RC when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (par. U5345-B2);
2. On leave;
3. Who is in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H;
4. Serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such a member who has dependents, see pars. U5370-B1, U5370-B2 (par. U5900-D2h), and U5370-H);
5. Under an order to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. Called/ordered to active duty for basic training for less than 6 months (par. U5345-B2);
7. When less than 12 months remain in an OCONUS tour after the scheduled HHG arrival date at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1; and/or
8. Transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

**U5318 RE-TRANSPORTATION OF THE SAME HHG**

HHG transportation must not be made for a member's convenience to some other place for re-transportation later.

**U5319 FUNDS ADVANCE**

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

1. A monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
2. A monetary allowance, equal to the constructed expenses, NTE 100% of the GCC arranged under par. U5320-D2a.
3. 60% of the monetary allowance under par. U5320-D2b.

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**SECTION 3: NET WEIGHT AND EXCESS CHARGES****U5335 THE NET WEIGHT DETERMINATION**

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge or as excess accompanied baggage. When practical, the unpacked and uncrated HHG actual weight should be established before packing and used in determining if the weight allowance has been exceeded. When the unpacked and uncrated HHG actual weight is unknown, the weight is determined under par. U5335-B, U5335-C, or U5335-D.

B. GOV'T-arranged Move. When the unpacked and uncrated HHG actual weight is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is GOV'T-arranged, allowance is made for interior packing materials (usually paper, cardboard 'barrels', furniture wrappings, etc.) weight. The HHG modified net weight is determined by subtracting 10% from the shipment net weight (which includes the interior packing weight) as shown on the shipping documents. The net weight minus 10% for the interior packing materials now becomes the modified net weight.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or GOV'T owned CONEX transporters) and only the gross and shipping boxes weights are known, weight is determined by subtracting 20% from the difference between the loaded container gross weight and the empty container stenciled weight. When only the shipment gross weight is shown on the shipping document, determine the weight by reducing the gross weight by 50%.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50% from the weight upon which transportation charges are based.

D. UB. When the GOV'T arranges transportation, and the net weight of UB is unknown, the weight is determined by subtracting 50% from the gross weight shown on the shipping documents. When the UB shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

\*E. When Shipment Weight Is Unobtainable. If the HHG or UB shipment weight is unobtainable by the methods in par. U5335-B, U5335-C, or U5335-D, the weight is 7 lbs. per cubic foot for all shipments.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in pars. U5335-B and U5335-C, the appropriate official may deviate from these allowances.

**U5340 EXCESS CHARGES**

***NOTE 1: The GOV'T may pay the total transportation cost and other charges applicable to any excess weight that exceeds a member's HHG weight allowance and collect reimbursement from the member. Payment from the member for excess charges is IAW finance regulations.***

***NOTE 2: The member is still financially responsible for excess weight charges, even if the excess weight status was known or suspected prior to transportation and the member and/or the AO providing transportation funds were not notified by the Transportation Officer of the weight status ([CBCA 2076-RELO, 5 October 2010](#)). The Secretary Concerned or the Secretarial Process, at Service discretion, for each Service may authorize a higher weight allowance (NTE 18,000 lbs) for a member below pay grade O-6, but only on a case-by-case basis. Erroneous advice, or lack of advice, by/from a GOV'T agent does not create a situation allowing reimbursement to the member for, or transportation of, the member's HHG in excess of the weight allowed by statute. A Service must be repaid for the cost of transporting a member's HHG in excess of the prescribed weight allowance, unless***

*an increased weight allowance (NTE 18,000 lbs) has been specifically authorized. See par. U5310-B for prescribed weight allowances.*

A. General

1. Transportation. The member is financially responsible for all transportation costs as a result of:
  - a. Exceeding the authorized weight allowance;
  - b. Transportation between other than authorized locations;
  - c. Transportation of articles that are not HHG (APP A1 for HHG);
  - d. Transportation in more than one lot (other than a UB shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
  - e. Member-requested special services, i.e., increased valuation liability cost; and
  - f. Transportation related costs that are GOV'T-incurred due to the member's/member's agent's negligence, i.e., attempted pickup and/or delivery charges. *DoD 4500.9-R (DTR, Part IV), Chapter 401 at [http://www.transcom.mil/j5/pt/dtr\\_part\\_iv.cfm](http://www.transcom.mil/j5/pt/dtr_part_iv.cfm).*
2. NTS. The GOV'T's maximum obligation for NTS is the storage cost of the difference between the member's weight allowance prescribed in par. U5310-B and the HHG weight transported incident to the same PCS order. If the HHG weight in NTS plus the weight of the HHG transported on the same order exceeds the member's prescribed weight allowance, the GOV'T may pay the costs associated with the excess weight storage if requested to do so by the member. Excess weight storage costs are the member's financial responsibility. Par. U1010-B9.

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on a PCS Order. When the member makes only one shipment (that is, nothing is placed in NTS) the total transportation cost, less the unauthorized articles transportation cost as determined in par. U5340-D, must be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 lbs. transports 8,500 lbs. of authorized articles, the excess is computed on the basis of 500/8,500 of all HHG transportation costs.
2. Multiple Shipments Made on a PCS Order
  - a. Member Not Administratively Weight-restricted. When there is no administrative weight restriction and there are multiple shipments with excess weight involved, the excess weight cost must be computed on the shipment which results in the least excess cost to the member.
  - b. Member Assigned to/from Administratively Weight-restricted Area
    - (1) Weight in Excess of Administrative Weight Allowance Transported to/from OCONUS. When there is an administrative weight restriction, multiple shipments to/from that area, and weight in excess of the administrative weight allowance is transported to/from the OCONUS area, the cost attributable to the excess weight must be computed on the shipment to/from that area which results in the least cost to the member. Excess costs are computed on the overseas and transoceanic portions of the transportation.
    - (2) Weight within Administrative Weight Allowance but Exceeds Full Weight Allowance. When there is an administrative weight restriction, multiple shipments and HHG are within the administrative

weight allowance to/from the OCONUS area but in excess of the weight allowance (when all shipments are added together), the cost attributable to the excess weight is computed on the shipment which results in the least excess cost to the member.

C. HHG Transportation other than between Authorized Locations

1. General. A member may have HHG transported between any locations. However, the GOV'T's expense, other than from a previous PDS or other authorized point to the new PDS, other authorized location or home of legal heir, is limited to that allowed for the member's maximum PCS HHG weight allowance transported in one lot from the last PDS, or from the actual HHG location, to the new PDS or home of the legal heir, whichever results in a lesser cost to the GOV'T. This also applies to a member on an order from an administratively weight restricted area.

2. HHG Moved from Designated Place at Personal Expense. When HHG are transported to a designated place at GOV'T expense and later moved at personal expense to another location, excess HHG transportation costs on the next PCS are based on the transportation cost of the member's maximum PCS HHG weight allowance from the designated place to the new PDS. For example, incident to a member's PCS from Washington, DC, to unusually arduous sea duty in Norfolk, VA, the member's HHG are transported to a designated place in Detroit, MI. The HHG are later moved at personal expense to Fargo, ND. The member is subsequently ordered on PCS to Key West, FL. The HHG transportation costs to Key West, FL, from Fargo, ND, are compared to the transportation costs of the member's maximum PCS HHG weight allowance (less the weight of any other HHG transported at GOV'T expense) from Detroit, MI.

***NOTE: Personally-procured incentive/reimbursement is based on the GCC of the actual weight moved, NTE the PCS weight allowance.***

D. Transportation of Unauthorized Articles. Non-HHG articles (APP A1 for HHG) must be transported apart from authorized HHG. The member should arrange for separate transportation. When non-HHG articles are disclosed, the member is financially responsible for all identifiable transportation costs for the articles. If the transportation cost of the articles cannot be established, the weight of the non-HHG articles is excess weight and the transportation cost is computed under par. U5340-B.

E. HHG Transportation with Special Routing or Services Provided. When special routing or services have been furnished at the member's request, the member is financially responsible for the transportation cost above the cost of transporting the HHG without the special routing or services. Subject to pars. U5340-A through U5340-D and upon the member's or heirs' (of a deceased member) written request and agreement to pay any additional cost, the member or heirs may:

1. Turn over the HHG to a transportation officer for transportation at different times to the same destination;
2. Have special services used, such as additional valuation, specific routing, special loading, and other special or accessorial services which may involve additional expenses;
3. Have transportation between any points, limited to the cost in par. U5340-C. However, it must not be applied to HHG if the member is not authorized a HOS move;
4. Have HHG transportation of one final HHG shipment of articles legally awarded to a former-spouse incident to a divorce when a member has a transportation authority under a PCS order, including separation and retirement (61 Comp. Gen. 180 (1981)).

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## SECTION 2: SPECIALTY CARE TRAVEL OVER 100 MILES

### U7175 TRAVEL TO SPECIALTY CARE OVER 100 MILES

A. General. Travel to specialty care over 100 miles applies in the following special circumstances:

1. TRICARE Prime Enrollee

a. Conditions. The patient must be a TRICARE Prime enrollee referred by the primary care manager (PCM) for medically necessary nonemergency specialty care more than 100 miles from the PCM's office.

b. Mileage Determination. The Military Treatment Facility (MTF), at which the TRICARE Prime member is enrolled, or the Lead Agent (if the TRICARE Prime member is enrolled with a civilian PCM) determines if the specialty care is more than 100 miles from the PCM.

c. Reimbursement

(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7175-A1a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by the PCM or Health Care Finder.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity memo of 22 June 2001.

2. Retired Member with a Combat Related Disability

a. Conditions. The patient must be a retired member with a combat related disability, who is not a TRICARE Prime enrollee, referred by a primary care provider for follow-on specialty care, services and supplies, for that particular disability, more than 100 miles from the primary care provider's office.

b. Mileage Determination. The TRICARE Regional Office located in the region where the retiree resides determines if the specialty care is more than 100 miles from the primary care provider's office.

c. Reimbursement

\*(1) The patient must be reimbursed for reasonable travel expenses if the conditions in par. U7175-A2a are met.

(2) Transportation expenses are reimbursed for the official distance from the patient's residence city to the specialty care provider's city (par. U2650).

d. Subsequent Specialty Referrals. This also applies to subsequent specialty referrals authorized by a primary care provider.

e. Policy. This is based on policy from OASD/Health Affairs, TRICARE Management Activity/Health Plan Operations memo of 14 July 2009; and USD (P&R) memo of 31 August 2009.

B. Applicability

1. Authorized. Travel under this Part may be provided to a:
  - a. Covered beneficiary enrolled in TRICARE Prime; and/or
  - \*b. Retired member/dependents (IAW par. U7175-A) if the retiree/dependents are TRICARE Prime enrollee(s); and/or
  - c. Retired member *with a combat related disability*, who is not a TRICARE Prime enrollee.
2. Not Authorized. The following are not authorized travel under this Part:
  - a. Active duty members (par. U7150); and
  - b. Dependents overseas authorized travel under par. U7215.

C. Transportation

1. General. A patient, referred by the PCM for specialty care at a location over 100 miles away from the PCM's office, may have transportation to the appropriate specialist authorized/approved.
  - a. GOV'T Transportation Used. When practicable, GOV'T transportation should be used.
  - b. GOV'T Transportation Not Used. When GOV'T transportation is not available, or is not practicable, patients may be transported by one of the following modes:
    - (1) GOV'T procured commercial transportation, and/or
    - (2) Personally procured commercial transportation (par. U2400), and/or
    - (3) POC.
2. Reimbursement
  - a. Personally Procured Commercial Transportation Used. Reimbursement:
    - (1) Is authorized for the actual cost of the transportation used,
    - (2) Must not exceed the GOV'T's cost if GOV'T/GOV'T procured transportation is available, and
    - (3) Is authorized for actual expenses incurred for the round trip transportation cost between:
      - (a) Home and terminal, and
      - (b) Terminal and the specialty care provider facility, and
      - (c) The specialty care provider facility and lodging (for all trips the patient must make between these two places). The transportation mode used should be the least costly mode available that adequately meets the patient's needs.
  - b. POC Used. Reimbursement:
    - (1) Is authorized for the actual expense incurred (gas; oil; highway, bridge, and tunnel tolls; parking fees; and other necessary expenses incurred incident to such travel) for the patient's round trip travel between the transportation terminal, specialty care provider facility, and lodging.

(2) Must not exceed the GOV'T's cost if GOV'T/GOV'T procured transportation is available.

c. GOV'T Procured Transportation Used. Reimbursement is authorized for actual expenses incurred for the round trip transportation cost between:

(1) Home and terminal, and

(2) Terminal and the specialty care provider facility, and

(3) The specialty care provider facility and lodging (for all trips the patient must make between these two places).

3. Reimbursement Limitation. Reimbursement may not be on a commuted basis, such as a mileage allowance for transportation cost ([B-202964, 23 February 1982](#)).

D. Lodging and Meals

1. Authorized Reimbursement. Reimbursement NTE the locality per diem rate for the location concerned is authorized for the actual cost of the patient's:

a. Lodging (including tax, tips, and service charges), and

b. Meals (including tax and tips, but not including alcoholic beverages).

2. Reimbursement Limitations. The amount paid for meals and lodging may not be reimbursed in excess of the maximum amount allowed for M&IE and lodging, respectively, authorized in the specialty care provider (medical or dental) facility location per diem rate.

3. Lodging Tax

a. CONUS and Non-foreign OCONUS Locations (APP A). Lodging tax is:

(1) Not included in the locality per diem lodging ceiling.

(2) A reimbursable expense (APP G) except when 'MALT Plus' for POC travel is paid.

b. Foreign OCONUS Locations (APP A). Lodging tax is:

(1) Included in the locality per diem lodging ceiling.

(2) Not a reimbursable expense (APP G).

\*E. Reimbursable Expenses. Reimbursement is not authorized for expenses not specifically authorized in par. U7175-D. *Other expenses in APP G are not authorized.*

F. Administrative Provisions

\*1. An order authorizing/approving patient transportation to a specialist for medical care must cite par. U7175 as authority.

2. A written statement by a competent medical official (military or civilian, as available) that travel is to a specialty care provider facility IAW [10 USC §1074](#) must support the order.

**U7180 ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES**

\*A. General. If a patient meets the par. U7175-A travel requirements, round trip travel and transportation expenses are authorized for one necessary attendant.

B. Requirement. The attendant must be a parent, guardian, or another adult (at least age 21 years) member of the patient's family.

C. Travel and Transportation Allowances. Allowances are authorized, as stated, for the following persons as an attendant:

1. Uniformed Member as an Attendant. A uniformed member who is a family member, and is ordered to be an attendant, is authorized TDY allowances while acting as an attendant.

2. A Civilian Employee as an Attendant. A U.S. GOV'T civilian employee who is a family member and is assigned an attendant is authorized the TDY travel and transportation allowances in regulations issued by the agency/department funding the travel.

3. Another Person as an Attendant

a. A person other than a uniformed member or U.S. GOV'T civilian employee, who is at least age 21 years and a family member, who is designated to travel as an attendant, is issued an ITA or included in the patient's order and identified as an attendant.

\*b. This person is authorized reimbursement of reasonable travel expenses as in pars. U7175-C and U7175-D.

D. Reimbursement Limitation. The patient and attendant cannot both be reimbursed for the same travel expense (e.g., both cannot claim and be paid for gas costs when traveling by POC).

E. Beneficiary Questions Regarding Nonmedical Attendant Allowance. A beneficiary with questions about the nonmedical attendant allowance should contact the local military treatment facility or regional director travel representative on Beneficiary Counseling and Assistance Coordination (BCAC) for assistance.

## CHAPTER 8

### COST OF LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH COST AREAS (CONUS COLA) 37 USC §403b

#### U8000 DEFINITION OF TERMS AS USED IN THIS CHAPTER

A. High Cost Area. An area is a high cost area for a fiscal year for Ch 8's purposes if the uniformed services' cost of living for that area for the 'base period' exceeds the average CONUS cost of living 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 30 June of the year in which such fiscal year begins. *SECDEF, in consultation with the other Administering Secretaries, establishes the threshold percentage, except that the threshold percentage may not, by statute law, be less than 8 percent.* The Administering Secretaries must prescribe a higher threshold percentage to be applied for a fiscal year when it is necessary to do so to ensure the total amount of CONUS COLA payments, made to Uniformed Services' members under this Part for such fiscal year, does not exceed the total amount available to all Uniformed Services for that fiscal year for paying CONUS COLA.

B. Member with Dependents. The term "member with dependents" as used in Ch 8 means a member who is authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the 'with dependent' rate. *The term does not include a member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.*

C. Member without Dependents. The term "member without dependents" as used in Ch 8 means;

1. A member authorized BAH (or would be authorized BAH if GOV'T QTRS were not occupied) at the without dependent rate, and
2. A member authorized BAH at the 'with dependent' rate solely on the basis of paying child support.

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 (APP A1 except items 1, 8, 9, 10 and 12).

E. Unaccompanied Status. The term "unaccompanied status" as used in Ch 8 means any portion of a member's assignment to an OCONUS PDS during which dependents reside in, or during which all dependents return to, a CONUS location to establish a permanent residence.

#### U8002 ELIGIBLE MEMBERS

The following members are eligible to receive a CONUS COLA under the law (37 USC §403b) and Ch 8. A member:

1. Assigned to a CONUS high cost area.
2. In an unaccompanied status OCONUS, if the member's primary dependent resides in a CONUS high cost area.
3. Assigned to CONUS duty, if the Secretarial Process determines under the conditions in par. U8016-B or U8016-C that:
  - a. The member's primary dependent must reside in a CONUS high cost area by reason of the member's PDS 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 PDS.

For CONUS COLA purposes, a ship's or afloat staff's home port (not to be confused with PDS for non sea duty organizations) to which a member is assigned is the member's PDS. Unless already drawing CONUS COLA for a dependent at another location, a member assigned to a ship or afloat staff, regardless of BAH eligibility is eligible for CONUS COLA if otherwise qualified.

#### **U8004 RATE PAYABLE**

##### **A. General**

1. CONUS COLA must be paid to a member assigned to a PDS in a CONUS high cost area.
2. For a member with dependents whose dependents, under the circumstances in par. U8016, do not reside with the member at the PDS location CONUS COLA must be paid based on the primary dependent's location.

**B. Both Husband and Wife Are Members.** When both husband and wife are members, each is authorized a CONUS COLA. This authority exists whether or not the husband and wife maintain a joint residence or separate residences. In no case may a spouse, who also is a member on active duty, be a dependent for CONUS COLA purposes. When a member married to member couple maintains a joint residence and a dependent other than the member spouse is involved, CONUS COLA is paid to one spouse at the 'with dependent' rate and to the other at the without dependent rate.

**C. Member Assigned to a Ship or Afloat Staff.** For CONUS COLA, the home port of the ship or afloat staff to which a member is assigned is the member's PDS. Ordinarily CONUS COLA based on the rate for the old home port stops on the day before the home port change effective date and CONUS COLA based on the rate for the new home port begins on the home port change effective date. However, if a member without dependents is undergoing a home port change and the ship or afloat staff is delayed at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and QTRS on board the ship are not available (e.g., ship dry docked) a member without dependents is authorized CONUS COLA based on the old home port until the day the member moves back aboard the ship.

**D. Accessions.** A new member ordered to active duty is authorized CONUS COLA at the rate prescribed for a member:

1. Without dependents - the rate is based on the duty location to which assigned. The rate changes on the member's arrival day at each duty location until the member arrives at the initial PDS; or,
2. With dependents - the member can elect the 'with dependent' rate for the duty location or the primary dependent's location. If the primary dependent's location rate is selected, the rate is based on the primary dependent's location until the day before the member's arrival day at the member's initial PDS.

***CONUS COLA is reduced by the number of travel days authorized under par. U5160 for direct travel from the PLEAD to the first PDS based on law.***

**E. Member in a Leave Status.** The CONUS COLA rate paid to the member is not affected by any leave status.

**F. Member Processing for Separation or Retirement.** CONUS COLA is paid during separation or retirement processing:

1. Based on the last PDS rate; or
2. Based on the primary dependent's location immediately prior to separation processing if previously authorized that rate rather than the PDS rate; or

3. Based on the CONUS separation/retirement processing station if the member separates in CONUS from an OCONUS PDS.

#### **U8006 CONUS COLA NOT PAYABLE**

CONUS COLA is not payable in the following cases. For:

1. The number of travel days authorized ICW a PCS (par. U5160); or
2. An RC member, for any active duty time when the order to active duty is for less than 140 days. For exceptions, par. U8038.

#### **U8008 CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA**

A member assigned to an OCONUS PDS may be paid an appropriate OCONUS COLA at the without dependent rate (Ch 9), and a CONUS COLA at the 'with dependent' rate applicable for the CONUS high cost area at which the primary dependent resides. ***This may occur only if there is no command sponsored dependent residing OCONUS with the member.*** If, after a member departs, the member is authorized an OCONUS COLA extension on behalf of a dependent at an OCONUS place of residence IAW par. U9105-B, the member may be paid the OCONUS COLA at the 'with dependent' rate, and a CONUS COLA at the without dependent rate based on the new PDS, through the day authority for OCONUS COLA terminates. OCONUS COLA terminates the day before the dependent leaves the OCONUS place of residence (par. U9130-A). On the following day, the member may be paid CONUS COLA at the 'with dependent' rate for the CONUS PDS.

#### **U8010 MEMBER PAYING CHILD SUPPORT**

A member authorized:

1. BAH at the 'with dependent' rate based solely on child support payment; or
2. BAH DIFF solely because the member is paying child support,

is authorized CONUS COLA at the without dependent rate.

#### **U8012 CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN**

Generally, a divorced or legally separated member who is not identified in the divorce decree or legal separation agreement as the full time legal custodial parent of a child or children of the marriage is not authorized CONUS COLA at the 'with dependent' rate. However, a member parent who has physical custody, but not legal custody, of at least one child is authorized CONUS COLA at the 'with dependent' rate when the following conditions are met:

1. The member must be authorized BAH, and
2. Physical custody must be for a minimum of 90 consecutive days (a break, or breaks if for 5 days or less, are not considered an interruption of the 90 day period).

#### **NOTES:**

1. ***If the divorce or separation involves two service members, it is possible for both service members to be authorized CONUS COLA at the 'with dependent' rate. This is the case when each member-parent has physical custody of one or more children at the same time (Ch 10 - BAH).***
2. ***In a case in which the child or children are in the physical custody of a member paying child support for more than 90 consecutive days (excluding a break or breaks for 5 or fewer days), the member is not receiving BAH at the 'with dependent' rate solely because of child support payment ([69 Comp. Gen 407, \(1990\)](#)).***

**U8014 CONUS COLA WHEN ORDERED ON A PCS**

Except as otherwise provided in pars. U8014 and U8016, CONUS COLA authority at the rate prescribed for a particular PDS begins on the day the member reports to that PDS at which there is a rate prescribed. Similarly, except as otherwise provided in par. U8014, CONUS COLA at the rate paid at the member's old PDS continues through the day before the day the member reports at the new PDS ICW a PCS transfer, but authority for the allowance is reduced by the number of days authorized under par. U5160 for PCS travel. Except as in par. U8022, a member departing from a PDS:

1. OCONUS incident to a PCS to a CONUS PDS named in the order, is authorized CONUS COLA applicable to the new PDS starting on the member's reporting date at the new PDS; or
2. Incident to a PCS to a new CONUS PDS with TDY en route at a location to which the member commutes from the permanent QTRS that will be occupied at the new PDS, is authorized the CONUS COLA rate applicable to the new PDS on the day after per diem has been stopped under the circumstances in par. U5120-D.

**U8016 SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION****A. General**

1. A member is authorized only one CONUS COLA.
2. Ordinarily CONUS COLA is paid based on the member's PDS or a ship's or afloat unit's home port. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and authorize/approve payment of CONUS COLA based on the dependent's location through the Secretarial Process.
3. If the Secretarial Process determines that it is necessary for the primary dependent to maintain a permanent CONUS residence at other than the member's CONUS PDS location, the member may request and be authorized CONUS COLA at the rate for the primary dependent's permanent CONUS residence location instead of for the member's CONUS PDS.

**B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved**

When the member is:

1. Assigned to a PDS in an area at which sufficient housing does not exist;
2. Assigned to unusually arduous sea duty and the primary dependent resides at, or relocates to, a CONUS designated place;
3. Assigned, or in receipt of a PCS order, to a ship entering overhaul involving a home port change and the primary dependent is not relocated incident to the home port change;
4. In receipt of a PCS order to a unit with a promulgated home port change and the primary dependent relocates to the announced home port (or CONUS designated place, if appropriate) before the home port change effective date;
5. Disadvantaged as a result of reassignment for reasons of improving mission capability and unit readiness, in receipt of a PCS order between PDSs located in the same proximity, and disallowed HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to the individual's movement for the purposes of improving mission capability and unit readiness;
6. Assigned to ITDY, or TDY pending further orders;

7. Assigned to a Professional Military Education or training course that is scheduled for a duration of NTE one year; or
8. Directed (with dependent) to reside in GOV'T QTRS in a high cost area which is not the PDS.

C. Other Circumstances. In addition to the specific cases above, the Secretarial Process may determine that circumstances or conditions require the primary dependent to reside at a separate location and it would be inequitable for the member to receive CONUS COLA based on the PDS. *A personal election of either a member or primary dependent is not a consideration.*

D. Rates Applicable. **NOTE: In par. U8016-D, the 'travel day deduction' refers to reducing the COLA by the number of member travel days authorized for direct travel between the old and new PDSs under par. U5160.** The rate, applicable to the primary dependent's permanent residence location, starts on the date the primary dependent arrives at the new residence location or the date the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the rate payable for the primary dependent's old permanent residence location, or the member's old PDS, continues through the day before the day the rate applicable for the new permanent residence location begins, less the travel day deduction. If the primary dependent does not relocate, authority for the CONUS COLA based on the rate payable for the primary dependent's permanent residence location, or the member's old PDS, continues, less the travel day deduction. When the primary dependent's permanent residence is at a location that has a different rate than the old PDS, and the member's authority was based on the rate payable for the old PDS, the rate applicable to the primary dependent's permanent residence location begins on the member's reporting day to the new PDS. The old PDS rate continues through the day before the day the rate applicable for the primary dependent's permanent residence location begins, less the travel day deduction.

#### U8018 ACQUIRED DEPENDENT

A. General Rules. When a member acquires a primary dependent (by marriage, birth, adoption, etc.), a CONUS COLA is paid based on the:

1. PDS if the member is assigned at a CONUS PDS. Under par. U8016, a member assigned at a CONUS PDS may request a CONUS COLA based on the dependent's location through the Secretarial Process, or
2. Dependent's location if the member is assigned at an OCONUS PDS and the dependent does not reside at or near the OCONUS PDS.

B. Dependent Visits/Moves to the PDS. A dependent may visit the member at the PDS without changes to the CONUS COLA allowance. However, when the visit exceeds 90 days, it is no longer a visit but is permanent residence change. The CONUS COLA is changed to be based on the member's PDS location. If the dependent subsequently departs the PDS area after the COLA allowance is changed, the CONUS COLA previously authorized for the dependent's location is reinstated as of the departure date.

C. Decision Logic Table

CHANGES WHEN A MEMBER ACQUIRES A DEPENDENT				
Table U8-1				
RULE	Member Assigned	Dependents Located	Dependent Located at or Near the PDS	Then
1	OCONUS	In CONUS	No	Start CONUS COLA at the 'with dependent' rate based on the dependent's location, as of the date acquired.
2	In CONUS	In CONUS	Yes	Change CONUS COLA to the 'with dependent' rate based on the PDS as of the date acquired.
3			No	Change CONUS COLA to the 'with dependent' rate based on the member's PDS, unless the member requests and receives a Secretarial waiver to pay based on the dependent's location, as of the date acquired.

**U8020 THE GOV'T DEFERS DEPENDENT TRAVEL**

A. General. When the GOV'T defers dependent's travel at the GOV'T's expense to a member's new OCONUS PDS pending housing availability, CONUS COLA continues to be paid at the old PDS rate until the day before the member arrives at the new OCONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. When the GOV'T defers a dependent's travel at the GOV'T's expense to a member's new CONUS PDS pending housing availability, CONUS COLA may continue to be paid at the old PDS rate until the day before the member arrives at the new CONUS PDS. If the dependent's residence is located at the member's old CONUS PDS, CONUS COLA for that PDS continues. If the dependent does not reside at the member's old CONUS PDS or the dependent relocates, start CONUS COLA based on the dependent's residence location. In cases in which the Secretarial Process previously authorized a CONUS COLA based on the dependent's location, that rate continues. Obtaining housing is the decision key for authority for dependent travel to the PDS.

B. Dependent Travel Authorized to CONUS PDS. CONUS COLA payment based on the primary dependent's location or old PDS continues for up to 60 days after dependent travel is authorized. If the 60 day time period expires, and the dependent has not arrived at the member's PDS, and an extension to the 60 day period or a waiver has not been granted through the Secretarial Process, the CONUS COLA for the dependent's location terminates and the member is authorized a CONUS COLA for the PDS location.

C. Decision Logic Table

1. Table U8-2

<b>CHANGES WHEN THE GOV'T DELAYS DEPENDENT'S TRAVEL TO AN OCONUS PDS</b>				
<b>Table U8-2</b>				
<b>R U L E</b>	<b>Expected Travel Delay</b>	<b>Dependent Relocated at GOV'T Expense</b>	<b>Dependent Arrives within 60 Days of Travel Authority</b>	<b>Then</b>
1	More Than 60 Days but Less Than 20 Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent's arrives at the new PDS
			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
3	20 or More Weeks	No	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA the day before the primary dependent arrives at the new PDS.
			No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location. Stop CONUS COLA as of day 61.
4	20 or More Weeks	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
5			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel Stop CONUS COLA as of day 61.
6	20 or More Weeks	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop the CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
6			No	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel Stop CONUS COLA as of day 61.

2. Table U8-3

CHANGES WHEN THE GOV'T DELAYS DEPENDENT'S TRAVEL TO A CONUS PDS					
Table U8-3					
RU L E	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep's Location Authorized/ Approved by Secretarial Process?	Then
1			Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
2	The Old PDS is in the U.S. and Expected Delay is Less Than 20 Weeks	No	No		Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
					Stop CONUS COLA based on the dependent's location as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the new PDS as of day 61.
3			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Start CONUS COLA based on new PDS on the mbr's arrival date.

Table Continued on Next Page.....

Table U8-3 (continued from previous page)					
R U L E	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep's Location Authorized/ Approved by Secretarial Process?	Then
4	The Old PDS is in the U.S. and Expected Delay is 20 or More Weeks	No	Yes	Yes	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
			No		Stop CONUS COLA based on the old PDS as of day before the primary dependent arrives at the new PDS. Start CONUS COLA based on the new PDS as of the primary dependent's arrival date at the member's PDS.
5	Or the Old PDS is Outside the U.S.	No	No	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Upon the member's arrival date, start CONUS COLA for the authorized dependent's location.
			N/A		Stop CONUS COLA based on the old PDS as of day 61 after the date travel is authorized to begin. Start CONUS COLA based on the PDS as of day 61.
6			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS as of the mbr's arrival date.
7		Yes	Yes	Yes	Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
					Stop CONUS COLA based on the dependent's location on the day before the primary dependent arrives at the member's PDS.
					Start CONUS COLA for the member's PDS on the primary dependent's arrival date at the member's PDS.

Table Continued on Next Page.....

Table U8-3 (continued from previous page)					
R U L E	Expected Travel Delay	Dependent Relocated at GOV'T Expense	Dependent Arrives within 60 Days of Travel Authority	COLA for Dep's Location Authorized/ Approved by Secretarial Process?	Then
8			No		Change the CONUS COLA based on old PDS to CONUS COLA based on the designated location on the date the primary dependent arrives at the designated location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA as of day 61 after travel is authorized to begin. Change the CONUS COLA from being based on the dependent's location to being based on the new PDS as of day 61.
9			N/A	No	Upon the member's departure, continue CONUS COLA based on the old PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start COLA based on the new PDS as the member's arrival date.

#### U8022 MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS

A. General. When the primary dependent establishes a residence or resides in CONUS incident to a member's transfer in an unaccompanied status to an OCONUS PDS, or while the member is assigned in an unaccompanied status at an OCONUS PDS, CONUS COLA authority in specific circumstances is as indicated in the following items. In instances of multiple dependent locations, CONUS COLA authority is based on the primary dependent's residence location. When the primary dependent:

1. Retains a permanent residence in the CONUS incident to the member's transfer in an unaccompanied status, CONUS COLA continues at the old PDS rate and, if the permanent residence is in an area having a rate different than that of the old PDS, the rate applicable to the primary dependent's residence location begins on the day the member reports to the new PDS. CONUS COLA must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
2. Relocates in the CONUS incident to the member's transfer in an unaccompanied status from a PDS in CONUS, CONUS COLA authority begins at the rate applicable to the CONUS location where the primary dependent establishes a permanent residence when the primary dependent arrives at the new residence location, or when the member reports to the new PDS ICW the transfer, whichever is later. CONUS COLA authority based on the old PDS rate continues through the day before the day the rate applicable for the new permanent residence location begins, but must be reduced by the number of days authorized for the member's direct PCS travel under par. U5160.
3. Resides in the CONUS while the member serves in an unaccompanied status, and the member is required to perform TDY incident to a transfer to a PDS in CONUS, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location continues through the day before the day the member reports to the new PDS, reduced by the number of days authorized under par. U5160 for the member's direct PCS travel. CONUS COLA authority at the rate prescribed for the new PDS begins on the day the member reports at that station.

4. Establishes a residence in the CONUS incident to the member's transfer from an accompanied status at an OCONUS PDS to an unaccompanied status, CONUS COLA authority at the rate applicable to the primary dependent's permanent residence location begins when the primary dependent arrives at the new residence location, provided all dependents have departed the OCONUS location. When CONUS COLA payment begins before the member completes PCS travel, payment must be reduced by the number of days authorized under par. U5160 for direct PCS travel.

B. Decision Logic Tables

<b>MEMBER WITH DEPENDENTS SERVES AN UNACCOMPANIED TOUR</b>			
<b>Table U8-4</b>			
<b>R U L E</b>	<b>If member</b>	<b>And</b>	<b>Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel</b>
<b>1</b>		dependents retain their permanent residence in the CONUS	If the primary dependent remains at member's old PDS continue to pay CONUS COLA, based on old PDS.
			If the primary dependent is at a CONUS location other than the old PDS and the member is receiving CONUS COLA based on a Secretarial waiver then continue the CONUS COLA previously paid.
			If the primary dependent is at a CONUS location other than the old PDS and other than a location for which the member had a Secretarial waiver, start CONUS COLA based on the primary dependent's location the day member arrives at new PDS.
<b>2</b>	is assigned to an unaccompanied tour at an OCONUS PDS	dependents relocate their permanent residence from the CONUS to another location in the CONUS at GOV'T expense	If the primary dependent travels in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location (the CONUS COLA rate based on the old PDS continues through the day before the dependent's arrival day.)
			If dependents travel with the member, start CONUS COLA based on the dependents' location the day the primary dependent arrives at the new residence location and stop the old CONUS COLA rate the day before the dependent's arrival day.
			If dependents travel after the member, continue CONUS COLA based on the member's old PDS through the day prior to the primary dependent's arrival at the new residence location. Start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.

<b>Table U8-4</b> (continued from previous page)			
<b>R U L E</b>	<b>If member</b>	<b>And</b>	<b>Then pay CONUS COLA reduced by the number of travel days authorized under par. U5160 for the member's PCS travel</b>
<b>3</b>		dependents relocate their permanent residence from OCONUS to the CONUS at GOV'T expense	If dependents travel in advance of the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel with the member, start CONUS COLA based on the dependent's location the day the primary dependent arrives at the new residence location.
			If dependents travel after the member, start CONUS COLA based on the dependent's location on the day the primary dependent arrives at the new residence location.
<b>4</b>		dependents relocate their permanent residence from the CONUS to an OCONUS location at GOV'T expense	If dependents travel in advance of the member or with the member, continue CONUS COLA based on the member's old PDS through the day prior to the member's arrival at the new PDS.
			If dependents travel after the member, continue CONUS COLA based on the old PDS through the day prior to the primary dependent's arrival.
<b>5</b>		dependents relocate their residence while the member is serving an unaccompanied tour at personal expense	The rate for the location in rules 1-4 through the day before the day the primary dependent arrives at the new permanent residence location. There is no authority for CONUS COLA at the rate applicable to the new permanent residence location unless authorized through the Secretarial Process.
<b>6</b>	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY inside or outside CONUS, incident to a transfer to another unaccompanied tour	dependents continue to reside at same location	The primary dependent's permanent residence location.
<b>7</b>	is assigned to an unaccompanied tour at an OCONUS PDS and the member is required to perform a TDY incident to a transfer in the U.S.		The primary dependent's permanent residence location through the day before the day the member reports to the new PDS. Authority for CONUS COLA at the rate for the new PDS begins on the day the member reports at that PDS.
<b>8</b>	is assigned to an unaccompanied OCONUS assignment or unusually arduous sea duty	dependents are not OCONUS	Is the old PDS rate if the dependents do not relocate otherwise, the dependent's location rate.

**U8024 EARLY RETURN OF DEPENDENTS**

A. Early Return at GOV'T Expense. When all of a member's dependents are returned from an OCONUS PDS at GOV'T expense not ICW a PCS, regardless of the reason for the return, the member is authorized CONUS COLA based on the primary dependent's permanent residence location starting on the arrival day at that location.

B. Early Return at Personal Expense. When all of a member's dependents are returned early from an OCONUS PDS at personal expense, the member is not authorized CONUS COLA based on the primary dependent's permanent residence.

C. Decision Logic Table

CHANGES INCIDENT TO EARLY RETURN OF DEPENDENTS		
Table U8-5		
RULE	Dependents Returned from OCONUS PDS	Then
1	Return is at GOV'T expense	Start CONUS COLA based on the primary dependent's location on the primary dependent's arrival date.
2	Return is <i>not</i> at GOV'T expense	No authority to pay CONUS COLA.

**U8026 DEPENDENT TRAVEL - ADVANCE AND DELAYED**

A. General. When a PCS order has been issued, the member's family may perform PCS travel at a different time than the member.

1. Example of Advance Travel. A member receives a PCS order in July for reassignment to Norfolk with a November reporting date. The member's family moves to Norfolk in August to get settled before school starts in September.

2. Example of Delayed Travel. A member stationed in Chicago receives a PCS order in January to report in April. The member's family remains in Chicago until the school year ends in June.

B. CONUS COLA Based on Dependent's Location or Old PDS. Unless otherwise authorized/approved, a member's CONUS COLA is based on the PDS. A member may be authorized a CONUS COLA based on the dependent's permanent residence location, or the old PDS, if authorized/approved through the Secretarial Process. Examples of separation situations that are *routinely* authorized/approved at a lower level than the Service Secretary include:

1. The member is assigned to a PDS in an area in which sufficient housing does not exist;
2. The member is assigned to unusually arduous sea duty and the dependent resides at or relocates to a designated place in the CONUS.
3. The member is assigned or is in receipt of a PCS order to a ship entering overhaul involving a home port change and the dependent is not relocated incident to the home port change;
4. The member is in receipt of a PCS order to a unit with a promulgated home port change and the dependent relocates to the announced home port (or designated place in the CONUS if appropriate) before the home port change effective date;
5. The member is disadvantaged as a result of reassignment for reasons of improving mission capability and readiness of the unit, in receipt of a PCS order between PDSs located in the same proximity, and disallowed

HHG transportation (par. U5355). The Secretarial Process must issue a determination that a decision to implement this policy is in the interest of correcting an inequity incurred due to movement of the individual for purposes of improving mission capability and unit readiness.;

6. The member is assigned to indeterminate TDY, or TDY pending further orders; or

7. The member is assigned to a Professional Military Education or a training course that is scheduled for a period of one year or less.

C. Secretarial Determination. In addition to the example situations in pars. U8026-B1 through U8026-B7 above, the Secretary Concerned may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately and approve payment of CONUS COLA based on the dependent's location or the old PDS through the Secretarial Process. This decision may be kept at a higher level than those situations in pars. U8026-B1 through U8026-B7. ***A personal election of either a member or dependent for residing separately is not a consideration.***

D. Rates Applicable

1. If the dependent relocates, the rate applicable to the dependent's location starts on the date the primary dependent arrives at the new residence location.

2. If the dependent does not relocate, CONUS COLA is based on the primary dependent's location and continues until the primary dependent departs the authorized/approved location.

E. Decision Logic Tables

1. Table U8-6

<b>CHANGES WHEN A DEPENDENT TRAVELS IN ADVANCE OF THE MEMBER</b>				
<b>Table U8-6</b>				
<b>R U L E</b>	<b>Dependent Performs PCS Travel in Advance of the Member</b>	<b>New PDS Location</b>	<b>COLA for Dependent's Location Authorized/ Approved by Secretarial Process?</b>	<b>Then</b>
1	Old PDS In CONUS	New PDS In CONUS	Yes	Stop CONUS COLA based on the old PDS the day before the primary dependent arrives and start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for member's PCS travel.
2			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start OCONUS COLA based on the dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Old OCONUS PDS	New PDS In CONUS	Yes	Start CONUS COLA based on the primary dependent's location on the arrival date, or date specified by the authorizing/approving document, whichever is later. CONUS COLA must be reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
6			No	Start CONUS COLA based on new PDS the day the member arrives at the new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
7		New OCONUS PDS	Yes/No	Table U10E-9.

2. Table U8-7

<b>CHANGES WHEN A DEPENDENT TRAVELS AFTER THE MEMBER</b>				
<b>Table U8-7</b>				
<b>R U L E</b>	<b>Dependent Performs PCS Travel after the Member</b>	<b>New PDS Location</b>	<b>COLA for Dependent's Location Authorized/ Approved by Secretarial Process?</b>	<b>Then</b>
1	Old PDS In CONUS	New PDS In CONUS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. As of the primary dependent's departure date, change CONUS COLA to be based on the new PDS if member has arrived.
2			No	Continue CONUS COLA based on current PDS until the member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Start CONUS COLA based on new PDS the day the member arrives at the new PDS.
3		New OCONUS PDS	Yes	Continue CONUS COLA based on the higher of the old PDS or the primary dependent's location, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. Stop CONUS COLA on the day before the primary dependent departs.
4			No	Continue CONUS COLA based on current PDS until member arrives at new PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

**U8028 MEMBER IN A MISSING STATUS**

A. Member without Dependents. For a member without dependents carried in a missing status whose PDS is in the U.S., pay CONUS COLA based on the PDS location.

B. Member with Dependents. A member with dependents continues to receive the CONUS COLA to which authorized upon entering the missing status. If the dependent relocate, pay CONUS COLA appropriate for the dependent's location.

**U8030 MEMBER IN CONFINEMENT**

A member in confinement who is authorized allowances is authorized CONUS COLA if paid before confinement. If a member with dependents is transferred to a confinement facility, then the CONUS COLA is based on the dependent's location.

**U8034 AUTHORITY WHEN THE MEMBER IS HOSPITALIZED**

For the purpose of CONUS COLA authority, the hospital to which a member is transferred is the member's PDS when it is determined prolonged hospitalization is required and an appropriate order, associated with the prolonged hospitalization determination, is issued. Par. U8034 applies if a member is transferred from any PDS to a hospital in CONUS for observation and treatment.

**U8036 CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS****A. Member with Dependents**

1. CONUS COLA Continuation at the Member's PDS. A member, whose dependent is evacuated and who was authorized CONUS COLA at the 'with dependent' rate prescribed for the member's PDS on the date of such evacuation, is authorized to continue to be paid such allowances while the member's PDS remains unchanged, unless the Secretarial Process issues a determination, under the provisions in par. U8016-B or U8016-C, that it is necessary for the dependent to maintain a permanent residence in an area other than the one in which the PDS is located. When such a determination is issued, authority for CONUS COLA at the 'with dependent' rate, based on the location of the designated place for the primary dependent, begins on the day after the day on which per diem at the designated place (authorized in par. U6054-E) terminates.

2. CONUS COLA at a Designated Place. When a member's command sponsored dependent is residing at a designated place in the CONUS incident to an evacuation from an OCONUS location, the member is authorized CONUS COLA at the 'with dependent' rate beginning on the day after the day on which per diem at the designated place (authorized in par. U6005-E) terminates. The rate applicable is based on the location of the designated place for the primary dependent.

B. Member without Dependents. A member without dependents, who was authorized CONUS COLA at the PDS on the date an evacuation is ordered, continues to be authorized CONUS COLA until the day before the day the member reports at the new PDS.

**U8038 RC MEMBER**

A. General. An RC member is not authorized a CONUS COLA except when the call to active duty is:

1. For a period of 140 or more days, or
2. In support of a contingency.

**B. Location Rate**

1. Called/Ordered to Active Duty for 140 or More Days. An RC member called/ordered to active duty for 140 or more days, is authorized CONUS COLA for the location of the place of primary residence beginning on the first active duty day. If the member is authorized PCS HHG transportation to the PDS, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. CONUS COLA authority at the rate prescribed for the PDS location begins on the day the member reports at that location. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

2. Called/Ordered to Active Duty for a Contingency. A member called/ordered to active duty in support of a contingency operation is authorized CONUS COLA based on the primary residence beginning on the first active duty day. This rate is authorized even for duty of fewer than 140 days. This rate continues for the duration of the tour unless the member is authorized PCS HHG transportation in which case the PDS rate would apply on the day the member reports to the PDS. The member's CONUS COLA authority is reduced by the number of travel days allowed under par. U5160 for direct travel from the PLEAD to the active duty location and return.

C. Decision Logic Table

RC MEMBER				
Table U8-8				
RULE	If member is (NOTES 1 and 2)	PCS HHG Transport Authorized	Duty in Support of Contingency Operation	Then
1	Called/Ordered to Active Duty for 140 or More Days	Yes	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS. CONUS COLA for the PDS location begins on the day member reports to PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
2			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day through the day before arrival day at PDS, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel. CONUS COLA for the PDS location begins on the day member reports to PDS.
3		No	No	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
4			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.
5	Called/Ordered to Active Duty for Less than 140 Days	No	No	No authority to pay CONUS COLA.
6			Yes	Start CONUS COLA based on the primary residence at the time called/ ordered to active duty beginning on first active duty day, reduced by the number of travel days authorized under par. U5160 for the member's PCS travel.

**NOTES:**

1. A DoD or USCG retired member ordered to active duty is authorized the same CONUS COLA as an RC member.
2. If an RC member receives an order modification or amendment extending the assignment, the prospective (new) active duty period determines authorities. If the prospective new period is 140 or more days and PCS HHG are not authorized, CONUS COLA based on the primary residence continues or would start on the modification date. If the prospective period is 140 or more days and PCS HHG are authorized, the CONUS COLA based on the primary residence(if currently authorized) would stop the day before the modification/ amendment and CONUS COLA for the PDS would begin on the modification date or CONUS COLA based on the PDS would continue.

## CHAPTER 8

### COST-OF-LIVING ALLOWANCE FOR MEMBERS ASSIGNED TO CONUS HIGH-COST AREAS (CONUS COLA) *37 USC §403b*

<u>Paragraph</u>	<u>Title/Contents</u>
<b>U8000</b>	<b>DEFINITION OF TERMS AS USED IN THIS CHAPTER</b> A. High Cost Area B. Member with Dependents C. Member without Dependents D. Primary Dependent E. Unaccompanied Status
<b>U8002</b>	<b>ELIGIBLE MEMBERS</b>
<b>U8004</b>	<b>RATE PAYABLE</b> A. General B. Both Husband and Wife Are Members C. Member Assigned to a Ship or Afloat Staff D. Accessions E. Member in a Leave Status F. Member Processing for Separation or Retirement
<b>U8006</b>	<b>CONUS COLA NOT PAYABLE</b>
<b>U8008</b>	<b>CONCURRENT PAYMENT OF OCONUS COLA AND CONUS COLA</b>
<b>U8010</b>	<b>MEMBER PAYING CHILD SUPPORT</b>
<b>U8012</b>	<b>CONUS COLA AT WITH DEPENDENT RATE FOR A MEMBER WITH PHYSICAL CUSTODY OF CHILDREN</b>
<b>U8014</b>	<b>CONUS COLA WHEN ORDERED ON A PCS</b>
<b>U8016</b>	<b>SECRETARIAL WAIVER WHEN THE PRIMARY DEPENDENT DOES NOT RESIDE AT THE CONUS PDS LOCATION</b> A. General B. Examples of CONUS COLA Location Rate Changes Routinely Authorized/Approved C. Other Circumstances D. Rates Applicable
<b>U8018</b>	<b>ACQUIRED DEPENDENT</b> A. General Rules B. Dependent Visits/Moves to the PDS C. Decision Logic Table
<b>U8020</b>	<b>THE GOVERNMENT DEFERS DEPENDENT TRAVEL</b> A. General B. Dependent Travel Authorized to CONUS PDS C. Decision Logic Table

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>U8022</b>	<b>MEMBER SERVES IN AN OCONUS UNACCOMPANIED STATUS</b> A. General B. Decision Logic Table
<b>U8024</b>	<b>EARLY RETURN OF DEPENDENTS</b> A. Early Return at GOV'T Expense B. Early Return at Personal Expense C. Decision Logic Table
<b>U8026</b>	<b>DEPENDENT TRAVEL - ADVANCE AND DELAYED</b> A. General B. CONUS COLA Based on Dependent's Location or Old PDS C. Secretarial Determination D. Rates Applicable E. Decision Logic Tables
<b>U8028</b>	<b>MEMBER IN A MISSING STATUS</b> A. Member without Dependents B. Member with Dependents
<b>U8030</b>	<b>MEMBER IN CONFINEMENT</b>
<b>U8034</b>	<b>AUTHORIZATION WHEN THE MEMBER IS HOSPITALIZED</b>
<b>U8036</b>	<b>CONUS COLA INCIDENT TO EVACUATION OF MEMBER'S PDS</b> A. Member with Dependents B. Member without Dependents
<b>U8038</b>	<b>RC MEMBER</b> A. General B. Location Rate C. Decision Logic Table

**CHAPTER 10**  
**HOUSING ALLOWANCES**

**Paragraph    Title/Contents**

**PART A: GENERAL INFORMATION**

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**U10000      DEFINITION OF TERMS AS USED IN THIS CHAPTER**

- A.    Sharer
- B.    Owner-owned Multiple Occupancy Dwelling
- C.    Vicinity
- D.    GOV'T QTRS
- E.    Privatized Housing
- F.    Rental Charge
- G.    Housing Allowance
- H.    Primary Residence

**U10002      HOUSING ALLOWANCE**

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B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the dependent's location-based with-dependent housing allowance.

**U10420 MEMBER IN CONFINEMENT**

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See [DoDFMR, Vol. 7A, Chapter 1](#). For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependent who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. ***Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement.*** A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in [DoDFMR, Vol. 7A, Chapter 1](#).

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## APPENDIX A: DEFINITIONS & ACRONYMS (JFTR/JTR)

### PART 1: DEFINITIONS (JFTR/JTR)

*As used in JFTR & JTR, and unless otherwise specifically provided in JFTR or JTR, the following definitions apply.*

**ACADEMY, SERVICE** (*Uniformed Member Only*). The United States Military Academy (Army), United States Naval Academy, United States Air Force Academy, or United States Coast Guard Academy ([37 USC §410\(a\)](#)).

#### ACCOMMODATIONS

A. Approved. Any place of public lodging that is listed on the national master list of approved accommodations. This list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site.

#### B. Common Carrier

##### 1. Other Than Economy/Coach

a. First class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers. For first class transportation authority, see JFTR, par. U3510-A/JTR, par. C3510-A.

b. Business Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy/coach and lower than first class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, and ship. It is also a service class offered on Amtrak Acela/Metroliner extra fare train service. See JFTR, par. U3510/JTR, par. C3510 for business class transportation authority (restricted to the two star flag level and civilian equivalents).

2. Economy/Coach. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships, that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business class/true first class and are not to be mistaken for this one accommodations class). The term also includes tourist class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

3. Slumber Coach. Slumber coach accommodations on trains offering such accommodations, or the least expensive sleeping accommodations available on a train.

4. Extra Fare Train. A train that operates at an increased fare due to the train's extra performance (i.e., faster speed or fewer stops).

5. Single Class. This term applies when an airline offers only one class of accommodations to all travelers ([41 CFR §301-10.121](#)).

C. Public. Any inn, hotel, or other establishment within the U.S. that provides lodging to transient guests, excluding an establishment:

1. Owned by the GOV'T; or
2. Treated as an apartment building by State or local law or regulation; or
3. Containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor of that establishment.

D. Types. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Economy/Coach/Air Tourist. A type available on commercial aircraft at rates lower than other than economy/coach accommodations.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Security (Enclosed). Any private room that can be locked for security purposes.

**ACTIVE DUTY (Uniformed Member Only)**. Full time duty in the active service ([37 USC §101\(18\)](#)) of a Uniformed Service, including full time training duty, annual training duty, full time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary Concerned. **NOTE: A member is on active duty while in a travel status or while on authorized leave.**

**ACTIVE DUTY FOR TRAINING (ADT) (Uniformed Member Only)**. Full time training duty in the active military service for the purpose of training a Ready Reserve member to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training (AT), and full time attendance at a school designated as a Service school by law or by the Secretary Concerned.

**ACTIVE GUARD AND RESERVE (AGR)**. Active duty performed by a member of an RC of the Army, Navy, Air Force, or Marine Corps, or full-time National Guard duty performed by a member of the National Guard pursuant to an order to full-time National Guard duty, for a period of 180 consecutive or more days for the purpose of organizing, administering, recruiting, instructing, or training the RCs (10 USC 101(d)6).

**ACTUAL EXPENSE**. Payment of authorized actual expenses incurred, up to the limit prescribed within JFTR and/or JTR, as appropriate. Reimbursement is contingent on eligibility for per diem, and is subject to the same definitions and rules governing per diem.

**ACTUAL RESIDENCE (Civilian Employee Only)**. The fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence. Also referred to as the "home of record." For a separating employee concluding an OCONUS assignment, the "actual residence" is the residence occupied at the time the employee received the OCONUS assignment. This is the residence listed in the service or transportation agreement signed by the employee prior to departure to an OCONUS PDS, pursuant to which the employee is assured that the expenses of return travel and transportation will be paid by the GOV'T ([GSBCA 16265-RELO, 19 December 2003](#)).

**ADVANCED TRAVEL OF DEPENDENTS (Uniformed Member Only)**. The movement of dependents based on a PCS order, but before member travel.

## AGENCY

A. Includes:

1. An Executive agency, as defined in [5 USC §105](#);
2. A Military department;

3. An Office, agency or other establishment in the legislative branch;
4. The Government of the District of Columbia.

B. Does NOT include a/an:

1. GOV'T controlled corporation;
2. Member of Congress;
3. Office or committee of either House of Congress or of the two Houses;
4. Office, agency or other establishment in the judicial branch.

**AGREEMENT** (*Civilian Employee Only*). A written statement required by any of several statutes, signed by a person selected for appointment or by an employee, prescribing a required period of service and other conditions related to transportation allowances ICW permanent duty travel. *Also called a Service Agreement.*

**ALTERNATE PLACE** (*Uniformed Member Only*). A CONUS or non foreign OCONUS place authorized/ approved by the Secretarial Process to which a dependent is authorized to move at GOV'T expense in conjunction with an ITDY.

**ANNUAL TRAINING (AT)** (*Uniformed Member Only*)

1. Active duty required of the Ready Reserve to satisfy the member's annual reserve assignment training requirements.
2. Providing readiness training is the primary purpose of annual training, but annual training also may support active component missions and requirements (i.e., operational support).
3. Annual training is a part of active duty for training.
4. For DoD, see [DoDI 1215.06](#). For non DoD Services, see Service issuances.

**APPROVE(D)**. The ratification or confirmation of an act already done.

**APPROVING OFFICIAL** (*Civilian Employee Only*). See **TRAVEL APPROVING/DIRECTING OFFICIAL**.

**ARMED FORCES**. The Army, Navy, Air Force, Marine Corps, and Coast Guard ([37 USC §101\(4\)](#)).

**ATTENDANT**. An attendant:

1. Is a Uniformed member, employee, or other person who, IAW a order/ITA, accompanies a member/ employee authorized to travel to/from a medical facility for required medical attention that is not available locally; and
2. Takes care of and waits upon the member/employee patient in response to the patient's needs; and
3. May travel with the patient and attend to the patient's needs at the destination medical facility; and
4. Is appointed by competent medical authority.

**AUTHENTICATING OFFICIAL** (*Civilian Employee Only*). See **AUTHORIZING/ORDER ISSUING OFFICIAL (AO)**.

**AUTHORIZE(D)**

1. Permission given before an act.
2. The giving, through these regulations, of an allowance to an eligible individual requiring no other action.

**Example:** When the regulation states that an allowance is authorized, – the regulation means that an eligible individual has that allowance without further action by any other activity.

**AUTHORIZING/ORDER ISSUING OFFICIAL (AO).** The official who directs travel and has responsibility for the funding.

**AUTOMATED TELLER MACHINE (ATM) SERVICES.** Contractor provided services that allow cash withdrawals from participating ATMs to be charged to a GTCC.

**BAGGAGE**

- A. Personal effects of a traveler needed ICW official travel and immediately upon arrival at the assignment point.
- B. GOV'T material may be included.
- C. *Baggage may accompany a traveler (accompanied baggage) or be transported separately from the traveler (UB).*

1. Accompanied Baggage. Baggage that is not part of the HHG weight allowance and consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler without cost on a transportation ticket.
2. Excess Accompanied Baggage. Accompanied baggage in excess of the weight, size, or number of pieces carried free by a transportation carrier or when charged a fee by the airline to transport accompanied baggage.
3. Unaccompanied (UB). Except for long term TDY for an employee, that part of a member's/employee's prescribed weight allowance of HHG that:
  - a. Is not carried free on a ticket used for personal travel,
  - b. Ordinarily is transported separately from the major bulk of HHG, and
  - c. Usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.
  - d. *ICW PDT (including TCS for civilian employees), PCS, RAT, COT/IPCOT travel consists of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances/furniture must not be included in UB.*
  - e. *ICW an extended TDY assignment, is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment. For an employee on long term TDY, the UB is not part of HHG, but is personal effects needed by the traveler that exceeds the baggage allowance.*

**BLANKET ORDER.** See **ORDER**.

**BREAK IN SERVICE (Civilian Employee Only).** A break in service is defined as a period of four or more calendar days during which an individual is no longer on the rolls of an executive agency ([5 CFR §300.703 \(2004\)](#)).

**BUSINESS CLASS.** See **ACCOMMODATIONS**.

**CALENDAR DAY**

1. The 24 hour period from one midnight to the next midnight.
2. The calendar day technically begins one second after midnight and ends at midnight.

**CAPACITY CONTROLLED CITY PAIR AIRFARE.** See **CITY PAIR AIRFARE.**

**CENTRALLY BILLED ACCOUNT (CBA).** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC).**

**CERTIFICATED AIR CARRIER.** See **U.S. CERTIFICATED CARRIER.**

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

**CITY PAIR AIRFARE.** An airfare on a U.S. certificated air carrier under contract for a Federal employee for planning official travel ([Airfares \(City Pair Program\) http://www.gsa.gov/portal/category/27228](http://www.gsa.gov/portal/category/27228)). Airfares are priced on one way routes permitting multiple destination travel. No minimum/maximum length of stay is required. Tickets are fully refundable, with no cancellation fees. Prices are negotiated each fiscal year. There are two types of city pair airfares:

A. Standard City Pair Airfare (YCA):

1. No advance purchase required
2. Last seat availability
3. Used for cost construction purposes.

B. Dual (Capacity Controlled) City Pair Airfare ('Dash'CA):

1. Lower prices than the standard city pair rates
2. Limited number of seats on each flight
3. Not used for cost construction purposes.

**COMMANDANT'S PAROLE (*Uniformed Member Only*).** The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary Concerned has authorized and whose court martial sentence has not been ordered executed because appellate review of the case has not been completed. The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.

**COMMAND, COMBATANT.** An organization with a broad continuing mission under a single commander established and so designated by the President, through the SECDEF with the advice and assistance of the Chairman, Joint Chiefs of Staff. Combatant commands typically have geographic or functional responsibilities. Refer to the [Defense Almanac](#) and/or the [DoD](#) website for Unified Combatant Commands.

**COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** See **DEPENDENT, COMMAND SPONSORED.**

**COMMERCIAL POV STORAGE FACILITY (*Uniformed Member Only*).** Any commercial fee-for-service facility open to the public for daily/long term storage of motor vehicles.

**COMMERCIAL TRANSPORTER.** A transporter operating under the Interstate Commerce Commission Termination Act of 1995 ([P. L. 104-88](#)) in interstate commerce or under appropriate State statutes in intrastate commerce.

**COMMON CARRIER.** Private sector supplier of air, rail, bus, or ship transportation.

**COMMUTED RATE** (*Civilian Employee Only*). A price rate used for HHG transportation and SIT. It includes costs of line haul transportation, packing, crating, unpacking, drayage incident to transportation and other accessorial charges, and costs of SIT within the applicable weight limit for storage including in and out charges and necessary drayage. Rate table information and commuted rate schedule for transportation, storage, packing, unpacking, crating, drayage and other accessorial charges incident to transportation are found at [www.gsa.gov/relocationpolicy](http://www.gsa.gov/relocationpolicy). See JTR, par. C5160-D4.

**CONFERENCE.** A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under [5 CFR §410.404](#). Does not include regularly scheduled courses of instruction conducted at a GOV'T/commercial training facility.

**CONSECUTIVE OVERSEAS TOUR (COT)** (*Uniformed Member Only*). The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS. See **IN PLACE CONSECUTIVE OVERSEAS TOUR**.

**CONSUMABLE GOODS** (*SEE HOUSEHOLD GOODS*). Consumable goods refer to expendable personal property because they are used up, as opposed to wearing out. Refer to APP F for the designated locations to which consumable goods shipments are authorized. There are three categories of consumable goods:

1. **Foodstuff:** Edible foodstuffs, e.g., canned tuna or foodstuffs that are edible as part of prepared items, such as flour, sugar, salt, and shortening which are used to make cake. Edible consumable goods directly satisfy the need for food and nourishment.
2. **Personal Maintenance:** Non edible consumable goods include items that are used for personal maintenance such as toiletries, deodorant, toothpaste and personal hygiene products.
3. **Household Maintenance:** Non edible consumable goods used for the maintenance of the household such as paper products and liquid household cleaners that cannot be shipped as HHG due to normal shipping restrictions.

*Consumable goods do not include items to maintain an automobile or other machinery. Items such as car batteries and tires are not consumable goods and are prohibited in consumable goods shipments.*

**CONTIGUOUS UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**CONTINGENCY OPERATION.** A military operation that:

1. Is designated by the SECDEF as an operation in which armed forces members are or may become involved in military actions, operations, or hostilities against an enemy of the U.S. or against an opposing military force; or
2. Results in the call or order to, or retention on, active duty of Uniformed Services member under [10 USC §688](#), [§12301\(a\)](#), [§12302](#), [§12304](#), [§12304a](#), [§12305](#), or [§12406](#); [Ch 15 of title 10](#), or any other provision of law during a war or during a national emergency declared by the President or Congress.

**CONTRACT CARRIER.** U.S. certificated air carrier that is under contract with the GOV'T to furnish Federal employees, uniformed members, and other persons authorized to travel at GOV'T expense with passenger transportation service. This also includes GSA's contracted scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).** A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the GOV'T. Also called a Travel Management Center (TMC) under GSA's program.

**CONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

**DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD).** The DoD standard source for worldwide distance information based on zip code to zip code replacing all other sources used for computing distance (except airplanes). For more information refer to the [DTOD website](#).

**DEPARTMENT OF DEFENSE (DoD) COMPONENTS.** (Also, refer to the [Defense Almanac](#) and/or the [DoD website](#).)

DOD BRANCH OF SERVICE	DOD FIELD ACTIVITIES	DEFENSE AGENCIES		JOINT SERVICE SCHOOLS
The <a href="#">Office of the Secretary of Defense</a> (including the organization of the <a href="#">Joint Chiefs of Staff (JCS)</a> )	<a href="#">Defense Media Agency (DMA)</a>	<a href="#">Defense Advanced Research Projects Agency (DARPA)</a>	<a href="#">Defense Security Cooperation Agency (DSCA)</a>	<a href="#">National Intelligence University (NIU)</a>
	<a href="#">Defense Prisoner of War/Missing Personnel Office (DPMO)</a>	<a href="#">Defense Commissary Agency (DeCA)</a>	<a href="#">Defense Security Service (DSS)</a>	
<a href="#">Department of the Army</a>	<a href="#">Defense Technology Security Administration (DTSA)</a>	<a href="#">Defense Contract Audit Agency (DCAA)</a>	<a href="#">Defense Threat Reduction Agency (DTRA)</a>	<a href="#">Defense Acquisition University (DAU)</a>
<a href="#">Department of the Air Force</a>		<a href="#">Defense Contract Management Agency (DCMA)</a>	<a href="#">Missile Defense Agency (MDA)</a>	<a href="#">National Defense University (NDU)</a>
<a href="#">Department of the Navy (including the <a href="#">Marine Corps</a>)</a>	<a href="#">DoD Education Activity (DoDEA)</a>	<a href="#">Defense Finance and Accounting Service (DFAS)</a>	National Geospatial Intelligence Agency (NGA)	
<a href="#">DoD Inspector General (DoD IG)</a>	<a href="#">DoD Human Resources Activity (DHRA)</a>	<a href="#">Defense Information Systems Agency (DISA)</a>		Joint Professional Military Education Colleges
	<a href="#">Office of Economic Adjustments (OEA)</a>	<a href="#">Defense Intelligence Agency (DIA)</a>	<a href="#">National Security Agency (NSA)/Central Security Service</a>	
<a href="#">U.S. Court of Appeals for the Armed Forces</a>	<a href="#">TRICARE Management Activity</a>	<a href="#">Defense Legal Services Agency</a>		<a href="#">Uniformed Services University of the Health Sciences (USU)</a>
	<a href="#">Washington Headquarters Services (WHS)</a>	<a href="#">Defense Logistics Agency (DLA)</a>	<a href="#">Pentagon Force Protection Agency (PFFA)</a>	

**DEPENDENT ([Uniformed Member Only](#)).** Defined by [37 USC §401](#).

**NOTE: Exception. For authorization purposes under JFTR:**

1. A member's spouse, who also is a member on active duty, is treated as a dependent for travel and transportation ONLY for purposes of travel between the port of overhaul, inactivation or construction, and the home port as authorized in JFTR, par. U7835-A, or for transportation for survivors of a deceased member authorized in JFTR, par. U4070-A1;
2. A child is treated as a dependent of either the mother or the father who are members on active duty (i.e., only 1 member may receive allowances on the child's behalf);

3. A member ([IAW 37 USC §421](#)) may not be paid allowances on behalf of a dependent for any period during which that dependent is entitled to basic pay [IAW 37 USC §204](#).

Except for transportation to obtain OCONUS medical care (JFTR, par. U7125-C1), any of the following individuals: (*Exception NOTES above.*)

1. A member's spouse;
2. A member's unmarried child under age 21 (including an infant born after a PCS order effective date when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor, or for other official reason(s) such as awaiting completion of the school year by other children in the family ([50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));
3. A member's unmarried stepchild under age 21 (including the member's spouse's illegitimate child, [B-177061/B-177129](#), 13 December 1974) **NOTE: A stepchild is excluded as a dependent after the member's divorce from the stepchild's parent by blood.**;
4. A member's unmarried adopted child under age 21 (including a child placed in the member's home by a placement agency for the purpose of adoption);
5. A member's unmarried illegitimate child under age 21 if the member's parentage of the child is established IAW criteria prescribed in Service regulations;
6. A member's unmarried child who is under 23 including step, adopted, and illegitimate children, enrolled in a full time course of study in an institution of higher education approved by the Secretary Concerned, and is in fact dependent on the member for more than one half of his/her support;
7. A member's unmarried child of any age who is incapable of self- support because of mental or physical incapacity and is, dependent on the member for over one half of his/her support; **NOTE: A child under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the member's home by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established IAW criteria prescribed in Service regulations.**;
8. For transportation authorized in JFTR, par. U5215-B,
  - a. A member's unmarried child who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from, or cessation of enrollment in, an institution of higher education, otherwise would cease to be the member's dependent, while the member is serving at an OCONUS PDS;
  - b. A parent, stepparent, or person in loco parentis, who traveled at GOV'T expense to an OCONUS PDS incident to the member's assignment there and ceases to be the member's dependent while the member is serving at an OCONUS PDS;
9. A member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became age 21 who:
  - a. Is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary Concerned; or
  - b. Became so dependent due to a change of circumstances arising after the member entered on active duty and the parent's dependency on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary Concerned;

10. For return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. See JFTR, par. U5900-E.;

11. For a dependency determination made on or after 1 July 1994, an unmarried person who:

a. Is placed in the member's legal custody as a result of an order of a court of competent jurisdiction in a CONUS or a non foreign OCONUS area for a period of at least 12 months; and

(1) Has not attained age 21, or

(2) Has not attained the age 23 and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary Concerned, or

(3) Is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under (1) or (2), and

b. Is dependent on the member for over one half of his/her support, as prescribed in regulations of the Secretary Concerned; and

c. Resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary Concerned may by regulation prescribe; and

d. Is not a dependent of a member under any other paragraph.

12. Whether or not an individual is considered to be a member's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:

GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,

"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,

As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).

The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).

The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).

Common Law Marriage is defined as a marriage not solemnized by religious or civil ceremony as defined in pertinent state law. Some states recognize common law marriage – "[a] marriage that takes legal effect,

without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple.” ([DoDFMR, Vol. 7B, Glossary](#))

For dependency determinations, Service PoCs are listed in JFTR, par. U10104-G3.

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)  
[GSBCA 15382-RELO, 20 December 2000](#)  
[GSBCA 15207-RELO, 19 May 2000](#)  
[GSBCA 14673-RELO, 9 December 1998](#)  
[GSBCA 14122-RELO, 16 March 1998](#)

**DEPENDENT/IMMEDIATE FAMILY (*Civilian Employee Only*)**. Any of the following named members of an employee's household at the time the employee reports for duty at a new PDS or performs authorized/approved OCONUS tour RAT or separation travel:

1. Employee's spouse;
2. Employee's domestic partner;
3. Children of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and under age 21 years or who, regardless of age, are physically or mentally incapable of self-support. **NOTE:** “Children” includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting school year completion by other children. [50 Comp. Gen. 220 \(1970\)](#); [66 id. 497 \(1987\)](#));

**NOTE 1:** *An employee and spouse at an OCONUS PDS assumed temporary custody of two grandchildren. The grandchildren's parent was a uniformed member on active duty with a DoD Service in Iraq. The uniformed member (the parent) executed a special military power of attorney granting guardianship of the children to the children's grandparent. GSBCA held that the power of attorney did not create a “legal guardianship” as that term is used in par. B above to define dependent/immediate family members for the purpose of determining eligibility for relocation allowances. Since the term “legal guardianship” is not defined in the JTR, GSBCA turned to AZ state law (the state in which the power of attorney was executed and in which the uniformed member resided) for guidance. Under AZ law legal guardianship can be established only by judicial determination and the powers of attorney provided by the uniformed member were not sufficient to create guardianship. Since legal guardianship did not exist, the grandchildren could not be the employee's immediate family members and the employee was not authorized travel and transportation costs and overseas allowances (TQSA) on their behalf ([GSBCA 16337-RELO, 19 April 2004](#)).*

4. Dependent parents (including step and legally adoptive parents) of the employee, of the employee's spouse, or of the employee's domestic partner; and
5. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee, of the employee's spouse, or of the employee's domestic partner who are unmarried and less than 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

**NOTE 2:** *Generally, the individuals named in items 4 and 5 are the employee's dependents if they receive at least 51% of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.*

**NOTE 3:** *ICW the Missing Persons Act, "dependent" is defined in JTR, par. C7285-C for the purpose of transportation eligibility under that Act.*

**NOTE 4:** *With respect to emergency leave travel, JTR, par. C7020-D.*

**NOTE 5:** *Whether or not an individual is considered to be an employee's spouse for the purpose of allowances authorized in these regulations when a "common law marriage" is involved is addressed in several GSBCA and Comptroller General decisions. Some quotes from those decisions are as follows:*

*GSBCA quotes "Issues of marital status are determined by state law and the relationship of spouse exists if common law marriage is recognized by the law of the state in which the parties entered into such a marriage"; and,*

*"Issues of marital status are determined by state law, James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#). Some states recognize common law marriage -- "[a] marriage that takes legal effect, without license or ceremony, when a couple live together as husband and wife, intend to be married, and hold themselves out to others as a married couple." Black's Law Dictionary 986 (7th ed. 1999)"; and,*

*As we recognized in James H. Perdue, [GSBCA 14122-RELO, 16 March 1998](#) the burden of proof is on the claimant to establish the common law marriage. State law determines issues of marital status, and the relationship of spouse exists if common law marriage is recognized under the law of the state in which the parties entered into such a marriage. The following Comptroller General decisions address specific circumstances: [B-260688, 23 October 1995](#); [B-247541, 19 June 1992](#); [B-212900, 15 November 1983](#); [B-191316, 27 September 1978](#); [B-191316, 6 April 1978](#); [B-186179, 30 June 1976](#).*

*The validity of a common law marriage is determined by the law of the place in which it was contracted, and if valid there, it will be valid elsewhere, in the absence of contravention of positive law, or consideration of policy to the contrary. [B-186179, 30 June 1976](#); [B-191316, 27 September 1978](#).*

*The burden of proof is on the claimant to establish the common law marriage. [GSBCA 15207-RELO, 19 May 2000](#); [GSBCA 14122 RELO, 16 March 1998](#).*

*Once the employee has submitted evidence in support of the common law marriage, it should be submitted to the appropriate agency legal counsel for assistance in determining whether or not the putative spouse qualifies as a spouse under the specific state and/or Federal law PDTATAC does not adjudicate these cases.*

Pertinent GSBCA decisions

[GSBCA 15947-RELO, 31 March 2003](#)  
[GSBCA 15382-RELO, 20 December 2000](#)  
[GSBCA 15207-RELO, 19 May 2000](#)  
[GSBCA 14673-RELO, 9 December 1998](#)  
[GSBCA 14122-RELO, 16 March 1998](#)

**DEPENDENT, ACQUIRED (*Uniformed Member Only*)**. A dependent acquired through marriage, adoption, or other action during the current tour of assigned duty. Does not include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.

**DEPENDENT, COMMAND SPONSORED (*Uniformed Member Only*)**

1. A dependent residing with a member at an OCONUS location at which an accompanied by dependents tour is authorized, the member is authorized to serve that tour, and who is authorized by the appropriate authority to be at the member's PDS.

2. The member is authorized to receive station allowances (COLA and TLA) at the 'with dependent' rate on behalf of a command sponsored dependent as a result of the dependent's residence at/in the member's PDS vicinity.
3. Command sponsorship is not required to receive OHA at the 'with dependent' rate.
4. See **DEPENDENT**.

**DEPENDENT RESTRICTED TOUR (*Uniformed Member Only*)**

1. A tour at any overseas PDS with an established tour that does not permit command sponsored dependents.
2. Also referred to as an unaccompanied hardship overseas tour, or remote tour.
3. Also describes a tour at a PDS at which command sponsored dependents may be authorized, but at which the member is not eligible to serve the accompanied tour. See [DoDI 1315.18, par. E2.1.13](#).

**DESIGNATED PLACE**

A. **UNIFORMED MEMBER**

1. Except as used in Ch 6 (Evacuation Allowances):
  - a. A place in a CONUS/non-foreign OCONUS area;
  - b. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied/dependent restricted tour. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.;
  - c. The OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent-restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, U5222-D1 or U5222-F3;
  - d. The OCONUS place in the old PDS vicinity at which dependents remain under the JFTR, par. U5222-F3, while a member serves a dependent restricted/unaccompanied tour;
  - e. The foreign OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5900, when early return of dependents is authorized. This is limited to the native country of a foreign born spouse for DoD Services and Coast Guard.
2. To receive allowances associated with a designated place move, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependent transportation is authorized at GOV'T expense.
3. For the definition of "designated place" as used in Ch 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.

B. **CIVILIAN EMPLOYEE**. A place designated by the:

1. Commander concerned,
2. Commander's designated representative, or
3. Employee,

for the movement of dependents or HHG when not accompanying the employee.

**DESTINATION RATE** (*Civilian Employee Only*). The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

**DETACHMENT** (*Uniformed Member Only*). A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

**DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES** (*Civilian Employee Only*)

1. The several departments and agencies of the Executive branch of the GOV'T.
2. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. **NOTE: This distinction is necessary with regard to funding for travel and transportation from one department to another.**

**DOMESTIC PARTNER** (*Civilian Employee Only*). An adult in a domestic partnership with an employee of the same sex.

*Effective 28 September 2011*

**DOMESTIC PARTNERSHIP** (*Civilian Employee Only*). A committed relationship between two adults of the same sex, in which they:

1. Are each other's sole domestic partner and intend to remain so indefinitely;
2. Maintain a common residence, and intend to continue to do so (or would maintain a common residence but for an assignment abroad or other employment-related, financial, or similar obstacle);
3. Are at least 18 years of age and mentally competent to consent to contract;
4. Share responsibility for a significant measure of each other's financial obligations;
5. Are not married or joined in a civil union to anyone else;
6. Are not a domestic partner of anyone else;
7. Are not related in a way that, if they were of opposite sex, would prohibit legal marriage in the U.S. jurisdiction in which the domestic partnership was formed;
8. Are willing to certify, if required by the agency, that they understand that willful falsification of any documentation required to establish that an individual is in a domestic partnership may lead to disciplinary action and the recovery of the cost of benefits received related to such falsification, as well as constitute a criminal violation under [18 USC §1001](#), and that the method for securing such certification, if required, must be determined by the agency; and
9. Are willing promptly to disclose, if required by the agency, any dissolution or material change in the status of the domestic partnership.

**NOTE: The definition of 'Domestic partnership' requires that the partners 'share responsibility for a significant measure of each other's financial obligations.' This criterion requires only that there be financial interdependence between the partners and should not be interpreted to exclude partnerships in which one partner stays at home while the other is the primary breadwinner.**

## DUTY STATION

A. **UNIFORMED MEMBER**. For the purpose of 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 an RC;
  - b. Being called to active duty or active duty 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);
  - d. Enlistment or induction into the Service (regular or during emergency);
2. The place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for a member on sea duty, the home port of the ship or mobile unit to which the member is assigned;
3. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to such ship is the new station;
4. The home of a member upon:
  - a. Retirement;
  - b. Transfer to an RC, 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.

B. **CIVILIAN EMPLOYEE**. For the purpose of HHG; and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

**DISCOUNT GOVERNMENT MEAL RATE (GMR)**. The daily rate charged for meals in a GOV'T DINING FACILITY/MESS minus the operating cost. See **GOVERNMENT MEAL RATE** for current rates.

**DISTANCE**. As applicable for the Defense Table of Official Distance:

1. **Shortest**. Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.
2. **Practical**. Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distance.

**EARLY RETURN OF DEPENDENT (Uniformed Member Only)**. Authorized dependent movement from an OCONUS location, requested by the member or directed by the member's command, prior to the issuance of a PCS order.

**EFFECTIVE DATE OF PCS ORDER**

A. **UNIFORMED MEMBER**

1. For a member being separated/retired, the last day of active duty. See below for an RC member being separated.
2. For all others, including an RC member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
3. An IPCOT order effective date is the first day of duty on the new tour. See IPCOT definition.
4. The following are examples of computing an order's effective date:

<b>EXAMPLE 1</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.	
10 June	Authorized and actual reporting date
3 June	Less 7 days travel time actually used
4 June	Add 1 day
4 June	PCS order effective date
<b>EXAMPLE 2</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2,100 miles will be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.	
10 June	Authorized reporting date
9 June	Actual reporting date
8 June	Less 1 day travel time
9 June	Add 1 day
9 June	PCS order effective date
<b>EXAMPLE 3</b>	
A member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time. However, the member runs into inclement weather and is authorized an additional 2 days travel time by the gaining commander.	
10 June	Authorized reporting date
1 June	Less 9 days travel time
2 June	Add 1 day
2 June	PCS order effective date

- B. **CIVILIAN EMPLOYEE**. The date an employee is required to commence travel to comply with a PCS travel order. In determining the effective date, authorized leave/TDY en route required by the travel order is excluded.

**EFFECTIVE DATE OF SEPARATION** (*Civilian Employee Only*). The date an employee is separated from Federal service.

**EFFECTIVE DATE OF TRANSFER OR APPOINTMENT** (*Civilian Employee Only*). The date an employee or new appointee reports for duty at a new or first PDS.

**EMERGENCY TRAVEL** (*Civilian Employee Only*). See **TRAVEL, EMERGENCY**.

**EMPLOYEE.** A civilian individual:

1. Employed by an agency (as defined in APP A), regardless of status or grade;
2. Employed intermittently as an expert or consultant and paid on a daily WAE basis; or
3. Serving without pay or at \$1 a year ([5 USC §5701\(2\)](#)) (also referred to as "invitational traveler" for TDY travel purposes only).

**ESCORT.** An escort:

1. Is a member, employee, or other person who, IAW an order/ITA, accompanies the member/employee between authorized locations, when the member/employee:
  - a. Travel is authorized by competent authority, and
  - b. Is incapable of traveling alone, and
2. May be appointed by the member's/employee's commanding officer/AO.

**EXPEDITED TRANSPORTATION MODE.** A common carrier operated transportation service for the accelerated or protected movement of HHG between specified points.

**EXTENDED STORAGE.** See **NON-TEMPORARY STORAGE**.

**FAMILY.** See **DEPENDENT**.

**FEDERAL TRAVEL REGULATION.** Regulation contained in [Title 41 of the Code of Federal Regulations \(CFR\), Chapters 300 through 304](#), that implements statutory requirements and Executive branch policies for Federal civilian employee travel and others authorized to travel in the manner of civilian employees at GOV'T expense.

**FIELD DUTY.** All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. The individual is provided meals in a GOV'T DINING FACILITY/MESS or with an organization drawing field rations, and is provided GOV'T QTRS or is quartered in accommodations normally associated with field exercises. Everything ordinarily covered by per diem is furnished without charge, except that a member is required to pay for rations at the discounted meal rate (basic meal rate)., or
2. Students are participating in survival training, forage for subsistence, and improvise shelter.

An individual furnished subsistence obtained by contract is performing field duty when so declared by a competent official.

**FIRST CLASS.** See **ACCOMMODATIONS**.

**FOREIGN AIR CARRIER.** An air carrier that does not hold a certificate issued by the U.S. under [49 USC §41102](#).

**FOREIGN AREA AND FOREIGN COUNTRY.** Any area or country outside the 50 States, District of Columbia, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

**FOREIGN-BORN DEPENDENT** (*Uniformed Member Only*). A dependent born in a foreign country, including a foreign national and a dependent who becomes a naturalized U.S. citizen; also, children of a foreign born dependent spouse.

**FOREIGN SERVICE OF THE UNITED STATES** (*Civilian Employee Only*). The Foreign Service as constituted under the Foreign Service Act of 1980 ([P. L. 96-465](#)).

**FORMER CANAL ZONE AREA.** Areas and INSTALLATIONS in the Republic of Panama made available to the U.S. under the [Panama Canal Treaty of 1977](#) and related agreements as described in section 3(a) of the [Panama Canal Act of 1979](#).

**FUND-APPROVING OFFICIAL** (*Civilian Employee Only*). One who provides the accounting data for authorized/approved travel orders or order amendments.

**FUNDING ACTIVITY** (*Civilian Employee Only*). The command or organization whose funds pay for the travel.

#### **GEOGRAPHICAL LOCALITY**

1. The contiguous political area of a single country or a related island group in the same region.
2. Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the U.S., CONUS is a single geographical locality, but the states of HI and AK and each U.S. territory or possession, are separate geographical localities.
3. When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

**GOVERNMENT (GOV'T).** The GOV'T of the U.S. and the Government of the District of Columbia.

**GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS).** A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the GOV'T.

**GOVERNMENT AIRCRAFT.** Any aircraft owned, leased, chartered or rented and operated by an executive agency.

**GOVERNMENT CONTRACT RENTAL AUTOMOBILE.** An automobile obtained for short term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

**GOVERNMENT CONTROLLED QUARTERS.** QTRS (other than GOV'T QTRS or privatized housing) under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased QTRS for which the GOV'T controls occupancy).

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**GOVERNMENT CONVEYANCE**

A. Includes:

1. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for GOV'T use.
2. Aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

B. Does not Include:

1. A GOV'T owned ship totally leased for commercial operation, or
2. A rental vehicle, for personally procured moves, (JFTR, par. U5320-D). See [52 Comp. Gen. 936 \(1973\)](#))

**GOVERNMENT DINING FACILITY/MESS.** A generic term used in lieu of GOV'T dining facility, GOV'T mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used ("GOV'T dining facility/mess available" APP O, par. T4040-a9b) by/made available to the member, or used by the employee, includes:

1. A general or Service organizational mess, including messing facilities of a state owned National Guard Camp. A dining facility/mess established and operated primarily for enlisted members is not included unless the mess is used by/made available to officers, or used by employees;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the GOV'T on military aircraft.

***NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a GOV'T DINING FACILITY/MESS.***

**GOVERNMENT FURNISHED AUTOMOBILE.** An automobile (or "light truck," as defined in [41 CFR 101-38](#) including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the GOV'T for 60 or more days from a commercial firm.

**GOVERNMENT FURNISHED VEHICLE.** A GOV'T furnished automobile or a GOV'T aircraft.

**GOVERNMENT MEAL RATE (GMR)**

A. Discount GMR. The discount GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS minus the operating cost.
2. \$10.15/day.

B. Standard GMR. The standard GMR is:

1. The daily rate provided in lieu of meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. \$11.85/day.

C. Effective Date(s). The discount and standard GOV'T meal rates above are effective from 1 January 2014 to 31 December 2014.

**GOVERNMENT MESS.** See **GOVERNMENT DINING FACILITY/MESS**.

**GOVERNMENT PROCURED TRANSPORTATION.** Transportation obtained directly from a commercial carrier with a document issued by an appropriate GOV'T official.

**GOVERNMENT QUARTERS (GOV'T QTRS)**

***NOTE:** Privatized housing, of any style or type and in any location, is not GOV'T QTRS. See par. U10010-C for an exception as part of a Navy test.*

A. GOV'T QTRS. The following are GOV'T QTRS:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the GOV'T;
2. Lodging or other QTRS obtained by GOV'T contract;
3. QTRS in a state owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in APP A;
6. Lodging facilities (other than privatized housing) on a **U.S. INSTALLATION** if the lodging facilities are owned and operated by a private sector entity and the use of these lodging facilities is directed by Service regulations;
7. Family type housing owned or leased by the GOV'T whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor QTRS, visiting officers' QTRS, or similar QTRS facilities located at a military activity, QTRS aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DoD Services. Adequacy standards for DoD Services are prescribed by the Office, SECDEF in [DoD 4165.63-M, DoD Housing Management \(http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf\)](http://www.dtic.mil/whs/directives/corres/pdf/416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DoD Services. Service regulations.

**GOVERNMENT SPONSORED CONTRACTOR ISSUED TRAVEL CHARGE CARD.** See **GOVERNMENT TRAVEL CHARGE CARD (GTCC)**.

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the GOV'T for transportation on land, water, or in the air. See **GOVERNMENT CONVEYANCE**.

**GOVERNMENT (TRANSPORTATION) CONSTRUCTED COST (GCC).** The 'Best Value' cost the GOV'T would have paid for GOV'T procured HHG transportation.

**GOVERNMENT TRANSPORTATION REQUEST (GTR)**

1. A GTR is a Standard Form 1169.
2. A GTR is an accountable GOV'T document used to procure common carrier transportation services.
3. A GTR obligates the GOV'T to pay for transportation services provided.
4. A GTR may be issued and used only for official travel. A GTR must not be issued or used for personal travel regardless of the reason, even on a reimbursable basis.
5. See **TRANSPORTATION REQUEST**.

**GOVERNMENT TRAVEL CHARGE CARD (GTCC).** A charge card used by authorized individuals to pay for official travel and transportation related expenses for which the card contractor bills the GOV'T (CBA) or individual (IBA).

A. Centrally Billed Account (CBA). One of two types of GTCC accounts. CBAs are issued to the GOV'T and the GOV'T retains liability for CBAs.

B. Individually Billed Account (IBA). One of two types of GTCC accounts. Individual travelers are issued IBA cards, and the traveler has liability for the use and payment of the account. *This term does not apply to personal (non-GOV'T) credit card not issued under the GTCC program.*

**GROUP MOVEMENT**

1. A movement of 2 or more official travelers traveling as a group, under the same order (either PCS or TDY) for which transportation is GOV'T owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order.
2. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

**HELPING VERB FORMS.** The following usages apply:

HELPING VERB	DEGREE OF RESTRICTION
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**HIGHEST CONUS M&IE RATE.** Effective for travel by car ferry on/after 1 October 2009: \$71.

**HOME OF RECORD (HOR) (*Uniformed Member Only*)**

A. General. The place recorded as the individual's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

B. Break in Service. The place recorded as the individual's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

C. Bona Fide Error. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the member's actual home upon entering the Service, and not a different place selected for the member's convenience.

D. Erroneous Designation of a Duty Station. An officer, who received a commission/warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place at which then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

**HOME OF SELECTION (HOS) (*Uniformed Member Only*)**. The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions of JFTR, par. U5130-A1.

**HOUSEHOLD GOODS (HHG)**

A. **UNIFORMED MEMBER**

1. General. Items associated with the home and all personal effects belonging to a member and dependents on the member's order effective date that legally may be accepted and transported by an authorized commercial transporter.

2. Weight Additive. See JFTR, par. U5310-E for an article involving a weight additive.

3. HHG Acquired after the Order Effective Date. HHG acquired after the order effective date but before entering an IPCOT may be shipped when JFTR, par. U5370-I1b or U5370-I2 applies.

4. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the origin inventory as PBP&E.;

- b. Spare POV parts, (e.g., car engine/transmission) NTE the member's administrative HHG weight allowance and a pickup tailgate when removed;
- c. Integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
- d. Consumable goods for a member ordered to locations listed in APP F;
- e. A vehicle other than a POV (such as a motorcycle, moped, hang glider, golf cart or snowmobile (and/or the associated trailer));
- f. A boat or personal watercraft (e.g., a jet ski) 14 or more feet (and/or the associated trailer);
- g. Ultralight vehicles (defined in [14 CFR §103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if un-powered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
- h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable); and
- i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

5. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (JFTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Articles that otherwise would qualify as HHG but are acquired after the PCS order effective date, except:
  - (1) Bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the U.S. for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process ([43 Comp. Gen. 514 \(1964\)](#)); or
  - (2) Replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS ([68 Comp. Gen. 143 \(1988\)](#));
- e. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- f. HHG for resale, disposal or commercial use;
- g. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

6. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

B. **CIVILIAN EMPLOYEE** ([FTR, §300-3.1](#))

1. **General.** Items (except those listed in 4 and 5) associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer/appointment that legally may be accepted and transported by a commercial HHG carrier.
2. **Weight Additive.** See JTR, par. C5154-E for an article involving a weight additive.
3. HHG also include:
  - a. PBP&E needed and not needed for the performance of official duties at the next or a later destination. PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (JTR, par. C5154-C1) and therefore must be weighed separately and identified on the origin inventory as PBP&E.;
  - b. Spare parts for a POV, including automobile engine/transmission ([GSBCA 14680-RELO, 17 September 1998](#)), and a pickup tailgate when removed;
  - c. Integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), CD players, GPS systems, and miscellaneous associated hardware);
  - d. Consumable goods for employees with PCS travel order to locations listed in APP F;
  - e. A vehicle other than POVs (such as a motorcycle, moped, hang glider, golf cart, jet ski and snowmobile (and/or the associated trailer) of reasonable size, that can fit into a moving van);
  - f. A boat (and/or their associated trailer) of reasonable size that can fit into a moving van (e.g., canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard/inboard motorboat);
  - g. Ultralight vehicles (defined in [14 CFR Sec 103](#) as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).;
  - h. A utility trailer, with or without a tilt bed, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no

higher than 28 inches (unless detachable) and ramp/gate for the utility trailer no higher than 4 feet (unless detachable).; and

i. GOV'T or military owned accountable Organizational Clothing and Individual Clothing (OC&IE) property issued to the employee or member by the Agency/Service for official use.

4. HHG *do not* include:

- a. Personal baggage when carried free on commercial transportation or UB ICW long term TDY;
- b. Automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (See JTR, Ch 5, Part E for POV shipment);
- c. Live animals including birds, fish and reptiles;
- d. Cordwood and building materials ([B-133751, 1 November 1957](#) and [B-180439, 13 September 1974](#));
- e. HHG for resale, disposal or commercial use;
- f. Privately owned live ammunition ([B-130583, 8 May 1957](#));
- g. Boats (other than those in 3f above); and
- h. Hazardous articles including explosives, flammable and corrosive materials, poisons, propane gas tanks. [DTR 4500.9-R, Part IV](#), for examples of hazardous materials.

5. Law or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include articles:

- a. Liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
- b. That cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls);
- c. That are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless;
  - (1) Transportation is not more than 150 miles and/or delivery is accomplished within 24 hours from the time of loading,
  - (2) No storage is required, and
  - (3) No preliminary or en route services (e.g., watering or other preservative method) are required of the carrier.

**HOUSEHOLD GOODS TRANSPORTATION.** See **TRANSPORTATION, HHG.**

**HOUSEHOLD GOODS WEIGHT ADDITIVE**

- 1. A weight added to the HHG shipment net weight to compensate for the excessive van space used by the item.
- 2. The item must be stated in the HHG tariff as qualifying for a weight additive before a charge can be assessed.

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

**HOUSE-HUNTING TRIP (HHT)** (*Civilian Employee Only*). Round trip travel between the old and new PDSs to seek a permanent residence.

***NOTE:*** *A domestic partner is not a spouse and cannot be authorized a HHT.*

**IMMEDIATE FAMILY** (*Civilian Employee Only*). See **DEPENDENT/IMMEDIATE FAMILY**.

**INCIDENTAL EXPENSES**. See **PER DIEM**.

**INTERVIEWEE** (*Civilian Employee Only*). An individual who is being considered for employment by an agency. The individual may currently be a GOV'T employee.

**INACTIVE DUTY TRAINING** (*Uniformed Member Only*)

1. Inactive duty that is:
  - a. Duty prescribed for an RC member by the Secretary Concerned, or
  - b. Special additional duty authorized for an RC member by an authority designated by the Secretary Concerned and performed by them on a voluntary basis ICW prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in 1a above, when performed by a National Guard member, including:
  - a. Unit training assemblies;
  - b. Training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

***NOTE 1:*** *This term does not include work or study for a correspondence course of a uniformed service.*

***NOTE 2:*** *For pay purposes, inactive duty training must be performed under an order, cover a specific assignment, and have a prescribed time limit.*

**INDIVIDUALLY BILLED ACCOUNT (IBA)**. See **GOVERNMENT TRAVEL CHARGE CARD**

**INVITATIONAL TRAVEL**. See **TRAVEL, INVITATIONAL**.

**ITINERARY, VARIATION IN**. A change in routing of travel or points of TDY ICW official business, justified by the mission nature and requirements.

**INITIAL ACTIVE DUTY TRAINING** (*Uniformed Member Only*). The initial active duty training of a non-prior service enlistee that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) (*Uniformed Member Only*)**

1. A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS.
2. An IPCOT order effective date is the first day of duty on the new tour.
3. No PCS movement is involved for a service member.
4. Dependents and HHG can be transported at GOV'T expense to the member's current PDS if the member's new tour is the accompanied tour length.
5. Curtailment of the initial overseas tour is not authorized ([DoDI 1315.18](#)).
6. For USCG, See Service issuances.

**KEY BILLET (*Uniformed Member Only*) ([DoDI 1315.18, paras. E2.1.30 and E3.2](#))**

1. An OCONUS position (officers/warrant officers only) of extremely unusual responsibility for which it has been determined the incumbent's continued presence is absolutely essential to the activity/unit mission or to the U.S. presence in that area.
2. Approval authority for key billet designation is:
  - a. Joint Chiefs of Staff, PDUSD(P&R), or
  - b. The Secretary Concerned.
3. Designation of a key billet requires the incumbent to serve a 24-month tour whether accompanied or unaccompanied.

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

**LIGHT REFRESHMENTS.** Assorted food and drink for morning, afternoon, or evening breaks excluding alcoholic beverages and including: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

**LOCALITY PER DIEM RATES.** Maximum per diem rates prescribed for specific localities. For current per diem rates, see the [Defense Travel Management Office website](#).

**LODGING IN KIND (*Uniformed Member Only*).** Lodging provided by the GOV'T without cost to the member.

**'LODGING PLUS' COMPUTATION METHOD.** The per diem allowances computation method for official travel. The per diem allowance for each travel day is established on the basis of the actual amount paid for lodging, NTE a ceiling number, plus an allowance for meals and incidental expenses (M&IE), NTE the applicable maximum per diem rate for the TDY location concerned.

**MEMBER, UNIFORMED SERVICES**

1. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a Uniformed Services retiree.
2. "Retiree" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.

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## MILEAGE ALLOWANCE

### A. Local and TDY Travel

1. A rate per mile in lieu of reimbursement of actual POC operating expenses.
2. For current rates, see JFTR, par. U2600 and JTR, par. C2600.

### B. PCS Travel, First Duty Station Travel, HHT, and Separation Travel (See **MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**)

1. A rate per mile for authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances.
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

## MISCELLANEOUS CHARGE ORDER (MCO)

A coupon used as a general purpose voucher for services ICW official travel. An MCO may be used only when authorized by the AO in advance of travel.

**MISSING STATUS.** The absence status of a member/an employee who officially is 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 a 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 (JFTR, par. U3045 and JTR, par. C3045),
2. GOV'T-procured commercial transportation,
3. GOV'T transportation.

## MOBILE HOME

1. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed.
2. Examples of mobile homes are a:
  - a. house trailer,
  - b. privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
  - c. boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).

3. HHG and PBP&E contained in the mobile home and owned/intended for use by the member/employee or the member's/employee's dependents are part of the mobile home.

**MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT)**

1. A rate per mile for the authorized POC use during official PCS travel.
2. The total amount depends on the official distance for which the rate per mile may be paid under the circumstances (as determined IAW this regulation).
3. See JFTR, par. U2605 and JTR, par. C2605 for the current rate.

**MULTIPLE OCCUPANCY DWELLING.** A duplex, triplex or other type of dwelling that is designed to provide separate living QTRS for more than one household. The units within the dwellings ordinarily have separate addresses and separate entrances.

**NON-COMMAND SPONSORED DEPENDENT (*Uniformed Member Only*).** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NON-FOREIGN OCONUS AREA.** The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

**NON-TEMPORARY STORAGE (NTS).** Long-term HHG storage in lieu of transportation. Also referred to as Extended Storage. See JFTR, par. U5380, and JTR, par. C5195.

**OCONUS**

- A. Locations outside the continental U.S. (CONUS).
- B. **Civilian Employee Only.** For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**OCONUS LOCALITY PER DIEM RATES.** For current per diem rates, see the [Defense Travel Management Office website](#).

**OFFICIAL STATION.** See **PERMANENT DUTY STATION**.

**OFFICER (*Uniformed Member Only*).** 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.

**OPEN MESS.** A non-appropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

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**ORDER**

A. General. An order:

1. Is a written instrument issued/approved by person(s) to whom authority has been delegated directing, authorizing, approving a traveler, or group of travelers, to travel,
2. Provides the traveler information regarding what expenses will be paid,
3. Provides the CTO documentation for use of travel contracts and similar arrangements with transportation and lodging providers, and
4. Supplies financial information necessary for budgetary planning and, identifies purpose(s) of travel.

B. Types of Order

1. Blanket Order. An order issued to a traveler who regularly and frequently makes trips away from the PDS within specific geographical limits for a specific time period within a fiscal year in performance of regularly assigned duties. A blanket order is unavailable in DTS, and its use is restricted to economy/coach travel and/or the established locality per diem rate requiring an amendment for each trip involving the use of other than economy/coach transportation and/or an AEA. *The Coast Guard allows AEA on a blanket order.*

a. Unlimited Open. Allows the traveler to travel anywhere on official business without further authority for a specified period of time within a fiscal year.

b. Limited Open. Allows the traveler to travel on official business without further authority 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 within a fiscal year.

c. Repeat. Allows the traveler to travel on official business without further authority to a specific destination for a specified period of time within a fiscal year.

2. Trip-by-trip. Allows the traveler or group of travelers to take one or more specific official business trips, which must include specific purpose, itinerary, and estimated costs. The following types of travel *must* be authorized on a trip-by-trip basis:

- a. Other than economy/coach transportation;
- b. AEA travel (except the Coast Guard);
- c. Conference travel;
- d. Foreign travel;
- e. Travel funded from a non-federal source (donated travel);
- f. Training-related travel; and,
- g. Travel by volunteers (invitational travel).

**ORDER-ISSUING/AUTHENTICATING OFFICIAL.** See AO.

**ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OC&IE).** OC&IE is accountable or issue-in-kind property owned or purchased by the GOV'T/uniformed service which must be returned IAW Service/Agency regulations to the Service/Agency upon mission completion or (in the case of a member) release from active duty (discharge, separation, or retirement). OC&IE per Agency/Service regulations is PBP&E when shipped as HHG.

**OVERSEAS.** See OCONUS.

**PER DIEM ALLOWANCE**

A. General. The per diem allowance (subsistence allowance):

1. Is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses;
2. Is separate from transportation expenses and other reimbursable expenses (APP G); and
3. Does not include transportation and other miscellaneous travel expenses.

B. Expenses. The per diem allowance covers all charges, including tax (except lodging tax in the U.S., and non-foreign OCONUS locations).

C. Lodging

1. Expenses Authorized. Overnight sleeping facilities, (including GOV'T QTRS), baths, personal use of the room during daytime, telephone access fees, service charges for fans, air conditioners, heaters, and fireplaces furnished in rooms when not included in the room rate; and lodging tax in a foreign OCONUS area.
2. Expenses Not Authorized. Lodging does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard a common carrier is a transportation cost and is not covered by per diem.

D. Lodging Tax

1. CONUS/Non-Foreign OCONUS Areas. Lodging tax in CONUS/Non-Foreign OCONUS areas:
  - a. Is *not* covered in the locality per diem lodging ceiling, but
  - b. Is a reimbursable expense (APP G), except when 'MALT-Plus' per diem for POC travel is paid.
2. Foreign OCONUS Areas. Lodging tax in foreign OCONUS areas is included in the locality per diem lodging ceiling and is not a reimbursable expense.

E. Meals. The per diem allowance:

1. Covers expenses for breakfast, lunch, dinner, and related taxes and tips; but
2. *Does not cover expenses incurred for alcoholic beverages, entertainment, or other persons.*

F. Incidental Expenses. Incidental expenses include:

1. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards/stewardesses, and others on ships, and hotel servants in foreign countries.
  - a. **UNIFORMED MEMBER.** See APP G for reimbursement of fees and tips incurred at transportation terminals.);

- b. **CIVILIAN EMPLOYEE**. See JTR, par. C7460-item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.;
2. Transportation (i.e., bus, subway) between places of lodging or duty/business and places at which meals are taken, if suitable meals cannot be obtained at the TDY site. If the AO determines that suitable meals cannot be obtained at the TDY location and reimbursement in the IE for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under JFTR, par. U2810-C and JTR, par. C2810-C.;
3. Laundry/dry cleaning, and/or pressing of clothing when travel is to an OCONUS location;
4. Potable water and ice ([28 Comp. Gen. 627 \(1949\)](#));
5. Tax and service charges (other than vendor surcharges for using a credit card) for any of the expenses listed in item F.; and
6. Any other necessary expenses related to lodging that are listed in the room account.

***NOTE: Incidental expenses do not include any products or services purchased/used for personal hygiene (e.g., barbers, hairdressers, toothpaste, haircuts, razors, blow dryers, manicurists, masseurs or other similar items or services) that would ordinarily be purchased on a recurring basis at the PDS.***

G. Laundry

1. CONUS Locations. The cost of laundry/dry cleaning and/or pressing of clothing (during and not before or after travel) is a reimbursable expense (APP G), in addition to per diem/AEA, when travel requires at least:
  - a. 7 consecutive nights for a **UNIFORMED MEMBER**, and up to an average of \$2/day; or
  - b. 4 consecutive nights for a **CIVILIAN EMPLOYEE**.
2. OCONUS Locations. The cost incurred during TDY travel for laundry/dry cleaning and/or pressing of clothing is **not a reimbursable expense** for OCONUS travel and is part of the IE included in the OCONUS per diem/AEA.

**PER DIEM, REDUCED.** See **REDUCED PER DIEM**.

**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE (PDTATAC)**

- A. General. PDTATAC is chartered by the Uniformed Services and operates under DoD policy guidance. Its members are a Deputy Assistant Secretary from each of the military departments, the Director of the National Oceanic and Atmospheric Administration Corps (NOAA Corps), the Director of Personnel Management of the Coast Guard (USCG), and the Assistant Secretary for Health of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (Military Personnel Policy (MPP)). PDTATAC publishes these regulations.
- B. Purpose. PDTATAC's purpose is to ensure that uniform travel and transportation regulations are issued pursuant to [Title 37, USC](#), other applicable laws, Executive Orders and decisions of the Comptroller General of the U.S. and the Department of Defense Office of Hearings and Appeals (DOHA), for members of the seven Uniformed Services. ICW DoD civilian employees, the Committee's primary purpose is to issue uniform regulations implementing the [Federal Travel Regulation \(FTR\)](#), statutory requirements, Executive orders, and decisions of the [Comptroller General of the U.S.](#) and of the [General Services Administration Board of Contract Appeals \(GSBCA\)](#) or [Civilian Board of Contract Appeals \(CBCA\)](#). PDTATAC Charter 20 April 1988; LAW 37 USC §§ 411 and 1001; DoDD 5154.29, 9 March 1993.

**PERMANENT CHANGE OF STATION (PCS)**

A. General (**UNIFORMED MEMBER AND CIVILIAN EMPLOYEE**). The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

B. **UNIFORMED MEMBER ONLY**. For a Uniformed member this includes:

1. (for DLA payment), Relocation of a household due to military necessity or GOV'T convenience within the corporate limits of the same city or town ICW a transfer between activities;
2. A change in the home port of a ship or mobile unit or of the permanent duty station of a shore based 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 an RC;
  - b. Call to active duty for 20 or more weeks or call to active duty for training (JFTR, par. U2240 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**.

A. **UNIFORMED MEMBER**

1. General. The post of duty/official station of a member or invitational traveler, including a ship (for the purpose of personal travel and transportation of the member's UB located on board the ship). The home port 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 and OHA.

2. Geographic Limits. The PDS geographic limits are:

- a. For a member. 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 other established area, including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries, within which the designated post of duty is located. *When a reservation,*

*station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one for PDS purposes. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

b. For an invitational traveler:

(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 official station limits are the reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft Dix) having definite boundaries in which the home or principal place of business is located. ***When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.***

3. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

4. When a member is ordered to attend a course (or courses) of instruction at a school or facility the scheduled duration of which is 140 or more days (20 or more weeks), the school or facility location is the PDS regardless of the order's terms, except when the course is authorized as TDY under JFTR, par. U2240. See JFTR, par. U2240 for examples of scheduled duration and extensions.

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

a. The home of a member at the time of:

(1) Appointment to regular Service from civilian life or from an RC;

(2) Being called to active duty (including for training) for 20 or more weeks;

(3) Being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);

(4) Enlistment or induction into the Service (regular or during emergency); or

(5) Temporary disability retirement.

b. 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 a member assigned to a ship or ship-based staff, it is the home port of the ship or ship-based staff to which the member is assigned (except as noted in the basic definition);

c. The place at which a ship is being built or being fitted out is a shore duty station until the commissioning date, at which time the home port assigned to the ship is the new station;

d. The member's home upon:

(1) Retirement;

- (2) Transfer to an RC, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- (3) Release from active duty;
- (4) Discharge, resignation, or separation, all under honorable conditions; or
- (5) Temporary disability retirement.

B. **CIVILIAN EMPLOYEE**. The employee/invitational traveler's permanent work assignment location. For the purpose of determining PCS travel allowances, a PDS is the building or other place (base, military post, or activity) where an employee regularly reports for duty. With respect to authority under JTR relating to the residence and the HHG and an employee's personal effects, PDS also means the residence or other QTRS from (to) which the employee regularly commutes to (and from) work, except where the PDS is in a remote area where adequate family housing is not available within reasonable daily commuting distance. In the latter situation, residence includes the dwelling where the employee's dependents reside or are to reside, but only if such residence reasonably relates to the PDS as determined by the appropriate travel-approving/directing official. For purposes other than PCS travel allowances, a PDS is defined as:

1. For an employee:

- a. The corporate limits of the city or town in which stationed, or;
- b. If not stationed in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft Dix*)) having definite boundaries in which the employee is stationed. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft. Campbell is in TN and KY), it is not in either one. The PDS limits are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

2. For an invitational traveler:

- a. The corporate limits of the city or town in which the home or principal place of business is located, or
- b. If not in an incorporated city or town, the official station limits are the reservation, station, or other established area (including established large reservation subdivisions (*e.g., McGuire AFB and Ft. Dix*)) having definite boundaries in which the home or principal place of business is located. *When a reservation, station, other established area or established large reservation subdivision (e.g., McGuire AFB and Ft. Dix) falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, HI) or crosses recognized borders (e.g., Ft Campbell is in TN and KY), it is not in either one. The limits of the PDS are then solely the limits of the reservation, station, other established area or established large reservation subdivision.*

3. Arlington County, VA. Arlington County, VA, is a PDS. The Pentagon and other GOV'T activities are located in Arlington, VA – even though they have Washington, DC, mailing addresses ([52 Comp. Gen. 751 \(1973\)](#)). There are seven Districts on the Island of Oahu, HI. Each of those seven Districts is a separate and unique PDS. ([19 Comp. Gen. 602 \(1939\)](#) and [42 Comp. Gen. 460 \(1963\)](#)).

#### PERMANENT DUTY TRAVEL (PDT)

A. **UNIFORMED MEMBER**. PCS and COT/IPCOT travel.

B. **CIVILIAN EMPLOYEE**. First duty station travel for a newly recruited employee/appointee, RAT, PCS travel, and separation travel. See JTR, Ch 5, Part A.

**PLACE FROM WHICH CALLED/ORDERED TO ACTIVE DUTY (PLEAD)**

1. The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of an RC member 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 an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is 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 **at which** the member attains a military status or **at which** 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.

**POLICY-CONSTRUCTED AIRFARE.** The least expensive, unrestricted economy/coach airfare. If the policy-constructed airfare turns out to be, or to include, a city-pair airfare, and if there are both a 'YCA' and a '-CA' airfare, the 'YCA' airfare is used. A capacity-controlled city-pair airfare (-CA airfare) is not included when creating a policy-constructed airfare for comparison purposes.

**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 provides instructions relevant to the transportation arrangements.

**PORT OF DEBARKATION (POD)**

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

**PORT OF EMBARKATION (POE)**

1. Air Travel: the airport at which the traveler boards an international/transoceanic flight.
2. Ship Travel: 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.** PDS An OCONUS PDS.

**POV, SPARE PARTS.** Extra tires, wheels, tire chains, tools, battery chargers, accessories, car transmission/engine (GSBCA 14680-RELO, 17 September 1998), and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (e.g., extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, emergency, or convenience purpose (e.g., special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes).

**UNIFORMED MEMBER ONLY:**

1. POV spare parts must not exceed the member's administrative HHG weight allowance.
2. Storage of a car engine/transmission is the member's responsibility (both in terms of facilities and cost) except when JFTR, par. U5380-G applies if engine/transmission storage is required after HHG delivery to the OCONUS residence, when no GOV'T storage facility is available or an available GOV'T storage facility cannot accommodate car engine/transmission (e.g. does not fit or does not meet environmental requirements).

**PREMIUM CLASS (OTHER THAN ECONOMY/COACH).** See **ACCOMMODATIONS**.

**PRIMARY RESIDENCE/HOME OF RESERVE COMPONENT (RC) MEMBER**

1. An RC member ordered to active duty, and the active duty order is not a PCS, the primary residence/home is the dwelling (i.e., house, townhouse, apartment, condominium, mobile home, houseboat, vessel, etc.) at which the RC member resides and from which the RC member commuted to work before being ordered to active duty.
2. An RC member can have only one primary residence/home at any given time.
3. If the RC member relocates the primary residence/home during the active duty order period, and upon termination of the order is issued a new active duty order, the allowances under the new order are based on the new primary residence/home on the first active duty day.
4. The primary residence/home can only change if there is a break of active duty/service exceeding one full day.

***NOTE:*** *The primary Residence/Home can only change if there is a break of active duty/service exceeding one full day.*

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

1. Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place, other than a GOV'T conveyance or common carrier.
2. Included is a conveyance loaned for a charge to, or rented at personal expense by, the member/employee for transportation on PCS or TDY when such rental conveyance has not been authorized/approved as a Special Conveyance IAW JFTR & JTR, pars. U3320-F/C3320-F.
3. A common carrier, or a conveyance owned by the GOV'T, is not a POC.
4. See **TRANSPORTATION**.

### PRIVATELY OWNED (MOTOR) VEHICLE (POV)

A. General. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member/employee, or the member/employee's dependent for the primary purpose of providing personal transportation that:

1. Is self-propelled;
2. Is licensed to travel on the public highways;
3. Is designed to carry passengers or HHG; and
4. Has four or more wheels.

#### B. Motorcycle or Moped

1. **UNIFORMED MEMBER**. At the member's option, a motorcycle or moped may be considered a POV if the member does not ship a vehicle with four or more wheels on the same order.
2. **CIVILIAN EMPLOYEE**
  - a. CONUS. The employee may designate a motorcycle or moped as a POV (rather than as HHG) if the employer determines it is more advantageous and cost effective to the GOV'T to transport POV(s) than to drive to the new PDS.
  - b. OCONUS. A motorcycle or moped may be shipped as the POV (rather than as HHG) on the same order.

C. Leased Vehicle. The member/employee 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, as well as requirements for POV entry into any location, are the employee's responsibility.

### PRIVATIZED HOUSING

1. Housing units on or near a military facility in the U.S. and/or its territories and possessions that are acquired/constructed by private persons, under the authority of [10 USC §§2871-2885](#).
2. Privatized housing *is not*:
  - a. GOV'T QTRS,
  - b. GOV'T-controlled QTRS, nor
  - c. Private sector housing.

**PROCEED TIME (UNIFORMED MEMBER ONLY)**. A form of "administrative absence" (DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. (a-e), which is authorized for members in certain PCS circumstances, as outlined in the referenced DoDI.

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**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)**

A. General. PBP&E is also referred to as PRO or PRO-Gear.

\*B. Member or Employee

\*1. General. PBP&E includes HHG in a member's/employee's possession needed for the performance of official duties at the next or a later PDS ([B-171877.03, 15 December 1976](#), [B-196994, 9 May 1980](#), and [B-251563, 14 June 1993](#)).

\*2. The following items are PBP&E:

\*a. Reference material not ordinarily available at the next PDS;

\*b. Instruments, tools, and equipment peculiar to technicians, mechanics, medical professionals, musicians and members of the professions;

\*c. 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;

\*d. Communication equipment used by a DoD civilian employee or DoD member in association with the MARS ([DoDI 4650.02](#));

\*e. Individually owned or specially issued field clothing and equipment; and

\*f. GOV'T or uniformed service-owned accountable organizational clothing and individual clothing (OC&IE) property issued to the employee or member by the Service/DoD COMPONENT for official use.

\*C. Exclusions. Excluded from PBP&E are:

1. Commercial products for sale/resale used in conducting business,

2. Sports equipment,

3. Office furniture,

4. Household furniture,

5. Shop fixtures,

6. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),

\*7. Personal computer equipment and peripheral devices,

\*8. Memorabilia including awards, plaques or other objects presented for past performance,

\*9. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,

\*10. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.

\*D. Member's Dependent Spouse

1. General

\*a. *This weight allowance is not applicable to a civilian employee's dependent spouse.*

b. PBP&E includes HHG in a spouse's possession needed for the spouse's employment or community support activities at the next or a later destination.

2. The following items are PBP&E:

a. Reference material,

\*b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions, and

c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing.

**PROPORTIONAL MEAL RATE (PMR).** The average of the standard [GOV'T meal rate](#) and the meals portion of the applicable [M&IE rate](#), rounded up to the nearest dollar.

**PUBLIC TRANSIT SYSTEM.** A form of commercial transportation (e.g., air, rail, bus, ship, etc.) used between authorized locations in the performance of official travel.

**REDUCED PER DIEM.** A per diem rate, lower than locality per diem, that is authorized by an agency when there are known reductions in lodging and meal costs that can be determined in advance.

**RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

**RENEWAL AGREEMENT TRAVEL (RAT) (CIVILIAN EMPLOYEE ONLY)**

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

2. See JTR, Ch 5, Part K, for eligibility and limitations.

3. See **PERMANENT DUTY TRAVEL**.

**REPEAT ORDER (UNIFORMED MEMBER ONLY).** See **ORDER**.

**RESERVE COMPONENT (RC).** The:

1. Army National Guard of the U.S.;

2. Army Reserve;

3. Naval Reserve;

4. Marine Corps Reserve;

5. Air National Guard of the U.S.;

6. Air Force Reserve;
7. Coast Guard Reserve; and
8. Reserve Corps of the Public Health Service.

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

**SECRETARIAL PROCESS**

A. **UNIFORMED MEMBER.** Action by the PDTATAC Principal member or a subordinate level specified by the Principal. The Secretarial Process is (or the Processes are) in administrative and/or procedural issuances issued under JFTR, par. U1015-C.

B. **CIVILIAN EMPLOYEE**

1. Action by the PDTATAC Principal member, the Principal member's designated representative, or:
  - a. Secretary of a Military Department,
  - b. Director of a Defense Component,
  - c. Director, Administration & Management for:
    - (1) Office of the Secretary of Defense,
    - (2) Washington Headquarters Services,
    - (3) Organization of the Joint Chiefs of Staff,
    - (4) Uniformed Services University of the Health Sciences,
    - (5) U.S. Court of Military Appeals, and
  - d. Designated representative for any of the above.
2. The Secretarial Process(es) is/are in administrative and/or procedural issuances issued under JTR, par. C1015.

**SECRETARY CONCERNED**

A. As defined in [37 USC §101\(5\)](#), the Secretary of:

1. The Army, with respect to matters concerning the Army;
2. 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 Air Force, with respect to matters concerning the Air Force;
4. Homeland Security, with respect to matters concerning the Coast Guard when it is not operating as a Service in the Navy;
5. Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
6. Health and Human Services, with respect to matters concerning the Public Health Service.

B. When this term is used in the JFTR/JTR, the Secretary Concerned may authorize action by the PDTATAC Principal, without further delegation.

**SEPARATE DEPARTMENT (CIVILIAN EMPLOYEE ONLY)**. See Different/Separate Departments and Agencies.

**SEPARATED FROM THE SERVICE (UNIFORMED MEMBER ONLY)**. 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.

**SEPARATION TRAVEL (CIVILIAN EMPLOYEE ONLY)**. See **PERMANENT DUTY TRAVEL**.

**SERVICE CHARGE FOR USE OF GOVERNMENT QUARTERS (UNIFORMED MEMBER ONLY)**. Cost of maid service and fee for electricity.

**SERVICES**. See **UNIFORMED SERVICES**.

#### SHORT DISTANCE MOVE

##### A. **UNIFORMED MEMBER**

1. A move:

- a. Involving HHG drayage or shipment for a short distance between residences;
- b. To or from a NTS facility in the member's PDS area;
- c. In the member's last PDS area when the member is authorized a final move during a separation or retirement;
- d. Incident to reassignment or PCS to a new PDS near the old PDS;
- e. Between residences within a metropolitan area; or
- f. Not during a PCS, a move between residences within the daily commuting distance of the PDS.

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

B. **CIVILIAN EMPLOYEE**. A PCS between PDSs within the same city/area when the old and new PDS are at least 50 miles apart. See JTR, par. C5080-F for authorization/approval and exceptions to the 50-mile rule.

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

**SPECIAL CONVEYANCE**. Commercially rented or hired vehicles other than a POV 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, but are not limited to, the traveler's weight or height.

**STANDARD CONUS PER DIEM RATE**. The per diem rate for:

1. Any CONUS location not included in a defined locality (county/area) in the CONUS per [diem rates \(http://www.defensetravel.dod.mil/site/perdiemCalc.cfm\)](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm), and
2. All CONUS locations when PDT is involved.

### STANDARD GOVERNMENT MEAL RATE (GMR)

1. The daily rate paid for meals in a GOV'T DINING FACILITY/MESS including the operating cost.
2. See **GOVERNMENT MEAL RATE** for current rates.

### STORAGE IN TRANSIT (SIT)

1. Short-term storage that is part of HHG transportation.
2. May be at any combination of the origin, in transit, or destination.
3. Usually for 90 or fewer days, but may be extended.
4. See JFTR, par. U5375 and JTR, par. C5190.
5. Also referred to as temporary storage.

**SUBSISTENCE EXPENSES.** The same items as those included under **PER DIEM ALLOWANCE**.

**SUBSISTING OUT (UNIFORMED MEMBER ONLY).** The non-leave status of an inpatient no longer assigned a bed. An inpatient authorized to subsist out is not medically able to return to duty but continuing treatment does not require a bed assignment (DoD 6015.1-M, January 1999, P19.1.19).

**TEACHER (CIVILIAN EMPLOYEE ONLY).** A civilian who is a U.S. citizen and whose services are required on a school year basis in a teaching position subject to 20 USC §901-907 in the DoD Education Activity System.

**TEMPORARY CHANGE OF STATION (TCS) (CIVILIAN EMPLOYEE ONLY).** The relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.

### TEMPORARY DUTY (TDY)

#### A. **UNIFORMED MEMBER**

1. Duty at one or more locations, away from the PDS, under an order 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 at which processing is accomplished.
3. There are four types of TDY travel:
  - a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.
  - b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a uniformed member (other than a uniformed member who has not yet reached the first PDS).
  - c. Deployment, Personnel Traveling Together under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field/maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JFTR, Ch 7.

B. **CIVILIAN EMPLOYEE**

1. Duty at one or more locations, away from the PDS, under a order providing for further assignment or, pending further assignment, to return to the old PDS or to proceed to a new PDS.

2. There are four types of TDY travel:

a. Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training, deployment and unit training or special circumstances travel. It also includes certain local travel, but not leave or evacuation.

b. Schoolhouse Training Travel. Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee.

c. Deployment, Personnel Traveling Together Under an Order Directing No/Limited Reimbursement, and Unit Travel. Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The GOV'T provides all transportation, lodging, and eating facilities when personnel traveling together are under an order directing no/limited reimbursement.

d. Special Circumstances Travel. See JTR, Ch 7.

**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**

1. Specifically identified Service-operated interim housing facilities that provide short-term housing accommodations for which a charge is levied, without direct charge against the occupant's QTRS allowance.

2. Includes guesthouses, except transient visiting officer QTRS occupied by official visitors to the **INSTALLATION**.

3. *Does not* include:

a. Facilities used primarily for rest and recuperation purposes, or

b. Unaccompanied officer and enlisted QTRS.

**TEMPORARY STORAGE.** See **STORAGE IN TRANSIT**.

**TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** As released by the Office of the Geographer and Global Issues, 1 July 1997. The territories and possessions of the U.S. include:

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 website: [www.saipan.com](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**

A. General. A U.S. territory is:

1. An incorporated/unincorporated territory over which the U.S. exercises sovereignty,
2. An area referred to as a dependent area or possession, and
3. Other areas subject to U.S. jurisdiction.

B. Incorporated vs. Unincorporated

1. "Incorporated" refers to territories that Congress has "incorporated" into the U.S. by making the Constitution applicable to those areas.
2. "Unincorporated" refers to any territories to which the Constitution has not been expressly and fully extended.

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

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

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

**TRANSPORTATION EXPENSES**. The costs related to transportation (JFTR, par. U3040/JTR. par. C3040 and JFTR/JTR APP G.

**TRANSPORTATION, HHG**. The shipping, packing, crating, drayage, storage in transit, uncrating, and unpacking of HHG at GOV'T expense. Ch 5, Part D for specific regulations governing PCS HHG transportation and Ch 4, (JFTR, Part E and JTR, Part E) for TDY HHG transportation.

**TRANSPORTATION-IN-KIND.** Transportation provided by the GOV'T without cost to the traveler. It includes transportation by GOV'T aircraft, ship, or vehicle, and GOV'T-procured transportation via commercial carriers.

**TRANSPORTATION, POV**

1. Transportation by ship, including port-handling charges, to, from, and between OCONUS ports.
2. The term does not include land transportation to or from such ports, except when POV transportation is IAW Service regulations and authorized by [37 USC §554](#), or [5 USC §5564](#).
3. Customs and other fees and charges required to effect entry of a POV into a country are not part of transportation. They are the traveler's financial responsibility.

**TRANSPORTATION REQUEST.** A written GOV'T request (including a GTR) to procure transportation, accommodations, or other services chargeable to the GOV'T, from a commercial provider ICW official travel.

**TRANSPORTATION TERMINAL.** A transportation terminal is a common carrier or GOV'T 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.

**TRANSPORTATION, USUAL MODE OF (CIVILIAN EMPLOYEE ONLY).** A transportation mode that is authorized, required, or furnished for usual travel by direct route, including common carrier facilities within CONUS or commercial and GOV'T transportation facilities overseas that would be used for travel by the most direct usually traveled route between points of official travel.

**TRAVEL.** The term "travel" relates to movement of persons from place to place and includes authority for the use of QTRS facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in JFTR and JTR. When used ICW 'travel allowances', the term refers to per diem or AEA.

**TRAVEL ADVANCE.** Prepayment of estimated travel expense in the form of a loan.

**TRAVEL-APPROVING/DIRECTING OFFICIAL.** Individuals who direct and approve/disapprove travel requests and vouchers prior to claim settlement. They ensure the necessity and justification for travel orders.

**TRAVEL AUTHORIZATION/ORDER.** See **ORDER**.

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

**TRAVEL, EMERGENCY (CIVILIAN EMPLOYEE ONLY).** Travel that results from:

1. The traveler becoming incapacitated by illness or injury not due to personal misconduct;
2. The death or serious illness of a member of the traveler's family; or
3. A catastrophic occurrence or impending disaster, such as fire, flood, or an act of God, that directly affects the traveler's home.

**TRAVEL, INVITATIONAL**

1. Authorized travel by individuals either not employed by the GOV'T or employed (under [5 USC §5703](#)) intermittently in the GOV'T's service as consultants or experts and paid on a daily when-actually-employed basis.
2. Used for an individual serving without pay or at \$1 a year when the individual is acting in a capacity directly

related to, or ICW, official GOV'T activities.

3. Travel and transportation allowances authorized (APP E) for such a person are the same as those ordinarily authorized for a civilian employee ICW TDY, except as in APP E2-A2m for spouse invitational travel.

#### TRAVEL MANAGEMENT CENTER (TMC)

1. See (CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO).
2. See TRAVEL MANAGEMENT SYSTEM (TMS).

**TRAVEL MANAGEMENT SYSTEM (TMS).** ([FTR §§301-73.100-103](#)) A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a CTO, and an electronic system or other commercial method of arranging travel.

#### TRAVEL, OFFICIAL

1. Authorized travel and assignment solely ICW business of the DoD or the GOV'T.
2. Official travel may be performed:
  - a. Within/in the vicinity of a PDS;
  - b. To/from the actual residence to, from, or between PDSs; and
  - c. To, from, at, and between TDY assignment locations.
3. The below are not official travel. Travel:
  - a. And delays for personal reasons/convenience,
  - b. By a circuitous route,
  - c. By transportation modes other than authorized/approved,
  - d. For additional distances, or
  - e. To places ICW personal business.
4. Non-official travel status affects allowances, reimbursements, and pay status.

**TRAVEL ORDER.** See **ORDER.**

**TRAVEL REQUEST (CIVILIAN EMPLOYEE ONLY).** A written statement (for a travel order) that includes information regarding personnel, mission, pertinent dates or assignment period, transportation modes, allowances, limitations, special approval or instructions, justifications if necessary, and fund and accounting citation.

#### TRAVEL-REQUESTING OFFICIAL (CIVILIAN EMPLOYEE ONLY)

1. The individual who initiates the request for a travel order and who has full knowledge of the purpose of, and requirements for, the travel mission.
2. DoD Components may permit travelers to be travel-requesting officials for their own travel orders.
3. When travelers are permitted to be travel-requesting officials for their own travel orders, under no circumstances may the travel-requesting official also be the travel-approving/directing and/or AO for the travel.

4. A travel request is subject to approval/disapproval by a travel-approving/directing official.

**TRAVEL STATUS.** The member's/employee's status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in an order, including time en route awaiting transportation connections and delays en route beyond the traveler's control (JFTR, par. U2250 and JTR, par. C2250). Travel status does not include travel taken for personal convenience, leave, civilian administrative leave or administrative absence ((Instruction only applicable to DoD Uniformed members) [DoDI 1327.06, Leave and Liberty, 16 June 2009, incorporating change 1, 30 September 2011, Encl 2, par. 6, subpar. \(a-e\)](#)) while performing travel away from the PDS on public business under competent travel orders.

**TRIP RECORD.** Under DTS, this document, in either electronic or paper form, provides the vehicle on which is recorded each official order, initial options, modifications, and payment decisions. Prepared by the traveler, it is the single trip document that includes the order and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

**UNACCOMPANIED BAGGAGE (UB).** See **BAGGAGE, UNACCOMPANIED.**

**UNACCOMPANIED MEMBER (UNIFORMED MEMBER ONLY).** A member whose dependents have not accompanied the member or have accompanied the member at personal expense and are not command sponsored.

**UNACCOMPANIED TOUR (UNIFORMED MEMBER ONLY)**

1. The authorized tour length at a specific overseas PDS for a Service member who is not accompanied by command-sponsored dependents.
2. A tour at a location with only an unaccompanied tour authorized is a dependent-restricted tour (see APP A definition).
3. For JFTR allowances, an unaccompanied tour also includes a dependent-restricted tour ([DoDI 1315.18](#), par. E2.1.50).

**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 (U.S.).** The 50 states and the District of Columbia.

**UNUSUALLY ARDUOUS SEA DUTY (UNIFORMED MEMBER ONLY).** Duty aboard or with designated units. These units must be designated in writing and meet the criteria in [57 Comp. Gen. 266 \(1978\)](#).

**UPON SEPARATION FROM FEDERAL SERVICE (CIVILIAN EMPLOYEE ONLY).** All dates following the date an employee is separated from Federal Service.

**U.S.-CERTIFICATED AIR CARRIER.** A U.S. certificated air carrier that holds a certificate under [49 USC §41102](#) and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. certificated air carrier service also includes service provided under a code share agreement with a foreign (non U.S. certificated) air carrier IAW Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. certificated air carrier's designator code and flight number.

**U.S. FLAG AIR CARRIER.** See **U.S.-CERTIFICATED AIR CARRIER.**

**U.S. INSTALLATION**

1. A base, post, yard, camp or station:
  - a. Under the local command of a uniformed service,
  - b. With permanent or semi-permanent-type troop shelters and a **GOV'T DINING FACILITY/MESS**, and
  - c. At which there are U.S. GOV'T operations.
2. 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**.

**WARD.** A person, especially an infant, placed by authority of law under the care of a guardian.

**WEIGHT ADDITIVE.** See **HOUSEHOLD GOODS-WEIGHT ADDITIVE**.

**YEARS OF SERVICE (UNIFORMED MEMBER ONLY).** Any service authorized to be credited in computation of basic pay under [37 USC §205](#).